
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, February 13, 2018

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

- | | <u>Page</u> | <u>Tent.
Time</u> |
|--|-------------|-----------------------|
| 1. Call to Order | | 5:00 PM |
| 2. Public Comment to Closed Session | | |
| <p>This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. <i>Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a <u>Request to Address the Board of Trustees</u> form and provide it to the superintendent/president <u>prior</u> to this part of the agenda.</p> | | |
| 3. Adjourn to Closed Session | | 5:00 PM |
| 3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957) | | |
| 3.B. Potential Settlement Agreement (1 case) (Govt. Code §54956.9(b) AHC vs. Steinberg Hart Architects | | |
| 3.C. Public Employee Discipline/Dismissal/Release – Appeal of Administrative Determination regarding Whistleblowing and Retaliation Complaint (Government Code section 54957 | | |
| 3.D. Conference with Labor Negotiator – (Government Code §54957.6) | | |

Agency designated representatives: Dr. Paul Murphy
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 #25

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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. | 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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| 9. | Approval of Minutes | |
| | 9.A. Approval of Minutes from the January 16, 2018 special board meeting. | 10 |
| | 9.B. Approval of Minutes from the January 16, 2018 regular board meeting. | 13 |
| 10. | Presentation | |
| | 10.A. Check presentation from Rabobank | |

Rabobank representatives, Susan Appel and Angelica Gutierrez, will present the college with a \$2,500 donation for the Food Share Because We Care program.

	<u>Page</u>	<u>Tent. Time</u>
11. 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>		
11.A. Register of Warrants Supplemental Payroll 12/10/17 and Regular Payroll 12/31/17	19	
<p>A recommendation that the board of trustees approve commercial warrants.</p>		
11.B. Acceptance of Donations	21	
<p>A recommendation that the board of trustees accept a 2007 Chevrolet Silverado from Melfred Borzall Inc.</p>		
11.C. Confirmation of Bank Accounts	22	
<p>A recommendation that the board of trustees confirm the list of district bank accounts.</p>		
11.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	25	
<p>A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.</p>		
11.E. Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service	40	
<p>A recommendation that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented.</p>		
11.F. Appointments, Transfers, and Promotions of Classified Service Employees	41	
<p>A recommendation that the board of trustees approve the appointments of José Legaspi Ledezma, admissions and records technician III, admissions and records, retroactive to February 1, 2018; Christopher Feliz, instructional assistant, public safety</p>		

department, effective February 14, 2018; Brandyn Collins, instructional assistant, public safety department, effective February 14, 2018; Shannon Smith, instructional assistant, public safety department, effective February 14, 2018; and Johnny Langehennig Jr., instructional assistant, public safety department, effective March 1, 2018. A recommendation may be made that the board of trustees approve the appointments of instructional assistant, writing center laboratory, learning resources; tutorial/open access computer lab, learning resources; and maintenance specialist – locksmith, operations. If a recommendation is made, a revised board agenda item will be presented.

11.G. Appointment of Classified Management Position 43

A recommendation may be made that the board of trustees approve the appointment of assistant director, human resources. If a recommendation is made, a revised board agenda item will be presented.

11.H. Appointment of Temporary Nontenure-Track Faculty 44

A recommendation may be made that the board of trustees approve the temporary nontenure-track faculty appointment of coordinator, law enforcement, public safety. If a recommendation is made, a revised board agenda item will be presented.

11.I. Change of Status of Classified Service Employee 45

A recommendation that the board of trustees approve the permanent change of status of Julia Sokolovska, student services technician II, student services, retroactive to January 1, 2018.

11.J. New and/or Revised Classified Bargaining Unit Job Descriptions 46

A recommendation may be made that the board of trustees approve the revised job description for transcript evaluator. If a recommendation is made, a revised board agenda item will be presented.

11.K. New and/or Revised Management Job Descriptions 47

A recommendation that the board of trustees approve the revised job descriptions, including range changes for these positions, for director, facilities; and district police chief, as presented, effective March 1, 2018.

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11.L. Coaching Appointments and Stipends	56	
A recommendation that the board of trustees approve the coaching appointment and stipend as presented, or earlier per district need.		
11.M. Authorization for Out-of-State Travel for the Superintendent/President	57	
A recommendation that the board of trustees authorize out-of-state travel for the superintendent/president to travel to Washington D.C. to meet with legislative representatives.		
11.N. Second Quarter Financial Status Report	58	
A recommendation that the board of trustees accept the second quarter financial status report.		
11.O. Out-of-Classification Assignment of Classified Service Employee	63	
A recommendation that the board of trustees approve the out-of-classification assignment of Adelina Pozos, career/job placement services program specialist, student services, retroactive to November 3, 2017 through June 30, 2018, or earlier per district need.		
11.P. Equivalency Certification for Faculty	64	
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.		
12. Oral Reports		6:35 PM
12.A. Superintendent/President's Report		
12.B. Board Member Reports		
12.C. Association Reports		6:45 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) AHC Foundation		
4) Management Association		
5) Part-Time Faculty Association		
6) Faculty Association		
7) Academic Senate		

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13. Action Items		7:15 PM
13.A. Acceptance of Grants Approved	67	
A recommendation to accept funded proposals.		
13.B. California Environmental Quality Act (CEQA) Notice of Exemption Approval for the Fine Arts Complex Project	68	
A recommendation to approve filing a California Environmental Quality Act (CEQA) Notice of Exemption for the Fine Arts Complex Project.		
13.C. Renewal of Joint Use Agreement with Atascadero Fire Department	69	
A recommendation that the board of trustees authorize the superintendent/president to renew the joint use agreement between the district and Atascadero Fire Department for use of the Public Safety Complex.		
13.D. Reappointment of Tenure-Track Faculty	70	
A recommendation that the board of trustees approve for tenure Loren Bradbury, automotive technology; Susannah Kopecky, librarian; Wendy Sutter, mathematics; David Hernandez, counselor; Ashley Brackett, counselor; Vincent Tobin, astronomy, effective fall 2018; approve third and fourth year appointments for Jeffrey Appel, mathematics; Jaime Astacio, mathematics; Joann Bellrose, certified nursing assistant; Christine Bisson, food science and nutrition; Seth Damron, health education; Brent Darwin, accounting; Janae Dimick, English; Chad Kelly, reading; Danae Madrid, chemistry; Trevor Passage, librarian; Jennifer Schroeder, speech; Michael Serpa, mathematics; Christopher Straub, geography; Patrick Trimbath, art; Maria Arvizu-Rodriguez, transfer counselor; Benjamin Britton, counselor; Linda Kelly, counselor; Lisa Marsalek, learning disabilities specialist; Ricardo Navarrette, counselor; Carissa Perales, counselor; Kiri Villa, counselor; Maria Dayana Zepeda de Rosas, noncredit counselor; José Millán, counselor, Antonio Ramirez, counselor; Ken George, coordinator, law enforcement academy; Andria Keiser, English as a second language; Robert Murtha, English; Alicia Fox, biology; Saad Sadig, architecture; and approve second year appointments for Lainey Campos, counselor; and Lynn Becerra-Valencia, personal development.		

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13.E. Termination Notice of Nontenure-Track Faculty	73	
<p>A recommendation that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the date herein designated: Kathy Beckelhymer, temporary, nontenure-track basic skills faculty/coordinator, effective May 20, 2018.</p>		
13.F. Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees	74	
<p>A recommendation that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employees Salary Schedule, SS-80, to include the instructional aide I, II, III, IV, V, and VI positions and to correct minor inconsistencies, retroactive to January 1, 2018.</p>		
13.G. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association, Preschool Teachers	78	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “District” and Faculty Association “FA” to release the preschool teacher position from the Faculty Association unit prospectively.</p>		
13.H. Accounts Payable Fiscal Oversight	80	
<p>A recommendation the board of trustees requests that the Santa Barbara County Auditor’s Office establish fund 0476 Warrant Clearance – Allan Hancock Jt. Community College – Accounts Payable and fund 0477 Warrant Clearance – Allan Hancock Jt. Community College – Payroll for the Allan Hancock Joint Community College District and that the interest earned on moneys deposited in each respective fund remains in the fund.</p>		
13.I. Revision to Executive Management Salary Schedule	81	
<p>A recommendation that the board of trustees approve the revised executive management salary schedule, effective March 1, 2018.</p>		

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13.J. Change of Status for Executive Management and Management Employees	83	
A recommendation that the board of trustees approve the permanent change of status of Michael Black, associate superintendent/vice president, finance and administration; and Rex Van Den Berg, director, facilities, effective March 1, 2018.		
13.K. Public Safety Complex Project, Settlement Agreement	84	
A recommendation may be made that the board of trustees approve the settlement agreement with Sinanian Development Inc, Kitchell CEM, and SVA Architects for the Public Safety Complex Project.		
14. Information		7:50 PM
14.A. Grant Proposals Submitted	85	
A report on grant proposals submitted.		
14.B. 2018-19 Proposed State Budget	86	
A summary of the 2018-19 proposed state budget.		
14.C1. Employee Resignations and Retirements	87	
The superintendent president has accepted the retirements of Linda Metaxas, physics professor, life and physical sciences department, effective June 1, 2018; Rob Lennihan, biology professor, life and physical sciences department, effective June 1, 2018; Mary Perry, biology professor, life and physical sciences department, effective June 1, 2018; Sharon Alldredge, coordinator of assessment, testing center, effective June 2, 2018; Carol Moore, director, information technology services, effective June 2, 2018; and the resignation of Caitlin Johnson, wellness program specialist, health services, effective February 21, 2018.		
14.C2. Faculty Recruitment Fall 2018	88	
An update on faculty recruitment for fall 2018.		
14.D. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	89	

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14.E. Monthly Report, Associate Superintendent/Vice President, Student Services	90	
14.F. Monthly Report, Vice President, Institutional Effectiveness	91	
14.G. Monthly Report, Executive Director, College Advancement	92	
14.H. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	93	
14.I. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	94	
14.J. A Status Report on Bond Measure I Projects	109	
15. New Business		8:30 PM
16. Calendar	111	
17. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, March 13, 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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Tuesday, January 16, 2018

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
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 Zacarías called the meeting to order at 2:35 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 Zacarías adjourned the meeting to closed session at 2:35 p.m.

4. Reconvene to Open Session

Trustee Zacarías reconvened the meeting to open session at 3:39 p.m.

5. Public Comment

Eliseo Munoz said removing campus police puts students and staff at risk. He noted it would take more than five minutes for Santa Maria police officers to arrive on campus when responding to an emergency. He shared a list of problems with the infrastructure in building N and asked the board of trustees to keep the building in mind and make necessary repairs if a bond is placed on the ballot.

Donna Olivera reviewed statistics in violence and property damage and believes having Santa Maria Police Department officers on campus is not necessary. She said having SMPD on campus is not a welcome site to students who have been incarcerated. She added SMPD officers are not trained to deescalate situations with students. She is an advocate to keep the same college police department or improve it.

Abraham Melendez said he is in favor of having more security guards versus police officers. He would like to know where funding would come from for police officers. He asked the board to ensure police and safety officers are trained in deescalating methods.

Julia Thompson shared student experiences who felt safer knowing police officers were present. She shared a personal experience where a convicted person appeared to a close family member and was assisted by campus police.

Shanet Orijee said it's very important to her to have police presence, especially at night. She feels safe when she sees police officers on campus. She asked the board of trustees to consider the safety of students and office staff when making a decision.

Tris Colman gave the board alternate options. He mentioned a program where students received class credit to patrol campus. He encouraged the board of trustees to reinstate the program for the students, and explained how it helps students find employment. Mr. Colman works for a company that provides security and mentioned other community colleges use private security. He asked the board to consider private security as an option.

Janet Cruz, ASBG president, reached out to students and reported 69 percent prefer keeping AHC police and 31 percent prefer security guards. She said the police department provides positive interaction with students and keep the campus safe.

Jeff Allen asked the board to consider how the reorganization of the police department interacts with other departments. He gave examples of how PCPA staff works with AHC police department and asked the board of trustees to consider PCPA needs when making a decision.

Torey Dunn thanked the board of trustees for taking more time to consider this very important decision. He said he is here to support students and not prejudge based on their appearance.

6. Information

6.A. Consideration for a 2018 Bond Measure

Dr. Walthers explained passing a bond in November would be a way to fund unfinished projects. He reviewed the assessed value of properties within the district boundaries and explained the district's bonding capacity. There was a discussion regarding outstanding projects from bond measure I, including the athletic facility repairs, nursing workstations in Lompoc, and the fine arts building. He explained the fine arts building is funded by a donation, state funds, and a possible bond or certificates of participation. He reviewed the timeline for November 2018 election. He offered to reach out to community members and gauge support for the bond.

7. Action Item

7.A. Police Department Organization

On a motion by Trustee Hilker, seconded by Trustee Hall, the Board selected the hybrid safety/sworn police department organizational plan. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

8. Adjournment

Trustee Zacarías adjourned the meeting at 5:31 p.m.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, January 16, 2018

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
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 Zacarías called the meeting to order at 5:35 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 Zacarías adjourned the meeting to closed session at 5:35 p.m.

4. Reconvene to Open Session

Trustee Zacarías reconvened the meeting to open session at 6:08 p.m.

5. Action Taken in Closed Session

Trustee Zacarías announced district staff and district legal counsel, pursuant to Government Code § 54956.9(d)(1), the board of trustees approved a global settlement of the AAA Arbitration captioned, Sinanian Development, Inc. v. Allan Hancock Joint Community College District, AAA Case No. 01-14-0001- 6794. All terms and conditions of the settlement shall be confirmed in written Settlement Agreements and Releases by and between Sinanian Development, Inc. and the District, the District and SVA, Inc. and the District and Kitchell CEM; the executed copies of which shall be presented to the Board for their ratification at its regularly scheduled February board meeting.

6. Pledge of Allegiance

Tom Lamica, project director K-12 partnerships, cooperative work experience & career development, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Items removed from the agenda included:

10.N. New and/or Revised Management Job Descriptions

10.M. New and/or Revised Classified Bargaining Unit Job Descriptions pulled

Item 12.D. Audit Report for Year Ending June 30, 2017 moved to follow consent items

On a motion by Trustee Hall, seconded by Trustee Lahr, 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

Yvette Andrade spoke on behalf of Julian Andrade. She praised Dominic Del Bello and Robert Jorstad for supporting and encouraging her son through difficult and challenging occasions in class. She believes the skills he learned help him succeed in his electrical engineering classes. He now has a job with a multinational company, earns a good salary, and still uses fundamental things he learned in their classes. She thanked them for helping Julian's dreams come true. She believes you can start here and go anywhere.

9. Approval of Minutes

9.A. Approval of Minutes from the December 12, 2017 regular board meeting.

On a motion by Trustee Hilker, seconded by Trustee Zacarías, the Board voted unanimously to approve the minutes for the December 12, 2017 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Consent Agenda

On a motion by Trustee Hall, seconded by Trustee Pensa, 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

11. Oral Reports

11.A. Superintendent/President's Report

Dr. Walthers deferred his report to the following month.

11.B. Board Member Reports

Yesenia Baes said she is excited to meet new leadership class members and plans to host the help desk on first day of class.

Trustee Hall attended the Lompoc Economic Alliance event and noted Hancock College is a large part of the economic health of the Lompoc Valley.

Trustee Pensa did not have a report.

Trustee Zacarias did not have a report.

Trustee Lahr did not have a report.

Trustee Hilker traveled to visit family and stopped at two community colleges and spoke with their directors of safety. The directors want a police department.

11.C. Association Reports

1) Associated Student Body Government

No report was given.

2) AHC Foundation

No report was given.

3) Management Association

No report was given.

4) Part-Time Faculty Association

No report was given.

5) Faculty Association

Marla Allegre read the report for Roger Hall. She said in the last negotiation meeting the faculty association and district tentatively agreed on a financial compensation package to cover the next 3-year contract. The report highlights the efforts of chief negotiator Michael Dempsey, and thanked Dr. Walthers who despite tough negotiating, was respectful and reasonable. The team greatly appreciates his presence at the table during this crucial session.

6) Academic Senate

Marla Allegre acknowledged the tough decisions the Board will make to keep the classrooms safe and provide faculty to teach. She mentioned there are six faculty retirements. She asked the Board to remember the need for math and English faculty to fill in order to support The Hancock Promise when making decisions.

7) California School Employees Association

Torey Dunn said he is filling in as interim vice president. He mentioned there are eight job descriptions that are reclassified and have reach fifteen tentative agreements to fill classified positions.

12. Action Items

12.A. Acceptance of Grants Approved

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

12.B. Award of contract for the Prop 39 Year 3, 4 & 5 Lompoc Valley Center Solar Project RFP 17-104

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board awarded the contract for the Prop 39 Year 3, 4 & 5 Lompoc Valley Center Solar Project to the most responsive bidder, Mangan Renewables LLC, in the amount of \$936,000. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

12.C. Nonresident Tuition Rate 2018-2019

On a motion by Trustee Pensa, seconded by Trustee Lahr, the Board established the Allan Hancock College 2018-2019 nonresident tuition rate at \$216 per unit, commencing with fall semester 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

12.D. Audit Report for Year Ending June 30, 2017

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board accepted the audit report for the year ending June 30, 2017, as presented. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

12.E. Appointment of Interim Educational Management Position

On a motion by Trustee Hilker, seconded by Trustee Lahr, the Board approved the temporary educational management appointment of Dr. Melinda Nish, interim associate superintendent/vice president, academic affairs, effective January 29, 2018 through June 30, 2018, or earlier per district need. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

12.F. California Community College Trustees Board of Director's Election

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

13. Information Items

13.A. Grant Proposals Submitted

Executive Director Houghton briefly reviewed the grant proposals.

13.B. First Reading: Revised Administrative Procedure 6300, Fiscal Management

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

13.C. Employee Resignations and Retirements

Dr. Walthers acknowledged the retirements and separations from services as reported.

13.D. Scorecard Interaction

Dr. Murphy shared the scorecard information with the board of trustees. He explained how a cohort of students is used to measure outcomes. He added students are followed for six years and briefly reviewed scorecard cohort definitions. He went on to review the rest of the data with the board of trustees.

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

Associate Superintendent Ornelas reported 166 high school students attended the FAFSA workshop to complete application forms.

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

Dr. Murphy mentioned his office has completed 13 surveys for various departments and said the goal for the upcoming planning retreat is to establish priorities to guide the revised integrated planning and resource allocation process.

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

Executive Director Houghton went over progress made with the Bulldog Bound activities for fifth and sixth grade students.

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

Dr. Walthers reported meetings to work on the Fine Arts complex design is underway.

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

Jessica Blazer briefly reviewed the financial data. She said the budget is on track.

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

Dr. Walthers noted there are no changes to the report.

14. New Business

No new business was reported.

15. Calendar

Dr. Walthers noted the basketball game on the 17th was moved to the 31st of the month.

16. Adjournment

Trustee Zacarías adjourned the meeting at 7:24 p.m.



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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Register of Warrants	Item Number: 11.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 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	\$ 2,073,387.06	
PAYROLL 12/1/17 – 12/31/17	4,977,940.52	
TOTAL GENERAL FUND		\$ 7,051,327.58
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	10,983.65	
PAYROLL 12/1/17 – 12/31/17	65,429.11	
TOTAL CHILD DEVELOPMENT FUND		76,412.76
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	24,226.75	
TOTAL GO BOND CLEARING FUND		24,226.75
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	41,170.80	
TOTAL GO BOND BUILDING FUND		41,170.80
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	201,414.15	
TOTAL CAPITAL OUTLAY PROJECTS FUND		201,414.15
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	5,058.86	
TOTAL SELF INSURANCE HEALTH FUND		5,058.86
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 7,465,061.90</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 1860919 through 1861556 for a subtotal of \$2,421,692.27, and payroll warrants in the amount of \$5,043,369.63, for a grand total of \$7,465,061.90

Administrator Initiating Item: Michael R. Black	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

12/01/17-12/31/17

PAYROLL
FUND 9410CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	\$ 927,468.52
1200	Academic Salaries, regular schedule, non-instructional time	605,233.90
1300	Certificated Salaries other than regular schedule teaching	732,690.65
1400	Certificated Salaries other than contract non-teaching	167,274.03
3100	State Teachers Retirement	263,557.80
3300	Medicare	40767.36
3400	Health and Welfare Benefits	158324.19
3500	State Unemployment Insurance	1225.55
3600	Worker's Compensation Insurance	45436.19
3700	State Teachers Retirement/Cash Balance Plan/PARS	13201.06
3911	Academic Retirement Incentive	0.00
	SUB TOTAL	\$ 2,955,179.25

CLASSIFIED:

2100	Classified Salaries, regular schedule	\$ 1,135,185.51
2200	Classified Instructional Aide Salaries, regular schedule	104,532.31
2300	Classified Salaries, hourly	186,355.90
2300	Student Workers, regular	0.00
2400	Instructional Aides, hourly	102,379.11
2400	Student Workers, Tutors, Peer Counselors	0.00
3200	Public Employees Retirement	197,594.03
3300	Social Security/Medicare	81274.75
3400	Health and Welfare Benefits	189847.01
3500	State Unemployment Insurance	560.01
3600	Worker's Compensation Insurance	22158.94
3700	PARS	2873.7
4512	Uniform Allowance	0.00
5113	Externships (Grants Only)	0.00
8890	Income released for stale dated warrant	0.00
	SUB TOTAL	\$ 2,022,761.27
	TOTAL FUND 9410	\$ 4,977,940.52

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	4,376.47
2100	Classified Salaries, regular schedule	2,947.82
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	32,895.65
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teachers' Retirement System	2,188.16
3200	Public Employees Retirement System (PERS)	264.47
3300	Social Security/Medicare	422
3400	Health and Welfare Benefits	3,269.92
3500	State Unemployment Insurance	10.02
3600	Workers' Compensation Insurance	998.78
3700	State Teachers' Retirement/Cash Balance Plan	376.30
	SUB TOTAL	\$ 65,429.11
	TOTAL FUND 9433	\$ 65,429.11

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	\$ 5,043,369.63

CONSENT ITEM

To: Board of Trustees	Date: February 13, 2018
From: Superintendent/President	
Subject: Acceptance of Donations	Item Number: 11.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The Industrial Technology Department received a 2007 Chevrolet Silverado from Melfred Borzall Inc. The welding program intends to use this vehicle to pull the welding trailer to outreach events at local schools.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees accept a 2007 Chevrolet Silverado from Melfred Borzall Inc.

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

To: Board of Trustees	Date: February 13, 2018
From: Superintendent/President	
Subject: Confirmation of Bank Accounts	Item Number: 11.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 3

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

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

Administrator Initiating Item: Michael R. Black	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE
DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2017
<u>General Fund</u>			
Rabobank, N.A. 1105193601	Revolving Cash Account Business Checking Account Prepayments and purchasing of services and materials	0.02%	\$ 31,583.52
Rabobank, N.A. 2501955511	Clearing Account - Credit Card	0.00%	\$ 318,509.13
Rabobank, N.A. 2501955512	Clearing Account - Checking MM	0.00%	\$ 94,831.56
Rabobank, N.A. 2501955513	Clearing Account - Checking	0.02%	\$ 112.75
Rabobank, N.A. 8071123617	Student Refund Clearing Account	0.00%	\$ 20,000.00
Rabobank, N.A. 1156880711	Traffic Fines Account	0.00%	\$ 500.00
<u>Student Financial Aid Trust Fund</u>			
Wells Fargo Bank 2679785556	AHC - Cal - Grants Business checking account	0.01%	\$ 20,700.22
Wells Fargo Bank 0638-036954	AHC - EOPS Business checking account Deposit of state aid and distribution to students EOPS program	0.00%	\$ 18,231.97
<u>Scholarship and Loan Trust Fund</u>			
Rabobank, N.A. 0632825950	AHC Student Veteran Emergency Loan Fund Donations to fund distributed as emergency loans for AHC Student Veterans *New Account Number*	0.00%	\$ 5,418.96
<u>Student Representation Fee Trust Fund</u>			
Rabobank, N.A. 152530773	ACJCCD-Student Rep Fee Trust Fund Money Market savings account	0.05%	\$ 19,745.14
<u>District Trust Fund</u>			
Rabobank, N.A. 152530781	AHJCCD District Trust - Business Savings Money Market account	0.05%	\$ 946,563.07
<i>AHC Auxiliary Programs Corporation</i>			
<u>PCPA Fund</u>			
Rabobank, N.A.	PCPA/AHC Auxiliary Programs	0.00%	\$ 376,745.40

ALLAN HANCOCK JOINT COMMUNITY COLLEGE
DISTRICT BANK ACCOUNTS

Reporting Fund Bank Account	Purpose	Interest Rate	GL Balance 12/31/2017
152514506	Credit card and Solvang deposit		
<u>Associated Students Trust Fund</u>			
Rabobank, N.A. 152513291	Assoc Std Body-Money Market Money Market Account - Deposit and clearing of cash transactions	0.05%	\$ 124,549.85
Rabobank, N.A. 152513283	Assoc. Student Body-checking Business checking vendor payments	0.00%	\$ 10,156.46
<u>Student Clubs Agency Fund</u>			
Rabobank, N.A. 152530749	AHJCCD-Std Clubs Agency Trust Money Market account and clearing of cash transactions	0.05%	\$ 75,539.68
<u>Foundation Agency Fund</u>			
Morgan Stanley Active Assets 223014954009	AHC Foundation Checking Account	0.10%	\$ 193,849.82
Rabobank, N.A. 6988534314	AHC Foundation Checking	0.00%	\$ 266,123.57
Rabobank, N.A. 1112151901	AHC Foundation Credit Card	0.00%	\$ 5,095.93
Heritage Oaks Bank 8221812	AHC Foundation *Opened March 2016* Savings	0.10%	Account closed
<u>AHC Viticulture & Enology Foundation Agency Fund</u>			
Rabobank, N.A. 0095835654	Viticulture & Enology Foundation Checking	0.00%	\$ 75,140.84

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 15

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: Melinda Nish	Final Disposition:
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FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ACCOUNTING				
Darwin, Brent	40013	ACCT 130	Financial Accounting	.200
Darwin, Brent	40055	ACCT 140	Management Accounting	.200
Darwin, Brent	40967	ACCT 317	Bookkeeping I	.200
ADULT BASIC SKILLS				
Campos, Mary	42399	BASK 7008A	Success in College Lab	.057
AGRIBUSINESS				
Koch, Alfredo	42195	AG 135	Grapevine Physiology	.067
ANTHROPOLOGY				
Stokes, Brian	40018	ANTH 101	Intro to Biological Anthro	.176
Stokes, Brian	40019	ANTH 101	Intro to Biological Anthro	.200
Stokes, Brian	40835	ANTH 102	Intro to Cultural Anthro	.200
ARCHITECTURE				
Sadig, Saad	41941	ARCH 122	Architectural Drawing 2	.139
Sadig, Saad	40645	ARCH 111	Arch. Graphics & Design I	.368
ART				
Allebe, Adrienne	40895	ART 133	Composition Studies: Figure 1	.030
Hood, John	40453	ART 101	Art Appreciation	.183
Matsuo, Amiko	41896	ART 113	Three-Dimensional Design	.286
Trimbath, Patrick	40028	ART 101	Art Appreciation	.166
ASTRONOMY				
Tobin, Vincent	40805	ASTR 100	Elementary Astronomy	.055
AUTO BODY TECHNOLOGY				
Mason, Eric	41940	AB 353	Auto Body Repair	.208
AUTOMOTIVE TECHNOLOGY				
Bradbury, Loren	40575	AT 100	Automotive Fundamentals	.376
Bradbury, Loren	40236	AT 334	Automotive Machining 1	.128
McGuire, Patrick	40032	AT 100	Automotive Fundamentals	.376
McGuire, Patrick	40035	AT 324	Automatic Transmissions	.153
BIOLOGY				
Brannon, Tammy	40250	BIOL 132	Marine Biology	.026
Fox, Alicia	40475	BIOL 120	Humans & the Environment	.164
Lenniham, Robert	40248	BIOL 128	Microbiology	.026
Miyahara, Leonard	40246	BIOL 125	Human Physiology	.152
Perry, Mary	40242	BIOL 124	Human Anatomy	.151
Wise, Ashley	40751	BIOL 124	Human Anatomy	.116
BUSINESS				
Bryant, Robert	40047	BUS 101	Introduction to Business	.200
Bryant, Robert	40048	BUS 101	Introduction to Business	.200
Bryant, Robert	40252	BUS 102	Marketing	.067

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Bryant, Robert	40260	BUS 303	Sales and Marketing	.200
Comstock, Marie	40255	BUS 107	Human Relations in Business	.200
Comstock, Marie	40750	BUS 110	Business Law	.200
Comstock, Marie	40259	BUS 302	Essentials of Management	.200
CHEMISTRY				
Gottlieb, Sean	40447	CHEM 150	General Chemistry 1	.150
Madrid, Danae	40606	CHEM 150	General Chemistry 1	.330
Nouri, Dustin	40339	CHEM 120	Introductory Chemistry	.339
O'Neill, Stephen	40449	CHEM 151	General Chemistry 2	.325
COMPUTER BUSINESS INFORMATION SYSTEMS				
Montanez-Rodriquez, C	40070	CBIS 101	Computer Concepts & Apps	.200
COMPUTER BUSINESS OFFICE TECHNOLOGY				
Derry, Jody	40573	CBOT 100	Keyboarding	.067
Derry, Jody	41858	CBOT 100	Keyboarding	.067
Derry, Jody	40428	CBOT 131	Intro to Word Processing	.200
Derry, Jody	40429	CBOT .139	Advanced Word Processing	.139
Derry, Jody	40434	CBOT 334	Admin Office Procedures	.200
COMPUTER SCIENCE				
Pavone, Christopher	40657	CS 161	Discrete Structures	.200
Wagner, Michael	42403	CS 111	Fundamentals of Programming 1	.268
Wagner, Michael	40655	CS 102	Intro to Computing with HTML	.200
Wagner, Michael	40934	CS 102	Intro to Computing with HTML	.200
CULINARY ARTS				
Lovell, Ronald	40542	CA 119	Intro to Hospitality Industry	.133
Lovell, Ronald	40506	CA 125	Supervision & Training	.200
Lovell, Ronald	40552	CA 126	Food Production Cost, Control	.152
DANCE				
McMahon, Dianne	42239	DANC 183	Dance Ensemble	.338
McMahon, Dianne	42221	DANC 185	Intro to Performance Skills	.282
Solorio, Jesus	40581	DANC 130	Beginning Jazz	.188
Solorio, Jesus	42239	DANC 183	Dance Ensemble	.206
DENTAL ASSISTING				
Johnson, Kathleen	40374	DA 348	RDA – Success Seminar	.033
Johnson, Kathleen	42242	DA 325	Clinical Dental Procedures	.067
Johnson, Kathleen	42249	DA 329	Dental Assisting Practicum	.286
DRAMA				
Dempsey, Michael	40380	DRMA 104	Introduction to Acting	.255
Dempsey, Michael	41905	DRMA 128	Makeup for Stage/TV	.218

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
EARLY CHILDHOOD STUDIES				
Caddell, Alice	41085	ECS 101	Child, Family and Community	.200
Caddell, Alice	40553	ECS 100	Child Growth and Development	.200
Demchak, Karan	40418	ECS 101	Child, Family and Community	.200
Frazier, Yvon	40424	ECS 115	Infant/Toddler Care and Education	.200
Ramos, Magdalena	40420	ECS 101	Child, Family and Community	.200
Ramos, Magdalena	41089	ECS 311	Creating Learning Materials	.033
Roepke, Thesa	40430	ECS 310	Art for Young Children	.033
Roepke, Thesa	40497	ECS 104	Principles and Practices	.200
Roepke, Thesa	41086	ECS 105	Observation and Assessment	.200
Roepke, Thesa	40425	ECS 116	Teaching in a Diverse Society	.200
Roepke, Thesa	42370	ECS 118	Practicum: Preschool	.130
ECONOMICS				
Elliott, Herbert	40433	ECON 101	Principles of Macro-Economics	.200
Elliott, Herbert	40438	ECON 102	Principles of Micro-Economics	.200
Elliott, Herbert	40437	ECON 102	Principles of Micro-Economics	.200
Elliott, Herbert	40439	ECON 121	Business Economics	.070
EMERGENCY MEDICAL SERVICES				
Roehl, Susan	40280	EMS 102	First Aid & Safety	.220
Roehl, Susan	40279	EMS 102	First Aid & Safety	.200
Roehl, Susan	40842	EMS 306	CPR for Healthcare Providers	.033
ENGINEERING				
Dal Bello, Dominic	40708	ENGR 100	Introduction to Engineering	.067
Dal Bello, Dominic	40890	ENGR 170	Electric Circuit Analysis	.161
ENGLISH				
Adams, Kathryn	40530	ENGL 101	Freshman Comp: Exposition	.205
Farley, Susan	41873	ENGL 101	Freshman Comp: Exposition	.206
Farley, Susan	41874	ENGL 179B	Accelerated English Skills	.133
Garcia-Martinez, Marc	40735	ENGL 101	Freshman Comp: Exposition	.080
Garcia-Martinez, Marc	41867	ENGL 103	Critical Thinking & Composition	.216
Kopecky, Susannah	42218	ENGL 306	Writing Laboratory	.261
Kopecky, Susannah	41877	ENGL 137	Children's Literature	.200
Murtha, Robert	40317	ENGL 101	Freshman Comp: Exposition	.087
Murtha, Robert	41869	ENGL 103	Critical Thinking & Composition	.216
Nunez, Christina	40335	ENGL 106	Creative Thinking	.222
Raybould-Rodgers, J	41030	ENGL 101	Freshman Comp: Exposition	.230
Raybould-Rodgers, J	41133	ENGL 179B	Accelerated English Skills	.133
Raybould-Rodgers, J	41134	ENGL 179B	Accelerated English Skills	.133
Read, James	40305	ENGL 101	Freshman Comp: Exposition	.053
Read, James	40531	ENGL 146	British Lit 1800 to Present	.200
Senior, Robert	40325	ENGL 102	Freshman Comp: Literature	.230

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
NON-CREDIT ENGLISH AS A SECOND LANGUAGE				
Keiser, Andria	41959	NESL 7005	Intro to English C1	.190
Keiser, Andria	41969	NESL 7006	Intro to English C2	.200
ENVIRONMENTAL TECHNOLOGY				
Treur, Kristy	42299	ENVT 154	Monitoring and Sampling	.133
Treur, Kristy	42217	ENVT 156	First Response Operational	.067
Treur, Kristy	42398	ENVT 456	FRO Refresher	.055
FILM				
Hite, Christopher	41923	FILM 105	Film and Television Writing I	.049
Webb, Timothy	40715	FILM 101	Film Art & Communication	.261
Webb, Timothy	40981	FILM 103	Contemporary Latin American	.044
FIRE TECHNOLOGY				
Densmore, Andrew	42375	FT 307	Firefighter 1 Academy 1A	.117
FOOD SCIENCE AND NUTRITION				
Bisson, Christine	40486	FSN 110	Nutrition Science	.067
GEOLOGY				
Meyer, Robert	40081	GEOL 100	Physical Geology	.164
HEALTH EDUCATION				
Bates, Sheri	40124	HED 100	Health and Wellness	.200
Bates, Sheri	40127	HED 100	Health and Wellness	.200
Bates, Sheri	40128	HED 100	Health and Wellness	.200
Caminada, Rinaldo	40130	HED 100	Health and Wellness	.209
Damron, Seth	41568	HED 100	Health and Wellness	.200
Dutra, Kristopher	40136	HED 100	Health and Wellness	.055
HISTORY				
Bierly, Gary	40456	HIST 102	World Civilization Since 1500	.200
Bierly, Gary	40566	HIST 102	World Civilization Since 1500	.200
Bierly, Gary	40159	HIST 105	Western Civilization Since 1650	.200
Hall, Roger	40170	HIST 119	History of California	.200
Hall, Roger	40659	HIST 108	US History 1877 to Present	.100
Hall, Roger	40162	HIST 108	US History 1877 to Present	.200
HUMAN SERVICES				
Lovern, John	40860	HUSV 121	Human Services Gen Practicum Seminar	.133
Lovern, John	40192	HUSV 126	Meditation/Mindfulness/Relaxation	.100
Lovern, John	40263	HUSV 142	Co-occurring Disorders: Engagement	.200
LAW ENFORCEMENT				
George, Kenneth	41511	LE 310	Intro to LE Acad (Pre-Academy)	.067
George, Kenneth	42319	LE 320	Basic Law Enforcement Academy	.145

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
LEADERSHIP				
Britten, Benjamin	40267	LDER 111	Prin/Prac Student Government	.309
MATHEMATICS				
Appel, Jeffrey	40362	MATH 331	Algebra 2	.186
Appel, Jeffrey	40363	MATH 331	Algebra 2	.360
Astacio Rivera, Jaime	40866	MATH 123	Elementary Statistics	.284
Astacio Rivera, Jaime	40761	MATH 181	Calculus 1	.360
Chung, Eui	40345	MATH 311	Algebra 1	.086
Landeros, Martin	40299	MATH 181	Calculus 1	.284
Mitchem, Jon	40342	MATH 182	Calculus 2	.131
Mitchem, Jon	40864	MATH 123	Elementary Statistics	.360
Pavone, Christopher	40291	MATH 131	College Algebra	.288
Pavone, Christopher	40612	MATH 331	Algebra 2	.086
Serpa, Michael	40301	MATH 182	Calculus 2	.086
Serpa, Michael	41419	MATH 121	Trigonometry	.216
Serpa, Michael	40939	MATH 331	Algebra 2	.360
Strance, Deborah	42017	MATH 309	Algebra and Math Literacy	.360
Strance, Deborah	41420	MATH 181	Calculus 1	.212
Sutter, Wendy	40346	MATH 311	Algebra 1	.288
Sutter, Wendy	40349	MATH 311	Algebra 1	.059
Tait, Karen	40271	MATH 100	Nature of Modern Mathematics	.150
West, Elizabeth	40293	MATH 135	Calculus with Applications	.153
West, Elizabeth	42420	MATH 135	Calculus with Applications	.288
Yavari, Mina	40272	MATH 105	Mathematics for Teachers	.288
Yavari, Mina	40296	MATH 181	Calculus 1	.123
MEDICAL ASSISTING				
Cralley, Jill	40527	MA 356	MA Job Success Externship	.313
Cralley, Jill	42252	MA 353	MA Clinical Procedures 2	.210
MUSIC				
Diaz, Christopher	40386	MUS 114	Music Theory 4	.042
NURSING				
Bellrose, Joann	42244	NURS 300	CNA/Acute Care Aide	.222
Conner, Bethany	42210	NURS 311	Medication Administration	.037
Conner, Bethany	42240	NURS 317	Medication Administration	.343
Donnelly, Jane	40074	NURS 329	Endocrine & Reproductive Systems	.167
Donnelly, Jane	42210	NURS 311	Medication Administration	.072
Donnelly, Jane	42240	NURS 317	Fundamentals of Nursing	.074
Friedrich, Bonny	40072	NURS 323	Respiratory System	.133
Friedrich, Bonny	42210	NURS 311	Respiratory System	.155
Friedrich, Bonny	42240	NURS 317	Fundamentals of Nursing	.011
Friedrich, Bonny	42236	NURS 318	Clinical Lab 1	.047
Hull, Martha	42241	NURS 300	CNA/Acute Care Aide	.122
Manalo, Lauro	40416	NURS 101	Foundations for Caring	.133
Manalo, Lauro	42233	NURS 103	RN Practicum 1	.047
Manalo, Lauro	42232	NURS 111	Intermediate RN Skills	.219
Mccomas, Megan	42233	NURS 103	RN Practicum 1	.267
Nelson, Mary	42241	NURS 300	CNA/Acute Care Aide	.319

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Stromberg, Holly	40061	NURS 104	Medical Surgical Nursing 1	.200
Stromberg, Holly	42232	NURS 111	Intermediate RN Skills	.192
PERSONAL DEVELOPMENT				
English, Blake	40942	PD 100	Personal & Career Exploration	.200
English, Blake	40838	PD 115	Career Planning	.067
English, Blake	40945	PD 115	Career Planning	.067
Navarrette, Ricardo	42038	PD 115	Career Planning	.067
Freeland, Clint	40087	PD 100	Personal & Career Exploration	.200
Ramirez, Antonio	41011	PD 101	Success in College	.200
Reed, Christine	40083	PD 100	Success in College	.200
Reed, Christine	41014	PD 101	Success in College	.067
Souza, Brooke	40022	PD 100	Personal Career Exploration	.200
PHILOSOPHY				
Bierly, Gary	40660	PHIL 101	Survey of Philosophy	.070
PHOTOGRAPHY				
Messina, Michael	42389	VOCE 7203B	Digital Photography Level 3	.100
Messina, Michael	42391	VOCE 7206	Food Photography	.030
Messina, Michael	42397	VOCE 7200	Digital Photos & the Computer	.020
PHYSICAL EDUCATION				
Maumausolo, Scia	40613	PE 128	Sport Psychology	.160
Stevens, Christopher	42207	PE 121	Swim Fitness Lab	.259
PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS				
Aye, Tyson	Assigned		Basketball Mens Head Coaching	.371
Damron, Seth	Assigned		Football Assistant Coaching	.329
Dutra, Kristopher	Assigned		Football Head Coaching	.600
Maumausolo, Scia	Assigned		Softball Head Coaching	.400
Stevens, Christopher	Assigned		Baseball Head Coaching	.400
PHYSICAL SCIENCE				
Meyer, Robert	41608	PHSC 199E	Field Study: Death Valley	.301
PHYSICS				
Metaxes, Linda	40781	PHYS 162	Engineering Physics	.043
POLITICAL SCIENCE				
Patrick, Frederic	40617	POLS 103	American Government	.200
Patrick, Frederic	41001	POLS 101	Intro to Political Science	.200
Scarffe, Jessica	40560	POLS 103	American Government	.067
PSYCHOLOGY				
Haddad, Lubna	41002	PSY 101	General Psychology	.200
Haddad, Lubna	40211	PSY 117	Child Psychology	.200
Haddad, Lubna	40201	PSY 101	General Psychology	.200
Vandermolen, Thomas	41467	PSY 105	Research Methods in Psychology	.200
Vandermolen, Thomas	40489	PSY 127	Emotional Intelligence	.200

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2018**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS		
Reed, Christine	41014	STEM 100	STEM Success Strategies	.067
		SOCIOLOGY		
McNeil, Daniel	40224	SOC 102	Social Problems	.200
Restrepo, Alberto	40221	SOC 101	Intro to Sociology	.200
Restrepo, Alberto	42168	SOC 104	Social Science Research Method	.200
Restrepo, Alberto	40228	SOC 120	Race and Ethnic Relations	.200
		SPANISH		
Diaz, Claudia	41091	SPAN 102	Elementary Spanish II	.332
		SPEECH COMMUNICATION		
Auten, Diane	40274	SPCH 101	Public Speaking	.200
Auten, Diane	40653	SPCH 103	Interpersonal Communication	.200
Auten, Diane	40911	SPCH 110	Intercultural Communication	.200
Schroeder, Jennifer	40290	SPCH 102	Small Group Communication	.200
		THEATRE		
DeLaurier, Roger	42223	THEA 102	Applied Professional Acting II	.025
DeLaurier, Roger	42225	THEA 115	Intermediate Performance Lab	.136
		WELDING TECHNOLOGY		
Marquez, Gabriel	40025	WLDT 106	Beginning Welding	.208
Marquez, Gabriel	41391	WLDT 330	Welding Certification	.736
Marquez, Gabriel	41025	WLDT 333	Welding Certification – SMAW	.242
		MISCELLANEOUS		
DeLaurier, Roger	Reassigned		Coordinator, Professional Acting	.047

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
AGRIBUSINESS				
Krier, Erin	Assigned	AG	Agribusiness Coordinating	.400
Schaffer, Lawrence	40580	AG 101	Intro to Winemaking/Enology	.200
ART				
Nichols, Robert	42404	ART 199T	The Practice of Creativity	.243
AUTOMOTIVE TECHNOLOGY				
Nohl, Timothy	40776	AT 100	Automotive Fundamentals	.200
BIOLOGY				
Misra, Anjali	40978	BIOL 100	Introductory Biology	.188
CHEMISTRY				
Contu, Francesco	40445	CHEM 120	Introductory Chemistry	.388
Philibin, Donald	40441	CHEM 110	Chemistry and Society	.376
COUNSELING				
Davis, Henry	Assigned	Counseling	3SP	.405
Navarrette, Krystle	Assigned	Counseling	3SP	.635
Pena-Rico, Eudaldo	Assigned	Counseling	3SP	.608
CULINARY ARTS				
*Peters, Dawn	40500	CA 123	Principles of Foods 2	.243
*Hired under California Education Code, Section 87482				
DENTAL ASSISTING				
Detter, Diane	41479	DA 326	Dental Radiography	.030
Gisclon, Amy	41479	DA 326	Dental Radiography	.015
ECONOMICS				
Fernandez Vallej, Enrique	40517	ECON 102	Principles of Micro-Economics	.200
ELECTRONICS				
Castillo-Alvarad, Estevan	40974	EL 105	PC Care and Upgrade	.309
ENGLISH AS A SECOND LANGUAGE				
Harris, Laura	40478	ESL 538	Writing Skills 3	.267
Taylor-Burns, Cynthia	40722	ESL 538	Writing Skills 3	.267
FAMILY AND CONSUMER SCIENCE				
Gil, Bessy	40685	FCS 109	Basic Nutrition for Health	.200
FILM				
Simonsen, Michele	42408	FILM 101	Film Art & Communication	.261

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
FIRE TECHNOLOGY				
Baker, David	40412	FT 307	Firefighter 1 Academy 1A	.149
Burch, William	40412	FT 307	Firefighter 1 Academy 1A	.147
Cocks, Arthur	40412	FT 307	Firefighter 1 Academy 1A	.221
Crotty, John	40412	FT 307	Firefighter 1 Academy 1A	.118
D'Andrea, Dana	40412	FT 307	Firefighter 1 Academy 1A	.033
Gonzales, Richard	40412	FT 307	Firefighter 1 Academy 1A	.180
Halbeisen, Marissa	40412	FT 307	Firefighter 1 Academy 1A	.088
Hart, Stanley	40412	FT 307	Firefighter 1 Academy 1A	.092
Janatsch, Bruce	40412	FT 307	Firefighter 1 Academy 1A	.251
Markley, John	40412	FT 307	Firefighter 1 Academy 1A	.221
Martinez, Christopher	40412	FT 307	Firefighter 1 Academy 1A	.191
Martinez, Essex	40412	FT 307	Firefighter 1 Academy 1A	.176
McLeod, Derek	40412	FT 307	Firefighter 1 Academy 1A	.103
Mcman, Scott	40412	FT 307	Firefighter 1 Academy 1A	.151
Owen, Jack	40412	FT 307	Firefighter 1 Academy 1A	.033
Shay, Kevin	40412	FT 307	Firefighter 1 Academy 1A	.098
Signorelli, Henri	40412	FT 307	Firefighter 1 Academy 1A	.029
Snodgrass, James	40412	FT 307	Firefighter 1 Academy 1A	.033
FOOD SCIENCE AND NUTRITION				
Gariepy, Chantal	40508	FSN 109	Basic Nutrition for Health	.200
GRAPHICS				
Hiramatsu, Glenn	40871	GRPH 360	Applied Design Graphics Lab 1	.129
HEALTH EDUCATION				
Griego, Clarence	40703	HED 100	Health and Wellness	.200
Griego, Clarence	40704	HED 100	Health and Wellness	.200
Maltagliati, Frank	40131	HED 100	Health and Wellness	.200
HISTORY				
Ashbaugh, John	42414	HIST 108	US History 1877 to Present	.200
LAW ENFORCEMENT				
Bianchi, Catherine	40665	LE 351	Field Training Officer	.017
Dickel, Jason	40665	LE 351	Field Training Officer	.033
Douglas, Jeremy	42380	LE 320	Basic Law Enforcement Academy	.007
Gerber, Sonny	42380	LE 320	Basic Law Enforcement Academy	.055
Gotschall, Christopher	42380	LE 320	Basic Law Enforcement Academy	.088
Hollis, Michael	42380	LE 320	Basic Law Enforcement Academy	.013
Huddle, Kevin	40665	LE 351	Field Training Officer	.067
Klapakis, Jeffery	42380	LE 320	Basic Law Enforcement Academy	.083
Kuhl, Perry	42380	LE 320	Basic Law Enforcement Academy	.017
Lemaire, Neal	Assigned	LE	CORE Custody Academy Coordinator	.870
Lovato, Chris	42380	LE 320	Basic Law Enforcement Academy	.044
Martinez, Alison	42380	LE 320	Basic Law Enforcement Academy	.125
McBeth, Jerald	42380	LE 320	Basic Law Enforcement Academy	.050
Millard, Bryan	40665	LE 351	Field Training Officer	.033
Miller, Steven	42380	LE 320	Basic Law Enforcement Academy	.029

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Perkins, Michael	42380	LE 320	Basic Law Enforcement Academy	.021
Reid, Robert	40665	LE 351	Field Training Officer	.017
Rylant, Chuck	42380	LE 320	Basic Law Enforcement Academy	.117
Vega, Woodrow	42380	LE 320	Basic Law Enforcement Academy	.079
Whitham, David	Assigned	LE	Coordinator POST	.670
MACHINE & MANUFACTURING TECHNOLOGY				
Avila, Alberto	40769	MT 300	Shop Math and Measurements	.196
PHYSICAL EDUCATION				
Koivisto, Patricia	40148	PE 132	Cardio Kickboxing	.143
PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS				
Carnine, Keith	40795	PEIA 195	Intercollegiate Conditioning	.095
Molina, Julio	40795	PEIA 195	Intercollegiate Conditioning	.191
RECREATION				
Armendariz, Victor	41353	REC 179A	Outdoor & Adventure Recreation	.101
REGISTERED VETERINARY TECH				
Harris, Helen	40667	RVT 305	Medical Nursing & Animal Care	.008
SOCIOLOGY				
Soto, Oscar	42376	SOC 110	Intro to Marriage and Family	.200
Sprague, Jeb	41894	SOC 102	Social Problems	.200
SPANISH				
Amaral-Contreras, Perla	40265	SPAN 101	Elementary Spanish I	.333
Amaral-Contreras, Perla	40490	SPAN 101	Elementary Spanish I	.333
THEATRE				
Lambertson-Boohe, Lindy	40915	THEA 123	Adv Prof Theatre Dance Styles	.237

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADULT BASIC SKILLS		
Flores, Wendy	41686	BASK 7005A	GED Test Prep	.162
Flores, Wendy	42172	BASK 7005A	GED Test Prep	.162
		ENGLISH AS A SECOND LANGUAGE		
Chamberlain, John	42001	NESL 7000	Intro to English Pre-A	.162
Gonzalez, Alfredo	42115	NESL 7004	Intro to English B2	.162
Gonzalez, Alfredo	42183	NESL 7002	Intro to English A2	.162
Mellott, Melissa	42407	NESL 7002	Intro to English A2	.162
Muscio, Michael	42181	NESL 7000	Intro to English Pre-A	.162
Stoker, Tara	42108	NESL 7002	Intro to English A2	.162

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Adams, David	Professional development training to teach an accelerated pathways course, MATH 309 Math Literacy (8/15/17 - 12/3/17).	\$360.54
Allegre, Marla	Compensation as an existing co-chair (College Council) for fall 2017 at the daily prorated amount of 4 days. Payment based on full-time faculty agreement 16.7.1.b. (8/21/17-12/24/17).	\$1,291.36
Alveraz, Hector	Completion of 2016 6-year comprehensive program review for Counseling program (6/1 - 11/30/17).	\$1,500.00
Aye, Tyson	Pre-semester coaching on non-duty days (12/26/17 - 1/19/18).	\$696.90
Beirly, Gary	Compensation as an existing co-chair (Budget) for fall 2017 at the daily prorated amount of 4 days. Payment based on full-time faculty agreement 16.7.1.b. (8/21/17 - 12/24/17).	\$1,729.53
Beirly, Gary	Stipend for large class: Winter 2018, HIST 101, CRN 30011 linked with HUM 101, CRN 30012 had 84 students at census. \$410 per unit x 3 units = \$1,230. Per faculty agreement 14.6.5 (12/18 - 1/18/18).	\$1,230.00
Beirly, Gary	Stipend for large class: Winter 2018, HIST 102, CRN 30013 linked with HUM 102, CRN 30014 had 80 students at census. \$410 per unit x 3 units = \$1,230. Per faculty agreement 14.6.5 (12/18 - 1/18/18).	\$1,230.00
Beirly, Gary	Stipend for large class: Winter 2018, PHIL 101, CRN 30032 had 74 students at census. \$355 per unit x 3 units = \$1,065. Per faculty agreement 14.6.5 (12/18 - 1/18/18).	\$1,065.00
Chaudari, Raini	Stipend for large class: Winter 2018, GEOG 101, CRN 30020 had 84 students at census. \$390 per unit x 3 units = \$1,170. Per faculty agreement 14.6.5 (12/18/17 - 1/18/18).	\$1,170.00
Chaudari, Raini	Stipend for large class: Winter 2018, GEOG 102, CRN 30042 had 76 students at census. \$338 per unit x 3 units = \$1,014. Per faculty agreement 14.6.5 (12/18/17 - 1/18/18).	\$1,014.00
Dal Bello, Dominic	Compensation as an existing co-chair (Institutional Effectiveness Council) for fall 2017 at the daily prorated amount of 4 days. Payment based on full-time faculty agreement 16.7.1.b.	\$2,096.52
Darwin, Brent	Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21/17 - 12/14/17).	\$800.00
Diaz, Cynthia	Completion of 2016 6-year comprehensive program review for Counseling program (6/1 - 11/30/17).	\$375.00
Fox, Alicia	Stipend - the faculty advisor is to provide guidance and assistance to the Bridges 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 Karina	\$450.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	Cervantes, Miguel Jimenez, and Paulina Delgado (9/26/17 - 11/16/17).	
Gariepy, Chantal	Stipend for first time online teaching, FCS 109 CRN 40524 / FSN 109 CRN 40508 (1/22 - 5/23/18).	\$1,000.00
Hart, Stan	Provide not-for-credit safety training for oil and gas company employees via Contract Education (12/9/17).	\$686.40
Headtke, Denise	Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21/17 - 12/14/17).	\$800.00
Heredia, Horacio	Choreograph for Dance Spectrum 2017 and Folklorico 2018 (1/23 - 5/5/18).	\$2,658.80
Jaclyn, Kriewall	Choreograph for Dance Spectrum Concert, March 15-18, 2018 (1/22 - 3/12/18).	\$1,519.20
Johnson, Kathy	Course Modification: DA 314, DA 318, DA 319, DA 325, and DA 329 (4/25/17 – 11/16/17).	\$750.00
Kriewall, Jaclyn	Choreograph for Dance Spectrum 2018 concert, (1/22 - 3/12/18).	\$1,519.20
Lau, Bowman	Provide not-for-credit safety training for oil and gas company employees via Contract Education (12/10 & 12/11/17).	\$748.80
LeMaire, Neal	Non-Instructional: Coordination duties for Core Custody Academy for F17 (12/4 - 12/13/17).	\$1,009.53
LeMaire, Neal	Non-Instructional: Coordination duties for Core Custody Academy for W18 (12/28/18).	\$201.91
LeMaire, Neal	Non-Instructional: Coordination duties for Core Custody Academy for W18 (1/2/18 - 1/18/18).	\$2,220.96
Lucas, Ann	Compensation as an existing co-chair (Facilities Council) for fall 2017 at the daily prorated amount of 4 days. Payment based on full-time faculty agreement 16.7.1.b. (8/21/17-12/24/17).	\$2,130.12
Mann, Shandy	Choreograph for Dance Spectrum 2018 (1/24 - 3/14/18).	\$1,603.41
Marquez, Gabriel	Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21/17 - 12/14/17).	\$800.00
Maxwell, Lydia	Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21 - 12/14/17).	\$800.00
McMahon, Michael	Stipend - faculty advisor to provide guidance and assistance to the Bridges 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 (9/26 - 11/26/17).	\$450.00
Nelson, Mary	Employee has been requested to work an additional assignment for the following reasons: Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21 - 12/14/17).	\$800.00
Nerelli, Cary	Pre-semester coaching on non-duty days (12/26/17 - 1/19/18).	\$1,232.70

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Perales, Carissa	Completion of 2016 6-year comprehensive program review for Counseling program (6/1 - 11/30/17).	\$375.00
Perkins, Mike	Delivered not-for-credit Perishable Skills training via Contract Education (12/14/17).	\$483.84
Porter, Matthew	Professional development training to teach an accelerated pathways course, MATH 309 Math Literacy (8/15/17 - 12/3/17)	\$257.67
Reid, Robert	Delivered not-for-credit Perishable Skills training via Contract Education (12/14/17).	\$475.92
Reid, Robert	Coordination and scheduling for Perishable Skills Program (not-for-credit) classes/winter 2018. Coordinate training dates with agency training managers and schedule perishable skills courses. (1/8/18 - 1/18/18).	\$1,530.80
Reid, Robert	Coordination and scheduling for Perishable Skills Program (not-for-credit) classes/spring 2018. Coordinate training dates with agency training managers and schedule perishable skills courses. (1/24 - 1/31/18).	\$765.40
Reyes, Ben	Assist with choreography and choreographing (1/22 - 3/18/18).	\$3,081.12
Sanders, Andrea	Fall 2017 stipend to Academic Senate members not serving on the Technical Review Committee (8/21/17 - 12/14/17).	\$800.00
Stevens, Chris	Baseball instruction during non-duty days (12/21 - 12/23/17).	\$423.60
Vasques, Julie	Completion of 6-year comprehensive program review for Counseling program (6/1 - 11/30/17).	\$1,500.00
Whitham, David	Non-Instructional: Coordination duties for advanced officer training program for winter 2018 (1/2 - 1/18/18).	\$2,465.40
Young, Kevin	Supporting director in auditions, rehearsals, and tech weekend - student contact (1/13/18-3/18/18).	\$3,556.80

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Short-Term, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 11.E.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND

The college hires substitutes, short-term employees, and professional experts exempt from classified service per Education Code Section 88003. The following appointment is contingent on availability of funding and the ending date could change based on district need.

Short-Term/On-Call:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Regalado, Sarina	Program Assistant V	1/15/18 – 5/31/18	Temporary classroom coverage for preschool in the Children's Center	\$25.00

FISCAL IMPACT

Assignment for the 2017-2018 fiscal year is included in the 2017-2018 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the short-term/on-call appointment exempt from classified service as presented.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 11.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments

1. José Legaspi Ledezma, admissions and records technician III, admissions and records, full time, 12 months, 37 hours weekly, range 16-A, classified bargaining unit salary schedule 55, retroactive to February 1, 2018.

Reason: Mr. Legaspi Ledezma replaces Kathleen Lester, who retired, effective December 30, 2017.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$35,134 for the 2017-2018 fiscal year.
2. The cost to the unrestricted general fund is approximately \$60,779 for the 2017-2018 fiscal year.
3. The cost to the unrestricted general fund is approximately \$63,006 for the 2017-2018 fiscal year.
4. The cost to the unrestricted general fund is approximately \$17,871 for the 2017-2018 fiscal year.
5. The cost to the unrestricted general fund is approximately \$68,816 for the 2017-2018 fiscal year.
6. The cost to the unrestricted general fund is approximately \$24,788 for the 2017-2018 fiscal year.
7. The cost to the BSI grant is approximately \$2,752 (16.67 percent) and the cost to the unrestricted general fund is approximately \$20,828 (83.33 percent) for a total cost of approximately \$23,580 for the 2017-2018 fiscal year.
8. The cost to the unrestricted general fund is approximately \$27,308 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 José Legaspi Ledezma, admissions and records technician III, admissions and records, retroactive to February 1, 2018; Christopher Feliz, instructional assistant, public safety department, effective February 14, 2018; Brandyn Collins, instructional assistant, public safety department, effective February 14, 2018; Shannon Smith, instructional assistant, public safety department, effective February 14, 2018; Johnny Langehennig Jr., instructional assistant, public safety department, effective March 1, 2018; Sean Maddox, tutorial/open access computer lab technician, learning resources, effective March 1, 2018, and contingent upon continued funding; Miguel Gutierrez, instructional assistant, writing center laboratory, learning resources, effective March 1, 2018, and contingent upon continued funding; and Jennifer Abend, maintenance specialist – locksmith, facilities, effective March 1, 2018.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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2. Christopher Feliz, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule 55, effective February 14, 2018.

Reason: Mr. Feliz replaces Armando Galaviz, who resigned, effective November 3, 2017.

3. Brandyn Collins, instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-C, classified bargaining unit salary schedule 55, effective February 14, 2018.

Reason: Mr. Collins replaces Brian Scally, who resigned, effective December 15, 2017.

4. Shannon Smith, instructional assistant, public safety department, part time, 10 months, 19 hours weekly, range 20-A (pro-rated at .5135), classified bargaining unit salary schedule 55, effective February 14, 2018.

Reason: Mr. Smith replaces Jeff Luna, who moved from part time to full time, effective August 28, 2017.

5. Johnny Langehennig Jr., instructional assistant, public safety department, full time, 10 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55, effective March 1, 2018.

Reason: Mr. Langehennig Jr. replaces Thomas Lamica, who was promoted to project director K-12 partnerships, cooperative work experience & career development, academic affairs, effective January 1, 2018.

6. Sean Maddox, tutorial/open access computer lab technician, learning resources, full time 11 months, 37 hours weekly, range 19-C, classified bargaining unit salary schedule 55, effective March 1, 2018, and contingent upon continued funding.

Reason: Mr. Maddox replaces Veronica Colon, who separated from service, effective January 31, 2017.

7. Miguel Gutierrez, instructional assistant, writing center laboratory, learning resources, full time, 12 month, 37 hours weekly, range 20-B, classified bargaining unit salary schedule 55, effective March 1, 2018, and contingent upon continued funding.

Reason: Mr. Gutierrez replaces Armida Velasquez, who retired, effective December 31, 2017.

8. Jennifer Abend, maintenance specialist – locksmith, facilities, full time, 12 months, 37 hours weekly, range 22-D, classified bargaining unit salary schedule 55, effective March 1, 2018.

Reason: Ms. Abend replaces Bridget Tate, who was promoted to maintenance lead worker, (LVC), facilities, effective October 1, 2017.

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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Appointment of Classified Management Position	Item Number: 11.G.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve the appointment of assistant director, human resources. If a recommendation is made, a revised board agenda item will be presented.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Appointment of Temporary Nontenure-Track Faculty	Item Number: 11.H.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve the temporary nontenure-track faculty appointment of coordinator, law enforcement, public safety. If a recommendation is made, a revised board agenda item will be presented.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Change of Status of Classified Service Employee	Item Number: 11.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

Special Note: Pursuant to Government Code 20480 effective January 1, 2018, employees are limited to 960 hours of out-of-classification pay in a fiscal year.

The following personnel action is recommended pursuant to California Code of Regulations sections 53021(c)(1) and 53021(c)(3), Recruitment, in order to ensure compliance with Government Code 20480:

Permanent Change of Status

Julia Sokolovska, FROM student services technician, student services, full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule 55 TO student services technician II, student services, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55, retroactive to January 1, 2018.

Reason: Ms. Sokolovska has been paid in an out-of-classification status to assist with the concurrent enrollment since December 2016. She continues to perform additional duties to assist with the Concurrent Enrollment Program.

FISCAL IMPACT

The increased cost to the unrestricted general fund is approximately \$4,226 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 permanent change of status of Julia Sokolovska, student services technician II, student services, retroactive to January 1, 2018.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date: February 13, 2018
From: Superintendent/President	
Subject: New and/or Revised Classified Bargaining Unit Job Descriptions	Item Number: 11.J.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve the revised job description for transcript evaluator. If a recommendation is made, a revised board agenda item will be presented.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: New and/or Revised Management Job Descriptions	Item Number: 11.K.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 9

BACKGROUND

Upon the retirement of the incumbent vice president of operations, the functions of the position were absorbed by the existing associate superintendent/vice president of finance and administration and the director of facilities. The incumbents in those positions have been paid out-of-classification since October 1, 2018 while staff worked on a permanent solution for the absorption of additional functions.

As of January 1, 2018, changes to Government Code 20480 limits out-of-classification pay in a fiscal year to 960 hours. The change in law is meant to encourage employers to make permanent changes instead of keeping employees in a temporary status.

The revised job description for the associate superintendent/vice president of finance and administration was approved by the Board at its regular October meeting. The revised job description for director of facilities is included here.

In addition, at a special Board meeting in January, the Board adopted a police department organizational plan that included the concept of salary change for the district chief of police. The job description with an increased range placement is included here.

Revised:

Director, Facilities

Replaces: Director, Facilities

Management Range 10

Management Range 14

District Police Chief

Replaces: District Police Chief

Management Range 10

Management Range 16

FISCAL IMPACT

None. The fiscal impact is determined with the change of status of the employee and upon successful recruitment of a chief of police.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised job descriptions, including range changes for these positions, for director, facilities; and district police chief, as presented, effective March 1, 2018.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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Administrative Procedure 2010.01
Allan Hancock College
Human Resources

Range ~~1410~~
Management

Revised

DIRECTOR, PLANT SERVICES/FACILITIES

DEFINITION:

Under general direction to plan, coordinate, and direct the maintenance, custodial, groundskeeping, transportation, ~~and~~ shipping/receiving, mail and hazmat ~~removal~~ operations of the district, ~~and to~~ perform related administrative duties as required; and promote and value the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a classified administrative position reporting directly to the vice president, ~~facilities and operations~~ administration and finance. The administrator will perform professional work involving independent judgment in the interpretation and application of policies and procedures and will have a high frequency of responsible contact with administrators, staff, and students, as well as personnel of other public/private agencies requiring tact and good communication skills. The administrator is assisted by line supervisors for custodial services, groundskeeping, and maintenance.

ESSENTIAL FUNCTIONS:

1. Plans, directs, and supervises all aspects of physical plant maintenance and operations including the maintenance, repair, and alteration of buildings, underground utilities, and equipment; custodial services, grounds and landscaping layout and maintenance; transportation including motor pool maintenance and operations, hazmat collection and removal; ~~and~~ shipping and receiving; ~~and~~ mail operations; and prepares and coordinates with the vice president, ~~facilities and operations~~ administration and finance, the district maintenance and development plans and funding requests for multiple campuses/centers.
2. Prepares and administers plant services budget; develops plans, specifications, and grant applications for maintenance and repair and for new construction, including developing or replacing specialized ground areas; prepares a variety of reports including hazmat clean-up and removal, job priorities, employee evaluations, staffing needs, ~~and~~ capital outlay, and supply requests.
3. Confers with district officials and advises as to the practicality and cost of maintenance and construction work; consults with contractors, architects and vendors; inspects contract work and recommends approval of payment including final acceptance upon completion of work; as the district's representative on construction projects, supervises ongoing inspection of construction projects and inspections on district construction projects including but not limited to reinforced concrete, masonry, and structural steel construction, plumbing, electrical, painting, heating and air conditioning, and other systems to insure that construction complies with plans, specifications, contract documents, and applicable

building codes, ordinances, and regulations; and notifies commissioned architect engineers and appropriate district officials of any materials or workmanship which do not meet specifications.

4. Interviews and recommends the appointment, assignment and scheduling of plant services staff; devises and conducts ongoing in-service training programs including safety training; evaluates staff and administers labor contracts in accordance with appropriate district procedures.
5. Confers with and directs personnel regarding methods and procedures of work, supply, and equipment requirements; handles scheduling and operational problems; reviews requests for services, determines order of priority and prepares work assignments; coordinates special event operations requiring facility preparation, staffing, and clean-up.
6. Directly supervises the district's transportation program, ~~shipping and receiving, and mail operations~~ including budgeting, vehicle/equipment purchasing and leasing; vehicle repair and maintenance; vehicle compliance with state smog and safety inspections; and surplus of vehicles and equipment.
7. Utilizes or develops computer/software applications for ~~plant services~~ facilities operations including specialized software applications such as the work order system, energy management system, landscape inventory system, weather-based irrigation control system, building equipment inventory system, and transportation inventory system.
8. Serves on district standing councils and committees as assigned.
9. Oversees building hazmat material removal during remodeling and approves manifests for disposal.
10. Oversees regulatory compliance, inspections and reporting to outside agencies regarding state, county, and local environmental, health, hazmat, fire, and CALOSHA requirements.
11. Oversees and coordinates monthly, bi-annual, and annual service requirements, agreements, and contracts.
12. Oversees and coordinates safety activities including SIPE and Keenan involvement, ergonomic assessments, air quality investigations, environmental assessments, hazmat business plans and inspections, and safety/property liability inspections.
13. Oversees the facilities event and activities scheduling and coordination program which includes coordination with Facilitron, a Facilities Scheduling Company.
14. Oversees integrated waste management plan which includes monitoring and compliance with State regulations and requirements for waste reduction and recycling.
15. Updates facilities plans and District Space Inventory in FUSIOPN Program and reports information annually to the State.
16. Assists vice president in identifying projects for the District's 5-Year Construction Plan and 5-Year Scheduled Maintenance Plan to be submitted to the State for funding consideration.
17. Oversees and directs the project management of District facilities construction, renovation, maintenance, and capital outlay projects.
18. Plans, develops, and submits Initial Project Proposals and Final Project Proposals to the State for funding consideration.
19. Assists in bid job walks and project review; handles Requests for Information (RFI) from the bidders; assists with reviews of bids prior to award.

8:20. Performs other related ~~duties~~ functions as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of administration, office and personnel management and budgetary practices;
- Engineering principles and applicable building codes associated with building construction;
- Methods and practices used in the building trades and crafts, custodial and groundskeeping services and automotive maintenance;
- Applicable sections of the California Education Code and federal and state regulations as they pertain to construction and preventative maintenance, hazardous materials, and safety, repairs, environment, and energy conservation;
- Computer/software applications.

Demonstrated ability to:

- Plan, organize, and direct the work of personnel involved in maintaining facilities and related services;
- Manage multiple priorities and projects in a fast-paced work environment;
- Manage personnel to create a team effort of the staff within the plant services department;
- Prepare and interpret construction plans and specification;
- Interpret and apply applicable building codes;
- Coordinate with other departments on projects and initiatives;
- Communicate ~~on to~~ with administrators and staff regarding project progress and status;
- Estimate costs of construction and maintenance work;
- Keep records and prepare reports;
- Develop, ~~P~~plan, organize, and carry out preventative and scheduled maintenance programs;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted during the course of work;
- Develop and update annual program review and link to budget requests;
- Develop funding applications and prepare annual budget;
- Utilize computer/software applications.

Education and Experience:

A bachelor's degree in engineering, architecture, construction management, or related field, or administration with course work in engineering, architecture, construction management, or related fields preferred) and ~~three~~ five years of increasingly responsible experience in the building trades or plant services operations of which ~~two~~ three years are at a supervising level; or any equivalent combination of training, education, and experience.

Physical Demands:

- Typically may sit or stand for extended periods of time.

- Operates a computer ~~keyboard~~, laptop, or mobile device.
- Communicates over the telephone, cell phone, by email, and/or in person.
- Regularly lifts, carries, and/or moves objects weighing up to ~~40~~25 pounds.

Working Conditions:

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

Special Qualification:

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

R 2/18
R5/09 IFAS Range Adjust
R 6/07
R 7/96
R 7/91
R 7/88

Allan Hancock College
Human Resources

Management
Range ~~46~~10

Revised
DISTRICT POLICE CHIEF

DEFINITION

Under general direction of a cabinet-level administrator, plan, organize and supervise the operation of the district sworn police force and security and parking functions; maintain cooperative relations with city and county law enforcement agencies; provide safety and security services at each campus and all District locations in order to preserve order, prevent crime, protect life and property; enforce laws and regulations in accordance with the laws of the State of California. to maintain records and reports; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

The administrator performs professional work involving independent judgment in the interpretation and application of policies and procedures and will have a high frequency of responsible contact with administrators, staff, and students, as well as personnel of other public/private agencies requiring tact and good communication skills. The incumbent oversees and coordinates the district's Standardized Emergency Management System (SEMS) program to ensure it is current and staff and student groups are adequately trained on public related safety topics. The incumbent instructs students, visitors, and college personnel in proper lawful campus behavior and deters crime by maintaining high visibility rate around campuses and will also apprehend and arrest violators as necessary.

ESSENTIAL FUNCTIONS

1. Provides leadership and direction to the District's Police Department.
2. Manages enforcement of all laws on campus; coordinates police staff response to alarms and radio calls; supervises and may participate in investigations of crimes and other violations occurring on district campuses; testifies in court; contacts witnesses, victims, and suspects to collect statements and prepare reports; checks and interrogates suspicious persons; conducts searches for illegal, lost or stolen substances or materials; submits written reports and complaints to the district attorney.
3. Plans, organizes, supervises law enforcement activities, and operations of police, security, and parking personnel at all district sites; advises staff of problem areas; directs the assignment and training of staff.
4. Coordinates and evaluates police patrol of college grounds and facilities for all district sites before, during, and after school hours; observes and controls students, visitors and other personnel using campus facilities as necessary.
5. Provides police support in matters of alleged violations of student conduct; prepares or supervises preparation of documents supporting student discipline.
6. Interprets and adheres to laws, rules and regulations affecting community college police departments, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professional, Health and Safety Codes and provides guidance to District personnel.
7. Prepares or supervises the preparation and maintenance of memoranda, activity and case

- reports, and records on all district campuses; writes management reports on arrests and campus incidents for the college and local police department.
8. Ensures the District complies with mandated disclosure and information dissemination activities, including but limited to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
 9. Ensures the department complies with state and federal crime data reporting mandates.
 10. Ensures the department complies with mandates to maintain POST certification.
 11. As necessary, prepares emergency plans and responds to major incidents reported to the District's Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol.
 12. Confers with college staff regarding security measures; develops and recommends crime prevention procedures and security improvement methods, and sees that established procedures are carried out efficiently; develops and ensures the accuracy of police department policies and regulations.
 13. Plans and supervises district parking and traffic control program; defines parking regulations for all district locations; issues parking permits.
 14. Oversees inspections for vandalism, illegal entry, theft, and fire.
 15. Provides animal control in accordance with county, city, and district regulations.
 16. Writes grants to enhance the financial support for the District's Police Department.
 17. Maintains professional liaison with local police and fire authorities as necessary.
 18. Serves on or chairs councils and committees as assigned.
 19. Coordinates and evaluates Campus Safety Department for receiving complaints and requests for assistance from students, visitors, and campus personnel.
 20. Coordinates and evaluates Campus Safety Officers for security and parking enforcement of college grounds and facilities for all district sites before, during and after school hours.
 21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Law enforcement laws and procedures relative to basic patrol arrest, search and seizure, and rules of evidence;
- Pertinent provisions of the state and federal law relating to occupational safety and health;
- Law and ordinances related to police discipline and the Peace Officer Bill of Rights;
- Penal Code and Vehicle code;
- Crowd control techniques;
- Principles and practices of the Standardized Emergency Management System;
- Basic patrol, investigation, and plan protection procedures;
- Advanced police supervision policies and methods.

Demonstrated ability to:

- Learn and apply provisions of state and federal laws;
- Develop and maintain strategic plans;
- Write required reports clearly and concisely;
- Conduct investigations, make arrests, file criminal complaints and patrol effectively;
- Direct staff at multiple locations;
- Administer first aid;
- Qualify quarterly at firearms range, with all department issued or approved personal weapons;
- Drive a college vehicle observing legal and defensive driving practices;
- Control groups and apprehends and constrains offenders;
- Understand and carry out oral and written directions;
- Communicate effectively both orally and in writing;
- Schedule, organize, and supervise the work of subordinates;
- Be sensitive to the college environment;
- Promote a positive image of the police department to the college community and to the community at large.

Other Requirement:

Ability to qualify for district vehicle insurance coverage.

Licenses and Certificates Required:

- Possession of a valid and appropriate California driver's license.
- Possession of Basic Post Academy Certificate.
- Possession of the POST Supervisory Certificate.
- Possession of a valid First Aid/CPR Certificate.
- Certification for possession of firearms.
- Ability to obtain a POST Management Certificate.

Education/Experience:

Graduation from a Peace Officer Standards and Training Commission-approved police officer training academy and a bachelor's degree or higher in administration of justice, police science, or a related field, OR equivalent education and experience. Requires seven years of increasingly responsible law enforcement experience, including two years in a supervisory or management capacity.

Working Conditions:

- This is an Fair Labor Standards Act 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.
- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- The incumbent will have contact, in person or on the telephone with staff and the general public.
- Communicates over the telephone, e-mail, and in person.

Physical Demands:

- Strength: Light work including negligible lifting, pushing, and/or pulling.
- Work may require running, climbing, and physically constraining persons apprehended.
- Work requires prolonged exposure to weather elements, walking, and riding in an automobile.

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.

R2/18
R3/2016
R10/15
R 04/13
R5/09 IFAS Range Adjust
R/9/03
R/8/03
R/6/98
R/7/91
R/7/86
R/3/84

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Coaching Appointments and Stipends	Item Number: 11.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

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

Coaching Appointments and StipendsAssistant Coaches:

The coaching appointment for the period of February 1, 2018 through May 31, 2018 or earlier per district need.

Maltagliati, Frank Football \$3,500

The coaching appointment for the period of January 18, 2018 through May 31, 2018 or earlier per district need.

Ayers, Deanna Swimming (W) \$3,600

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$8,307 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 coaching appointments and stipends as presented, or earlier per district need.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Authorization for Out-of-State Travel for the Superintendent/President	Item Number: 11.M.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

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

<u>No.</u>	<u>Meeting with</u>	<u>Location</u>	<u>Date(s)</u>	<u>Purpose of Travel</u>
1.	Senator Lankford	Washington D.C.	February 14 – 15, 2018	To meet with the senator and other legislative representatives regarding the reauthorization of the Higher Education Act.

FISCAL IMPACT

- The estimated cost for this travel is \$1,140 funded by the president's travel budget.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for the superintendent/president to Washington D.C. to meet with legislative representatives.

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

To: Board of Trustees	Date: February 13, 2018
From: Superintendent/President	
Subject: Second Quarter Financial Status Report	Item Number: 11.N.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 5

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees accept the second quarter financial status report.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD
Fiscal Year: 2017-2018

District: (610) ALLAN HANCOCK

Quarter Ended: (Q2) Dec 31, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	54,203,220	62,766,254	61,348,035	61,105,906
A.2	Other Financing Sources (Object 8900)	10,014	1,710,704	148,300	1,309,709
A.3	Total Unrestricted Revenue (A.1 + A.2)	54,213,234	64,476,958	61,496,335	62,415,615
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,764,330	54,610,446	57,345,851	61,149,575
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,062,065	7,025,742	2,235,443	1,938,556
B.3	Total Unrestricted Expenditures (B.1 + B.2)	53,826,395	61,636,188	59,581,294	63,088,131
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	386,839	2,840,770	1,915,041	-672,516
D.	Fund Balance, Beginning	5,570,526	5,957,365	8,698,135	10,605,970
D.1	Prior Year Adjustments + (-)	0	-100,000	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,570,526	5,857,365	8,698,135	10,605,970
E.	Fund Balance, Ending (C. + D.2)	5,957,365	8,698,135	10,613,176	9,933,454
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.1%	14.1%	17.8%	15.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,386	8,494	10,022	9,752
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		21,751,186	27,807,907	31,105,814
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	17,001,520	21,751,186	27,807,907	31,105,814

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	61,007,334	61,105,906	33,018,110	54%
I.2	Other Financing Sources (Object 8900)	10,000	1,309,709	200,000	15.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	61,017,334	62,415,615	33,218,110	53.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,055,698	61,149,575	29,065,419	47.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,938,556	1,938,556	810,920	41.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	60,994,254	63,088,131	29,876,339	47.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	23,080	-672,516	3,341,771	
L.	Adjusted Fund Balance, Beginning	10,605,970	10,605,970	10,613,176	
L.1	Fund Balance, Ending (C. + L.2)	10,629,050	9,933,454	13,954,947	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	15.7%		

V. Has the district settled any employee contracts during this quarter? **YES**

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

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2017-18					434,328	1.56%		
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2017-18					106,866			
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
 Increases will be funded from state apportionment and COLA adjustment, object code 8611.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

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

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

District: (610) ALLAN HANCOCK

Quarter Ended: (Q2) Dec 31, 2017

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Michael R Black

CBO Phone: 805-922-6966

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Kevin G. Walthers

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 02/02/2018

District Contact Person

Name: Shelly Allen

Title: Budget Analyst

Telephone: 805-922-6966

Fax: 805-349-3929

E-Mail: sallen@hancockcollege.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atallg (916)327-5772 catallo@ccccc.edu or Tracy Britten (916)324-9794 tbritten@ccccc.edu

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Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<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	18,147	53.06	2,558,910	450,856	17.61
State Revenues	40,512,146	21,395,636	52.81	14,362,977	9,229,301	64.25
Local Revenues	20,460,988	11,604,326	56.71	1,880,639	1,386,721	73.73
Total REVENUES	<u>61,007,334</u>	<u>33,018,110</u>	<u>54.12</u>	<u>18,802,528</u>	<u>11,066,879</u>	<u>58.85</u>
EXPENDITURES						
Academic Salaries	23,833,863	11,746,950	49.28	2,742,058	1,404,314	51.21
Classified Salaries	14,661,075	7,359,103	50.19	4,543,149	2,155,142	47.43
Employee Benefits	12,062,035	5,282,978	43.79	1,988,231	826,441	41.56
Supplies and Materials	1,244,789	576,472	46.31	1,851,699	437,027	23.60
Other Operating Expenses	6,602,177	3,625,066	54.90	5,300,822	1,103,892	20.82
Capital Outlay	651,757	474,847	72.85	1,562,943	597,478	38.22
Total EXPENDITURES	<u>59,055,698</u>	<u>29,065,419</u>	<u>49.21</u>	<u>17,988,904</u>	<u>6,524,297</u>	<u>36.26</u>
Excess of Revenues over (Under) Expenditures	1,951,635	3,952,691		813,623	4,542,582	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	10,000	200,000	2,000.00	67,903	76,488	112.64
Total OTHER FINANCING	<u>10,000</u>	<u>200,000</u>	<u>2,000.00</u>	<u>67,903</u>	<u>76,488</u>	<u>112.64</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,938,556	810,920	41.83	698,645	553,523	79.22
Total OPERATING TRANSFERS OUT	<u>1,938,556</u>	<u>810,920</u>	<u>41.83</u>	<u>698,645</u>	<u>553,523</u>	<u>79.22</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>23,079</u>	<u>3,341,771</u>		<u>182,881</u>	<u>4,065,547</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>13,954,947</u>		<u>13,503,805</u>	<u>17,386,470</u>	

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Out-of-Classification Assignment of Classified Service Employee	Item Number: 11.O.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND

Special Note: Pursuant to Government Code 20480 effective January 1, 2018, employees are limited to 960 hours of out-of-classification pay in a fiscal year.

The following personnel action is recommended:

Out-of-Classification Assignment

Adelina Pozos, FROM career/job placement services assistant, student services, full time, 12 months, 37 hours weekly, range 14-D, classified bargaining unit salary schedule 55 TO career/job placement services program specialist, student services, full time, 12 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule 55, retroactive to November 3, 2017 through June 30, 2018, or earlier per district need.

Reason: At the regular Board of Trustees meeting on January 16, 2018, Ms. Pozos was reported as being out-of-class effective December 1, 2017 through June 30, 2018. The effective date has been revised to November 3, 2017 through June 30, 2018. Ms. Pozos is performing duties outside of her job description due to an employee on leave. Ms. Pozos will return to her regular assignment effective July 1, 2018, or earlier per district need.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$2,961 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 revised out-of-classification assignment of Adelina Pozos, career/job placement services program specialist, student services, retroactive to November 3, 2017 through June 30, 2018, or earlier per district need.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Equivalency Certification for Faculty	Item Number: 11.P.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 3

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

Allyson Rollings

Noncredit ESL

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: Melinda Nish	Final Disposition:
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Equivalency Certification for Noncredit English as a Second Language

Name: Allyson Rollings Department: Community Education

Semester/Year: Spring 2018 Discipline/Area: Noncredit ESL

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

Minimum Qualifications:

Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages, **OR**

A bachelor's degree in education, English, linguistics, applied linguistics, a foreign language, composition, bilingual/bicultural studies, reading, or speech, and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor, **OR**

A bachelor's degree with any of the majors specified in the paragraph above and one year of experience teaching ESL in an accredited instruction; and a certificate in teaching English as second language, which may be completed concurrently during the first two years of employment as a noncredit instructor, **OR**

Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

Criteria for Equivalency:

- A bachelor's in any discipline and either (A), (B), or (C) below:
- (A) twelve semester units of course work related to the subject of the course taught, or
 - (B) course work equivalent to a TESL certificate, or a teaching credential authorizing instruction in the subject area and substantive (100 hours) of professional experience related to the areas of assignment
 - (C) Candidates must prove that he/she has completed a TESL certificate program.

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

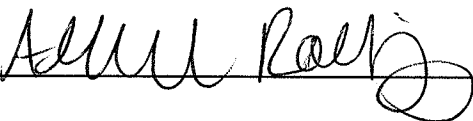
B.S., Interdisciplinary Studies, University of North Texas, 2014

Semester units of course work related to ESL (highlighted in red on attached transcripts):

English as a Second Language Generalist Certificate, University of North Texas, 2014

- 3 units, EDBE 3480 BIL/MULT for ELL, University of North Texas, 2011
- 3 units, EDBE 3470 FOUNDATIONS BIL/ESL ED, University of North Texas, 2012
- 3 units, EDBE 4470 CURR & ASSESS BL/ESL, University of North Texas, 2012
- 3 units, LING 3060 LANGUAGE STUDY, University of North Texas, 2012
- 3 units, EDRE 4870 CROSS CURR LITERACY, University of North Texas, 2013
- 3 units, EDRE 4850 ASSESS OF READING, University of North Texas, 2013
- 3 units, EDBE 4490 ESL STRAT & RESOURCES, University of North Texas, 2013
- 3 units, LING 4030 ACQUISITION ESL, University of North Texas, 2013



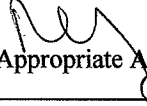
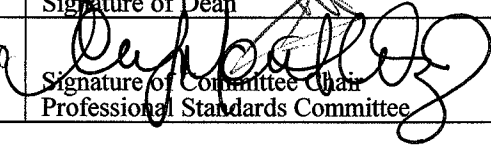
Signature of Candidate



Date

1/17/18

2/13/18

I have reviewed all documentation and recommend approval of regular equivalency certification.			
 Signature of Department Chair Coordinator	1/16/18 Date	 Signature of Dean	1/19/18 Date
 Signature of Appropriate Academic Vice President	1/22/18 Date	 Signature of Committee Chair Professional Standards Committee	1/30/18 Date

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Acceptance of Grants Approved	Item Number: 13.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

The office of institutional grants has been notified of the funding for the following grant in the amount of \$500.00.

BACKGROUND:

1. The William P. Neil Foundation: Allan Hancock College Food Share Because We Care Program (\$500.00)
The college has been awarded funding in support of the Food Share Because We Care Program which provides free non-perishable food and produce every first and third Thursdays of the month to Allan Hancock College students. No matching funds are required. The project period is January 1 – December 31, 2018.
(Submitted by Natalie Ruboco, Susan Houghton)

FISCAL IMPACT:

1. The William P. Neil Foundation: Allan Hancock College Food Share Because We Care Program in the amount of \$500.00. Matching funds are not required. The project period is January 1 – December 31, 2018.

RECOMMENDATION:

Staff recommends that the board of trustees accept these contracts for a total of \$500.00 in restricted funds to the district.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	February 13, 2018	
Subject:	California Environmental Quality Act (CEQA) Notice of Exemption for the Fine Arts Complex Project	Item Number:	13.B.
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 Chancellor's Office procedures for review and approval of preliminary plans by the state public works board requires certifying that the district has met its obligation under the California Environmental Quality Act (CEQA). CEQA requires filing a notice reporting the environmental impact of the project with the county clerk.

The district received an exemption from filing an environmental impact report for the Fine Arts Complex Project in July of 2011 under the California Code of Regulations section 15314, Class 14. Class 14 allows for exemption where minor additions to existing schools within existing school grounds do not increase original student capacity by more than 25% or ten classrooms, whichever is less.

The Fine Arts Complex Project preliminary plans are currently under development and due to changes in the square footage of the project, an updated filing is required. Staff are currently working with Stantec Consulting Services to prepare an updated filing. Filing a notice of exemption starts a 35-day statute of limitations period on any potential legal challenges that would assert that the Fine Arts Complex Project is not exempt under the above referenced California Code of Regulations.

FISCAL IMPACT

The cost to the district is \$ 5,000.00 for Stantec Consulting to prepare the updated filing.

RECOMMENDATION

Staff recommends that the board of trustees approve filing a California Environmental Quality Act (CEQA) notice of exemption for the Fine Arts Complex Project.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Renewal, Joint Use Agreement with Atascadero Fire Department	Item Number: 13.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The district developed and constructed the Lompoc Valley Center, Public Safety Complex (“Project”) in anticipation of the facilities to be used for training by local public safety agencies. Extensive discussions between the district and the City of Atascadero’s Fire Department and Emergency Services (“Atascadero Fire”) have resulted in a joint use agreement for Atascadero fire’s use of the fire tower, burn building, and fire behavior prop portion of the facilities, with the principal terms of the joint use agreement described as follows:

Joint Use Area	Public Safety Complex fire tower, burn building, and fire behavior prop.
Term	Effective February 13, 2018 and shall terminate on November 30, 2018.
Termination	District has right of convenience termination.
Rent	Atascadero Fire conveyance of fee title to self-contained breathing apparatus equipment valued at \$5,000, until depleted at agreed rental rates
Atascadero Fire Use	Days and hours of use: 8:00 A.M. to 4:30 P.M. Monday-Friday. Use of fire tower, burn building, and fire behavior prop subject to 5-day advance arrangements with district staff to avoid conflicting use.
Utilities, Maintenance	District provides utility services for Atascadero Fire use of fire tower, burn building, and fire behavior prop. Atascadero Fire is responsible for janitorial/custodial services relating to use of fire tower, burn building, and fire behavior prop.

The district is authorized by Education Code §81420 to enter into joint use agreements with a city for use of district real property provided that the proposed joint use “will not interfere with the educational program or activities of any school or class conducted upon the real property or in any such building” subject to the joint use agreement. The 5-day advance scheduling requirement of the joint use agreement ensures that there will be no use of the fire tower, burn building, and fire behavior prop by Atascadero Fire which interferes with district education programs.

FISCAL IMPACT

There is no fiscal impact to execute this joint use agreement.

RECOMMENDATION

Staff recommends that the board of trustees authorize the superintendent/president to renew the joint use agreement between the district and Atascadero Fire Department for use of the Public Safety Complex.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Reappointment of Tenure-Track Faculty	Item Number: 13.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 3

BACKGROUND

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

- A. The following probationary faculty members have successfully completed fourth-year evaluations and are recommended for tenure effective fall 2018 in accordance with California Education Code Section 87609(a):
1. Loren Bradbury, automotive technology, appointed fall 2014
 2. Susannah Kopecky, librarian, appointed fall 2014
 3. Wendy Sutter, mathematics, appointed fall 2014
 4. David Hernandez, counselor, appointed fall 2014
 5. *Ashley Brackett, counselor, appointed fall 2015
 6. *Vincent Tobin, astronomy, appointed fall 2015

*Hired in fall 2015, these employees were given two semesters tenure-credit based on Education Code 87470

(Continued)

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve for tenure Loren Bradbury, automotive technology; Susannah Kopecky, librarian; Wendy Sutter, mathematics; David Hernandez, counselor; Ashley Brackett, counselor; Vincent Tobin, astronomy, effective fall 2018; approve third and fourth year appointments for Jeffrey Appel, mathematics; Jaime Astacio Rivera, mathematics; Joann Bellrose, certified nursing assistant; Christine Bisson, food science and nutrition; Seth Damron, health education; Brent Darwin, accounting; Janae Dimick, English; Chad Kelly, reading; Danae Madrid, chemistry; Trevor Passage, librarian; Jennifer Schroeder, speech; Michael Serpa, mathematics; Christopher Straub, geography; Patrick Trimbath, art; Maria Arvizu-Rodriguez, transfer counselor; Benjamin Britten, counselor; Linda Kelly, counselor; Lisa Marsalek, learning disabilities specialist; Ricardo Navarrete, counselor; Carissa Perales, counselor; Kiri Villa, counselor; Maria Dayana Zepeda de Rosas, noncredit counselor; José Millán, counselor, Antonio Ramirez, counselor; Ken George, coordinator, law enforcement academy; Andria Keiser, English as a second language; Robert Murtha, English; Alicia Fox, biology; Saad Sadig, architecture; and approve second year appointments for Lainey Campos, counselor; Lynn Becerra-Valencia, personal development; Adrienne Allebe, art; John Ceceña, fire technology; Kellye Cohn, librarian; Kenneth Cope, multimedia, learning resources; Jill Cralley, medical assisting; Christopher Diaz, music; Claudia Diaz, Spanish; Sean Gottlieb, chemistry; Martha Hull, certified nursing assistant; Amiko Matsua, art/3-D emphasis; Megan McComas, licensed vocational nursing; Jesus Solorio, dance; and Chellis Ying Hood, English.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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- B. The following faculty members have successfully completed second-year or third-year evaluations and are recommended for reappointment for the 2018-2019 and/or 2019-2020 school years in accordance with California Education Code Section 87608.5(b):

Third-year:

1. José Millán, counselor, appointed fall 2015
2. Antonio Ramirez, counselor, appointed fall 2015
3. Ken George, coordinator, law enforcement academy, appointed fall 2015
4. Andria Keiser, English as a second language, appointed fall 2015
5. Robert Murtha, English, appointed fall 2015
6. Alicia Fox, biology, appointed fall 2015
7. *Saad Sadig, architecture, appointed fall 2016

*Hired in fall 2016, this employee was given two semesters tenure-credit based on Education Code 87470

Second-year:

Academic Affairs

1. Jeffrey Appel, mathematics, appointed fall 2016
2. Jaime Astacio Rivera, mathematics, appointed fall 2016
3. Joann Bellrose, certified nursing assistant, appointed spring 2016
4. Christine Bisson, food science and nutrition, appointed fall 2016
5. Seth Damron, health education, physical education, and recreation, appointed fall 2016
6. Brent Darwin, accounting, appointed fall 2016
7. Janae Dimick, English, appointed fall 2016
8. Chad Kelly, reading, appointed spring 2016
9. Danae Madrid, chemistry, appointed fall 2016
10. Trevor Passage, librarian, appointed fall 2016
11. Jennifer Schroeder, speech, appointed fall 2016
12. Michael Serpa, mathematics, appointed fall 2016
13. Christopher Straub, geography, appointed fall 2016
14. Patrick Trimbath, art, appointed fall 2016

Student Services

15. Maria Arvizu-Rodriguez, transfer counselor, appointed spring 2016
16. Benjamin Britten, counselor, appointed fall 2016
17. Linda Kelly, counselor, appointed fall 2016
18. Lisa Marsalek, learning disabilities specialist, appointed fall 2016
19. Ricardo Navarrette, counselor, appointed fall 2016
20. Carissa Perales, counselor, appointed fall 2016
21. Kiri Villa, counselor, appointed fall 2016
22. Maria Dayana Zepeda de Rosas, noncredit counselor, appointed spring 2016

(Continued)

- C. The following faculty members have successfully completed first-year evaluations and are recommended for reappointment for the 2018 - 2019 school year in accordance with California Education Code Section 87608(b):

Student Services

1. Lainey Campos, counselor, appointed spring 2017
2. *Lynn Becerra-Valencia, personal development, appointed fall 2017

*Faculty member was on leave fall 2017. Evaluation is currently in process and pending completion spring 2018.

Academic Affairs

3. Adrienne Allebe, art, appointed fall 2017
4. John Ceceña, fire technology, appointed fall 2017
5. Kellye Cohn, librarian, appointed fall 2017
6. Kenneth Cope, multimedia, learning resources, appointed fall 2017
7. Jill Cralley, medical assisting, appointed fall 2017
8. Christopher Diaz, music, appointed spring 2017
9. Claudia Diaz, Spanish, appointed fall 2017
10. Sean Gottlieb, chemistry, appointed fall 2017
11. Martha Hull, certified nursing assistant, appointed spring 2017
12. Amiko Matsua, art/3-D emphasis, appointed fall 2017
13. Megan McComas, licensed vocational nursing, appointed spring 2017
14. Jesus Solorio, dance, appointed fall 2017
15. Chellis Ying Hood, English, appointed fall 2017

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Termination Notice of Nontenure-Track Faculty	Item Number: 13.E.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Pursuant to California Education Code Section 87470 the governing board has authority to hire categorically funded nontenure-track faculty members on a temporary basis. The following nontenure-track appointment has been made for the 2017-2018 fiscal year (or a portion of the fiscal year) and will terminate effective the date herein designated:

Kathy Beckelhymer, temporary, nontenure-track basic skills faculty/coordinator, effective August 17, 2017 through May 20, 2018. This appointment was made pursuant to California Education Code Section 87470.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees authorize notification that nontenure-track employment with the district will terminate effective the date herein designated: Kathy Beckelhymer, temporary, nontenure-track basic skills faculty/coordinator, effective May 20, 2018.

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

To:	Board of Trustees	Date:	
From:	Superintendent/President	February 13, 2018	
Subject:	Salary Schedule Revision for On-Call/Short-Term/Professional Expert Employees	Item Number:	13.F.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 4

BACKGROUND

At the December 12, 2017 regular Board of Trustees meeting, the On-Call/Short-Term/Professional Expert Salary Schedule, SS-80, was presented to reflect the increase to minimum wage from \$10.50 per hour to \$11.00 per hour, effective January 1, 2018. The positions of instructional aide I, II, III, IV, V, and VI were not included and minor inconsistencies were corrected.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employees Salary Schedule, SS-80, to include the instructional aide I, II, III, IV, V, and VI positions and to correct minor inconsistencies, retroactive to January 1, 2018.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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**Allan Hancock College Salary Schedule (SS-80)
For On-Call / Short-Term / Professional Expert Employees**

Effective July 1, 2017 January 1, 2018

Range	Hourly Rate	Job Title
12	\$10.50	Registration Aide Technical Aide Program Assistant I Receptionist Security Worker I Cashier I Clerk I Custodial Substitute I
13	\$10.66	Accompanist
14	\$11.03	<u>Cashier I</u> <u>Clerk I</u> Clerk II <u>Custodial Substitute I</u> <u>Instructional Aide I</u> <u>Program Assistant I</u> Receptionist <u>Registration Aide</u> <u>Security Worker I</u> <u>Technical Aide</u>
15	\$11.40	Accompanist Cashier II Model Courier Substitute I Custodial Substitute II Shipping Receiving Substitute
16	\$11.80	Security Worker II <u>Cashier II</u> <u>Clerk II</u> <u>Custodial Substitute II</u>
17	\$12.20	Groundkeeper Substitute Maintenance Assistant Lifeguard I
18	\$12.53	Clerk III
19	\$12.90	Lifeguard II
20	\$13.28	////////////////////
21	\$13.63	////////////////////
22	\$14.00	Bus Driver Instructional Aide II Program Assistant II Test Proctor

23	\$14.37	////////////////////
24	\$14.73	////////////////////
25	\$15.11	Courier Substitute II Maintenance Assistant II
26	\$15.59	Instructional Aide III 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	Carpenter Substitute Instructional Aide IV Program Assistant IV Test Administrator
33	\$25.00	Instructional Aide V Program Assistant V
34	\$28.00	////////////////////
35	\$30.00	Interpreter I
36	\$35.00	Instructional Aide VI Interpreter II Program Assistant VI
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, II, III, IV, V and VI: all non-instructional appointments based on level of responsibility and required qualifications.

Instructional Aide I, II, III, IV, V, and VI: all instructional positions, including short-term or on-call hires in the Public Safety Programs, based on level of responsibility and required qualifications.

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	February 13, 2018
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association, Preschool Teachers	Item Number: 13.G.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

Education Code sections 87357(a)(1) states that “With regard to minimum qualifications for faculty, the board of governors shall consult with, and rely primarily on the advice and judgement of, the statewide Academic Senate.” Further, Education Code section 87357(b) states “The board of governors, relying primarily upon the advice and judgement of the statewide Academic Senate, shall prescribe by regulation a working definition of the term “discipline” and shall prepare and maintain a list of disciplines that are ‘reasonably related’ to one another....”

The list of faculty disciplines does not include “Preschool Teacher” as a recognized discipline; therefore, Preschool Teachers are not recognized under the Education Code requirements as credentialed personnel (faculty).

In order to remedy the inappropriate categorization of AHC Preschool Teachers as faculty members, the District engaged in negotiation with the Faculty Association (“FA”) and California School Employees Association (“CSEA”). The first step in the process is for the FA to release its interest in the position prospectively so that the District can appropriately classify the position as classified staff.

The included Memorandum of Understanding between the FA and the District addresses the necessary release. A Memorandum of Understanding with CSEA recognizing Preschool Teacher as a position within the CSEA unit and delineating the working conditions of that position will be presented at the March regular meeting.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “District” and Faculty Association “FA” to release the preschool teacher position from the Faculty Association unit prospectively.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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MEMORANDUM OF UNDERSTANDING
between
Allan Hancock Joint Community College District
and
Faculty Association of Allan Hancock College

Release from Representation of Preschool Teacher Position

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District"), and the Faculty Association of Allan Hancock College ("FA").

WHEREAS the Academic Senate raised concerns that the Preschool Teacher position does not have a recognized discipline and, therefore, should not be designated as faculty; and

WHEREAS the Faculty Association has a shared interest with the District in releasing (prospectively) the position(s) from representation by its unit; and

WHEREAS CSEA has an interest in representing Preschool Teachers; and

WHEREAS all parties have an interest in ensuring appropriate placement of the Preschool Teacher position; and


WHEREAS there are currently three incumbent tenured full-time faculty Preschool Teachers; and

WHEREAS there is currently a vacant Preschool Teacher position in need of immediate recruitment; and

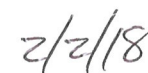
NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree as follows:

- 1) The Faculty Association releases its representation of the Preschool Teacher position.
- 2) The District hereby converts the Preschool Faculty position to classified status and the CSEA bargaining unit prospectively.
- 3) The parties agree to maintain the working conditions per the 2015-2018 and subsequent 2018-2021 Faculty Association agreement for incumbent Preschool Teachers who wish to remain in faculty status (see attachment).
- 4) The incumbent Preschool Teachers who choose to retain salary and benefits as defined by the Faculty Association collective bargaining agreement will remain within the bargaining unit. Those positions will become CSEA positions through attrition.

For the Faculty Association




Roger Hall
President




Date

For the District



Kevin G. Walthers
Superintendent/President



Date

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Accounts Payable Fiscal Oversight	Item Number: 13.H.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Pursuant to Education Code 1240 (1)(4), the next step in establishing the infrastructure for the district to issue accounts payable warrants is to establish a new fund. In addition, as the district prepares for fiscal independence, the Santa Barbara County Education Office recommends the establishment of a new payroll fund at this time in order to maintain consistency in account number sequence. The district will not utilize the payroll fund until which time fiscal independence has been achieved and the board grants authority to issue payroll warrants.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the board of trustees request that the Santa Barbara County Auditor's Office establish fund 0476 Warrant Clearance Allan Hancock Jt. Community College - Accounts Payable and fund 0477 Warrant Clearance Allan Hancock Jt. Community College - payroll for the Allan Hancock Joint Community College District and that the interest earned on moneys deposited in each respective fund remains in the fund.

Administrator Initiating Item: Michael R Black	Final Disposition:
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**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Revision to Executive Management Salary Schedule	Item Number: 13.I.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND

Upon the retirement of the incumbent vice president of operations, the functions of the position were absorbed by the existing associate superintendent/vice president of finance and administration and the director of facilities. The incumbents in those positions have been paid out-of-classification since October 1, 2018 while staff worked on a permanent solution for the absorption of additional functions.

As of January 1, 2018, changes to Government Code 20480 limits out-of-classification pay in a fiscal year to 960 hours. The change in law is meant to encourage employers to make permanent changes instead of keeping employees in a temporary status.

The additional steps to the Executive Management Salary Schedule ensure that we meet the requirements of the law and recognize additional permanent functions.

These changes are predicated on a review of the structure of executive management to be completed by June 30, 2018.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised executive management salary schedule, effective March 1, 2018.

Administrator Initiating Item: Kelly Underwood	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
 EXECUTIVE MANAGEMENT SALARY SCHEDULE
 EFFECTIVE 03/01/2018

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>	<u>STEP H</u>	<u>STEP I</u>	<u>STEP J</u>	<u>STEP K</u>
1	121,867	126,255	130,800	135,509	140,387	145,441	150,677	156,101	161,721	<u>167,543</u>	<u>173,575</u>

SS-02
3/1/2018

EXECUTIVE POSITIONS

Associate Superintendent/Vice President, Academic Affairs

Associate Superintendent/Vice President, Student Services

Associate Superintendent/Vice President, Administrative Services

~~Vice President, Operations~~

Vice President, Institutional Effectiveness

STEP INCREASES

Annual step movement is not automatic, but contingent upon satisfactory work performance and the recommendation of the superintendent/president.

DOCTORAL STIPEND

All administrators holding an earned doctorate from an accredited institution will receive a doctoral stipend of \$2,500.

LONGEVITY INCREASES

Longevity increases of 1.25 percent of base pay will be based on a full one-year work period after the final step of the range is reached. Longevity increases shall be granted on July 1 of any fiscal year.

Employees eligible for their first longevity increase shall receive a pro-rata adjustment based on their anniversary date. Subsequent increases shall be based on a one-year cycle and calculated at an increment of 1.25 percent of the base salary for each longevity period.

Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Change of Status of Executive Management and Management Employees	Item Number: 13.J.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

The following personnel actions are recommended:

BACKGROUND

1. Michael Black, FROM associate superintendent/vice president, finance and administration, full time, 12 months, range 1 step H, executive management salary schedule TO associate superintendent/vice president, finance and administration, full time, 12 months, range 1 step K, executive management salary schedule, effective March 1, 2018.

Reason: Mr. Black has assumed duties of the vice president, operations, due to the retirement of Felix Hernandez Jr., effective October 1, 2017.

2. 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 10 step F, management salary schedule, effective March 1, 2018.

Reason: Mr. Van Den Berg has assumed 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 \$4,964 for the 2017-2018 fiscal year.

The cost to the unrestricted general fund is approximately \$5,796 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 permanent change of status of Michael Black, associate superintendent/vice president, finance and administration, effective March 1, 2018; and Rex Van Den Berg, director, facilities, effective March 1, 2018.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Public Safety Complex Project , Settlement Agreement	Item Number: 13.K.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

A recommendation may be made that the board of trustees approve the settlement agreement with Sinanian Development Inc, Kitchell CEM, and SVA Architects for the Public Safety Complex Project.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Grant Proposals Submitted	Item Number: 14.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The office of institutional grants has submitted the following grant applications for a total of \$293,599 in requested funds:

1. California Community Colleges Chancellor's Office: Veterans Resources Center (formula funding)

The college has submitted an application indicating interest in receiving an allocation for the Veterans Success Center for 2017-18. No matching funds are required. The project period is one year: 2017-2018. (Submitted by Yvonne Teniente, Nohemy Ornelas)

2. Arthur N. Rupe Foundation: Allan Hancock College – Certified Nursing Program (\$42,099)

The college has submitted an application for funding for the Certified Nursing Program for 2018-19. No matching funds are required. The project period is one year: 2018-2019. (Submitted by Mary Pat Nelson, Margaret Lau)

3. California Women for Agriculture, Santa Maria Chapter: Allan Hancock College – Student Garden & Fruit Orchard (\$1,500)

The college has submitted an application for funding for the Student Garden & Fruit Orchard to repair and replace components of the irrigation system. No matching funds are required. The project period is one year: January-December 2018. (Submitted by Erin Krier, Richard Mahon)

4. California Community Colleges Chancellor's Office: Mental Health Services (\$250,000)

The college has submitted an application for funding to expand direct Mental Health Services to students including counseling, wellness events, group therapy, professional development for faculty and staff serving the population of students, expanding partnerships with community mental health agencies. Matching funds of 1:1 are required. The project period is May 1, 2018 –June 30, 2020. (Submitted by Alex de Jounge, Nohemy Ornelas)

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Fiscal Year 2018-19 Proposed State Budget	Item Number: 14.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Governor Brown released his proposed Fiscal Year 2018-19 budget on January 10, 2018. Vice President Black attended the state budget workshop in Sacramento on January 17, 2018. Listed below are some highlights that impact on the General Fund Unrestricted.

PROPOSED BUDGET FOR COMMUNITY COLLEGES**AHC TO RECEIVE****On-going Funding**

- 2.51 % cost-of-living adjustment \$1,300,000 estimate
- 1% enrollment growth/restoration (\$60 million) To be determined
- Growth Formula Implementation (\$175 million) To be determined

One-time Funding

- Deferred maintenance and instructional equipment (\$ 275.2 million) \$2,200,000 estimate

A significant change in the apportionment funding formula is proposed for Fiscal Year 2018-19. The formula is composed of three elements:

Base Grant (50%) calculated using FTES similar to the current funding formula;

Supplemental Grant (25%) based on the number of low income students as measured by the number of fee waivers and Pell grants awarded;

Student Success Initiative Grant (25%) based on the number of degrees and certificates awarded and the number of students completing them in three years or less. Additional funding is provided for each associate degree for transfer granted.

There is a hold harmless provision to ensure that no district receives less funding in the Fiscal Year 2018-19 than was provided in Fiscal Year 2017-18 through general apportionment. In Fiscal Year 2018-19 each district must declare whether their summer FTES will be taken in the current or subsequent year. Each year thereafter districts cannot shift summer FTES between fiscal years. These changes will have a huge impact on funding strategy and we will watch closely as more details emerge.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Employee Resignations and Retirements	Item Number: 14.C1.
	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Retirements

1. Linda Metaxas, physics professor, life and physical sciences department, effective June 1, 2018.
Ms. Metaxas has been employed with the district since August 16, 1999.
2. Robert Lennihan, biology professor, life and physical sciences department, effective June 1, 2018.
Mr. Lennihan has been employed with the district since August 14, 1998.
3. Mary Perry, biology professor, life and physical sciences department, effective June 1, 2018.
Ms. Perry has been employed with the district since August 15, 1997.
4. Sharon Alldredge, coordinator of assessment, testing center, effective June 2, 2018.
Ms. Alldredge has been employed with the district since March 25, 1996.
5. Carol Moore, director, information technology services, effective June 2, 2018.
Ms. Moore has been employed with the district since July 12, 2004.

Resignations

6. Caitlin Johnson, wellness program specialist, health services, effective February 21, 2018.
Ms. Johnson has been employed with the district since February 1, 2017.
7. Ryan Carroll, laboratory assistant, life and physical sciences department, effective February 10, 2018.
Mr. Carroll has been employed with the district since February 1, 2016.

Administrator Initiating Item:

Kelly Underwood

Final Disposition:

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Faculty Recruitment Fall 2018	Item Number: 14.C2.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND

Last year the college worked with the Academic Senate to create a faculty hiring process. This is the first year of the agreement, which calls for replacement of retirees as a priority before expanding the faculty ranks. This year the college has the following retirements:

- Biology (2)
- English
- Photography
- Physics
- Nursing (already recruited)

We anticipate getting at least one more retirement, but we have yet to receive the letter.

In discussions with the Academic Senate, we have committed to recruiting for these positions. We will advertise the possibility of hiring three faculty members in Biology and two each in English and physics. This will allow us to be flexible in the hiring process, but due to budget constraints the number hired will not exceed the total number of retirees.

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

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 14.D.
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:

AHC MakerSpace Open House (*Goal SLS2: To support student access, achievement, and success.*) (*Goal SLS6: Engage students.*) (*Goal SLS8: Value student contributions.*) The AHC MakerSpace team, led by project director/Machine Technology instructor Robert Mabry, hosted an Open House on Friday, February 2, from 1:00 – 4:00 p.m. in O-112. The Culinary Arts program baked pizzas in portable ovens and a calendar of upcoming Maker Space events during the month of February was released showing activities in the Ceramics studio, Culinary Arts, Electronics and the O-112 CAD lab. The general public was invited to stop by, become a Maker by trying out the equipment, and consider ways that this space can be used to complement other academic programs throughout the semester.

English Department to co-host Media Literacy Panel (*Goal SLS2: To support student access, achievement, and success.*) The English Department has collaborated with the League of Women Voters to host a panel discussion on media literacy on February 20, 2018. The event will take place in the Marian Theatre from 1:00-3:00 p.m. and is open to the public.

The English Department hosted a meet and greet for English majors on February 7 to promote a sense of connection and engagement among students.

The library continues to work with faculty to support OERs, and librarians are converting LBRY 170 to an OER course. The LVC library hosted its first Study-a-thon in December, which served 293 students.

SkillsUSA (*Goal SLS2: To support student access, achievement, and success.*) (*Goal SLS6: Engage students.*) (*Goal SLS8: Value student contributions.*) Students Anthony Lara, Joseph Biggs, Lorena Hernandez-Chavoya, Chris Chavez, and Jacob Rantz represented Allan Hancock College as participants in post-secondary division competitions at the SkillsUSA Regional Leadership and Skills Conference in Paso Robles on Saturday, February 3, 2018. Accompanied by Industrial Technology Department Chair and Auto Technology Instructor, Patrick McGuire, the AHC SkillsUSA students will be participating in Auto Service Technology, CNC Milling, and Welding competitions.

Administrator Initiating Item: Melinda Nish	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		February 13, 2018
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number:	14.E.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Student Services will report on the items listed below in regards to student support services and special programs, and/or other matters affecting student success:

CCC – BOG Apply (*Goal SLS2: To support student access, achievement, and success.*) The installation of the new California College Promise Grant (formerly known as the Board of Governor’s Grant - BOG) online application process will be completed in February 2018. The paperless process allows students to complete the admissions application to the college (CCCApply) as well as the California College Promise Grant.

Student Information Tables (*Goal SLS5: Nurture students.*) From January 22, 2018 through January 24, 2018, information tables located around campus served 1,248 students. Students received directions to classes, information regarding AHC programs and upcoming events, and answers to a variety of questions. Coffee, hot chocolate, juice, and a variety of snacks were available to students. The event relied upon volunteers of staff, student ambassadors, and student workers. The event was coordinated through Student Activities and funded by Student Equity.

Commencement (*Goal SLS2: To support student access, achievement, and success.*) The planning process for commencement is underway. Commencement is scheduled for Friday, May 25, 2018 at 1:00 p.m. in the Commons Area.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 14.F.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

Research Webinar (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) Paul Murphy, Armando Cortez and Erica Biely, from the IE Office, recently attended a webinar on Research Design: Statistics. The three-part webinar series made a connection between research questions, research designs, and statistics. Research design, descriptive and inferential statistics, comparative statistics, and correlational statistics were all discussed. Real-life case studies were highlighted to show how statistics can provide valuable information to inform decision making.

Guided Pathways (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) The IE Office is preparing data for a Guided Pathways workshop scheduled for Thursday, February 8. Launch Board data and student survey data are being gathered to support the new Guided Pathways Initiative. Student comments from the Challenges Survey have also been collected to help guide faculty in developing the Guided Pathways Plan.

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.F.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 1

BACKGROUND

The Executive Director of College Advancement will report on the items listed below in regards to college advancement:

Foundation’s Fundraising Campaign for a New MESA/STEM Academic Success Center - *(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 Allan Hancock College Foundation is launching a new fundraising campaign for a new MESA/STEM Academic Success Center that will serve as the nucleus of STEM student learning on campus. The Foundation is seeking partnerships and industry collaborations for this vision – with naming opportunities available. The new center will include an interactive study center, a learning laboratory, a collaboration classroom, a resource library and work room, and a decompression lounge.

Stacks for Students Press Conference: Public Affairs hosted a press conference Wednesday, January 31 to announce two ways the college is helping students manage the rising cost of textbooks. The college announced the purchase of up to \$40,000 worth of new textbooks that will place at least one copy of every required textbook in the college’s library reserve for students to access. This donation is funded by the President’s Circle. The college also announced its Zero Textbook Cost (ZTC) program that will allow students to earn one of three associate degrees for transfer without purchasing a single textbook. The ZTC pilot program launched this spring with a handful of ZTC classes. It will expand to include more in the fall.

Vandenberg AFB Advertising Push: Public Affairs has placed an ad in the new edition of the VAFB Relocation Guide. The guide is distributed to thousands of U.S. Air Force personnel, Department of Defense civilians and veterans. The ad promotes Hancock’s VAFB center and the completion plans for military personnel to earn their Community College of the Air Force degrees through Hancock. This is the first time in six years the college will be featured in the VAFB guide.

The Art of Storytelling: College Advancement hosted Andy Goodman, a nationally recognized author and speaker. He presented a storytelling workshop and stressed that stories are the single most powerful communication tool that help people remember, shape identity and influence how they see the world. Dozens of AHC Foundation board members, community leaders, as well as college faculty and staff attended the workshop.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	February 13, 2018	
Subject:	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number:	14.H.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures:	Page 1 of 1

BACKGROUND

Fine Arts Complex Design Underway (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) Staff met with DLR Group architects to review the preliminary plan design status on February 7, 2018. Given the rapid time frame for development of preliminary plans, the project is going well. The district is on track to submit the preliminary plan package to the Chancellor's office by the due date of March 1, 2018. This process is on a very compressed schedule and the Fine Arts Task Force and administrative personnel have excelled at reviewing and turning information around quickly. Their diligence and responsiveness is very much appreciated.

Facilities Project Manager Coordinator (*Goal IR1: To recruit and retain quality employees.*) Interviews for the Facilities Project Manager are slated for March 1, 2018 with the objective of gaining board of trustees approval for the successful candidate on March 13, 2018.

Prop 39 LVC Solar Project (*Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.*) Mangan Renewables, the contractor notified of the intent to award for the Prop 39 Solar Project, has withdrawn their bid due to the imposition of a 30% tariff on photovoltaic panels imposed by the President. It took effect on January 22, 2018 prior to finalizing the contract. Staff is reviewing the other bids received, but it is likely the project will be put out for bidding again.

Banner Update (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) Human Resources is on track with Banner HR/PY and Cornerstone (recruiting management/on-line applications etc.). The most immediate effort is focused on the February 20, 2018 go-live date for the Cornerstone Applicant Tracking System. Human Resources staff have been diligent in building online applications and requisition processes in order to ensure that we meet our go-live deadline. After February 20, 2018, Human Resources staff will turn their efforts to Cornerstone performance and learning modules for a mid-March go-live deadline. These modules will allow employees to self-serve for evaluations and professional development. The implementation of two products while maintaining service to college employees and supporting negotiations has been a monumental task made seamless by the Human Resources staff. In addition, the Finance and Payroll implementation are on track. Business Services and Finance staff have been balancing the three-day-a-week training and development sessions with regular business duties. Their focus right now is on payroll, accounts receivable and a complete review of the workflow and approval process (a very complex system). Kudos to all for the excellent work and commitment to the project.

Administrator Initiating Item: Michael R Black	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.I.
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:

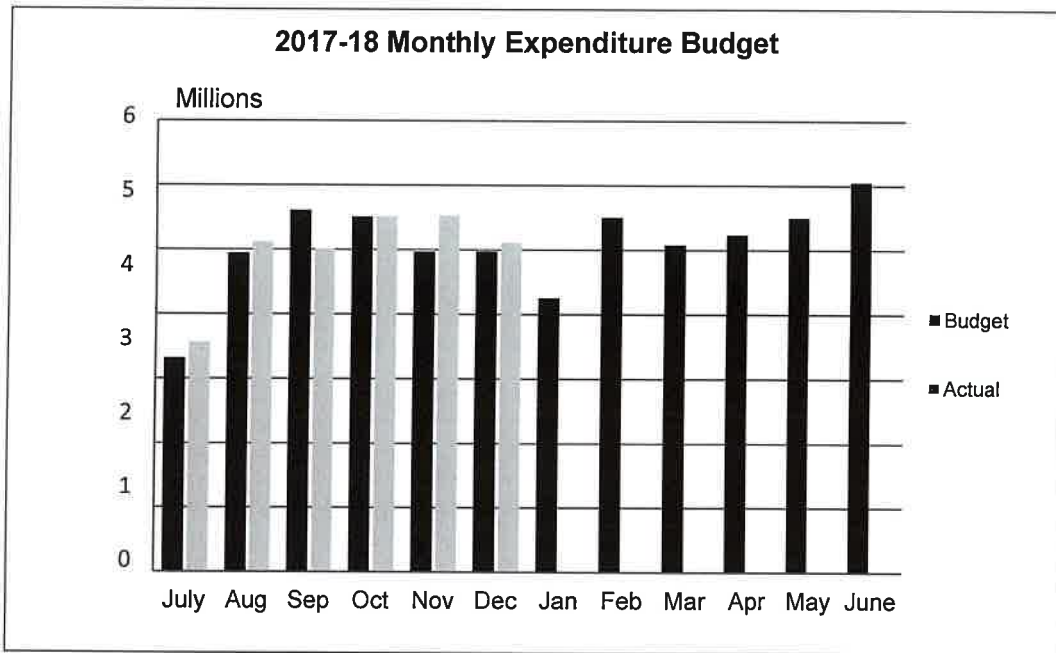
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment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

Administrator Initiating Item: <p style="text-align: center;">Michael R. Black</p>	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
ADOPTED BUDGET

	December Budget	December Expenditures	Percentage Variance	
Academic Salaries	2,163,716	2,166,228	100.12%	*
Classified Salaries	1,206,871	1,144,418	94.83%	
Employee Benefits	962,549	959,758	99.71%	
Supplies and Materials	93,843	72,898	77.68%	
Other Operating Expenses	465,232	387,100	83.21%	
Capital Outlay	14,640	83,340	569.26%	*
Other Outgo/Transfers	<u>70,783</u>	<u>300,000</u>	423.83%	*
	4,977,634	5,113,742	102.73%	

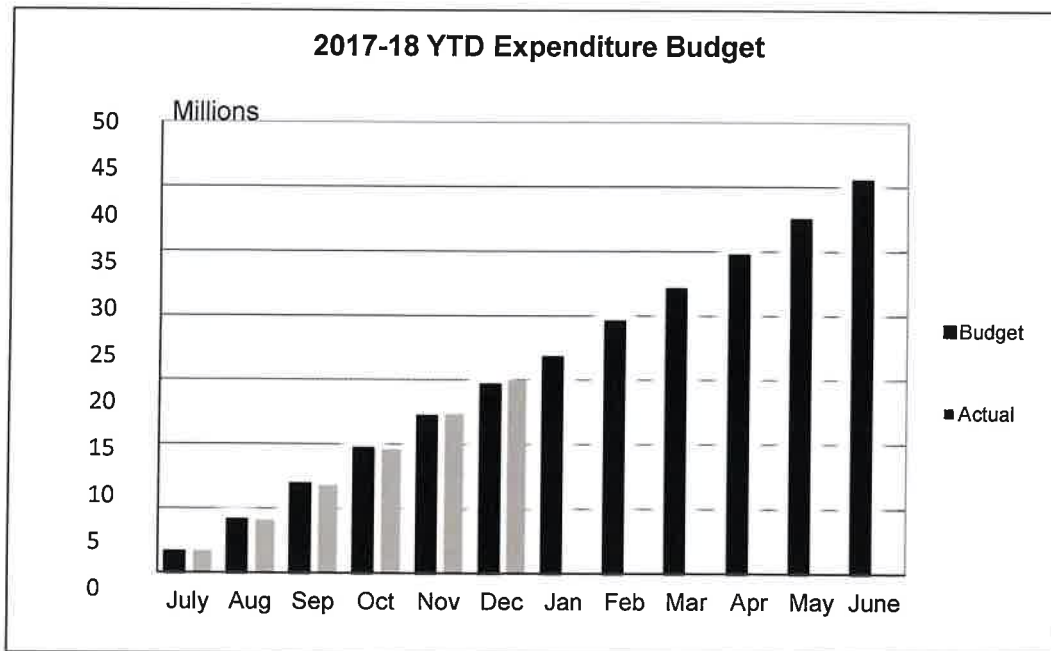


* Variance in monthly expenditures reflect timing differences from prior years.

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
ADOPTED BUDGET**

Year to Date Expenditures

	July-December Budget	July-December Year to Date	Percentage Variance	
Academic Salaries	11,879,010	11,746,950	98.89%	
Classified Salaries	7,315,439	7,359,103	100.60%	**
Employee Benefits	5,835,542	5,282,978	90.53%	
Supplies and Materials	623,732	576,472	92.42%	
Other Operating Expenses	3,179,085	3,625,066	114.03%	*
Capital Outlay	307,985	474,847	154.18%	*
Other Outgo/Transfers	449,790	810,920	180.29%	*
	29,590,583	29,876,336	100.97%	



* Variance in monthly expenditures reflect timing differences from prior years.

** Classified Salaries variance is primarily due to CSEA negotiated retro COLA payments and one-time annual wellness payments.

Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<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	18,147	53.06	2,558,910	450,856	17.61
State Revenues	40,512,146	21,395,636	52.81	14,362,977	9,229,301	64.25
Local Revenues	20,460,988	11,604,326	56.71	1,880,639	1,386,721	73.73
Total REVENUES	<u>61,007,334</u>	<u>33,018,110</u>	<u>54.12</u>	<u>18,802,528</u>	<u>11,066,879</u>	<u>58.85</u>
EXPENDITURES						
Academic Salaries	23,833,863	11,746,950	49.28	2,742,058	1,404,314	51.21
Classified Salaries	14,661,075	7,359,103	50.19	4,543,149	2,155,142	47.43
Employee Benefits	12,062,035	5,282,978	43.79	1,988,231	826,441	41.56
Supplies and Materials	1,244,789	576,472	46.31	1,851,699	437,027	23.60
Other Operating Expenses	6,602,177	3,625,066	54.90	5,300,822	1,103,892	20.82
Capital Outlay	651,757	474,847	72.85	1,562,943	597,478	38.22
Total EXPENDITURES	<u>59,055,698</u>	<u>29,065,419</u>	<u>49.21</u>	<u>17,988,904</u>	<u>6,524,297</u>	<u>36.26</u>
Excess of Revenues over (Under) Expenditures	1,951,635	3,952,691		813,623	4,542,582	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	10,000	200,000	2,000.00	67,903	76,488	112.64
Total OTHER FINANCING	<u>10,000</u>	<u>200,000</u>	<u>2,000.00</u>	<u>67,903</u>	<u>76,488</u>	<u>112.64</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,938,556	810,920	41.83	698,645	553,523	79.22
Total OPERATING TRANSFERS OUT	<u>1,938,556</u>	<u>810,920</u>	<u>41.83</u>	<u>698,645</u>	<u>553,523</u>	<u>79.22</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>23,079</u>	<u>3,341,771</u>		<u>182,881</u>	<u>4,065,547</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>13,954,947</u>		<u>13,503,805</u>	<u>17,386,470</u>	

Allan Hancock College Governmental Funds Group

Child Development Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal revenues	226,399	161,425	71.30
State Revenues	430,914	230,254	53.43
Local Revenues	856,643	39,489	4.60
Total REVENUES	<u>1,513,956</u>	<u>431,169</u>	<u>28.47</u>
EXPENDITURES			
Academic Salaries	233,026	128,000	54.92
Classified Salaries	295,957	183,832	62.11
Employee Benefits	114,473	43,681	38.15
Supplies and Materials	451,856	26,739	5.91
Other Operating Expenses	178,769	19,987	11.18
Capital Outlay	200,000	26,954	13.47
Total EXPENDITURES	<u>1,474,083</u>	<u>429,195</u>	<u>29.11</u>
Excess of Revenues over (Under) Expenditures	39,873	1,973	
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>3,785</u>	
FUND BALANCE:			
Fund balance, July 1	261,959	261,958	
Current balance	<u>301,832</u>	<u>265,744</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 12/31/2017

Rounded to the Nearest Dollar

	<u>PCPA BUDGET</u>	<u>PCPA ACTUAL</u>	<u>% BUDGET</u>
REVENUES:			
Earned income			
Ticket Revenue	1,609,050	1,103,323	68.57%
Handling	53,000	33,774	63.73%
Concessions	35,000	12,877	36.79%
Advertising	50,000	26,495	52.99%
Touring	43,700	23,500	53.78%
Other	14,000	22,347	159.62%
Total Earned Income	1,804,750	1,222,316	67.73%
Contributed Income			
Individual sources	399,550	190,103	47.58%
Fundraisers	180,000	7,253	4.03%
Corporations	35,000	11,400	32.57%
Foundations	361,746	102,324	28.29%
Total contributed income	976,296	311,079	31.86%
Allan Hancock College	<u>1,426,949</u>	<u>550,000</u>	<u>38.54%</u>
Total revenues	4,207,995	2,083,395	49.51%
EXPENSES:			
Production	2,157,230	1,222,689	56.68%
Conservatory	69,546	29,041	41.76%
Scholarships	663,410	400,639	60.39%
Administration	284,613	121,285	42.61%
Development	197,693	76,554	38.72%
Marketing	471,993	233,479	49.47%
Box office	271,076	150,309	55.45%
Concessions	20,200	5,180	25.64%
Outreach/YPP	72,234	39,144	54.19%
Total expenses	<u>4,207,995</u>	<u>2,278,320</u>	<u>54.14%</u>
EXCESS OF REVENUES OVER EXPENSES	0	-194,925	
Outside events (net)	0	0	
FUND BALANCE			
Balance, July 1	472,981	472,981	
Current balance	<u>472,981</u>	<u>278,056</u>	

Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	0	568,314	0.00
Local Revenues	198,268	18,343	9.25
Total REVENUES	<u>198,268</u>	<u>586,657</u>	<u>295.89</u>
EXPENDITURES			
Supplies and Materials	2,314	331	14.33
Other Operating Expenses	17,080	8,174	47.85
Capital Outlay	2,324,453	361,130	15.53
Total EXPENDITURES	<u>2,343,848</u>	<u>369,636</u>	<u>15.77</u>
Excess of Revenues over (Under) Expenditures	(2,145,580)	217,021	
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>
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(1,922,620)</u>	<u>232,021</u>	
FUND BALANCE:			
Fund balance, July 1	7,122,647	7,122,647	
Current balance	<u>5,200,026</u>	<u>7,354,668</u>	

Allan Hancock College Governmental Funds Group

Gen Oblig Bonds Building Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<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	188,066	143.16
Capital Outlay	646,341	138,380	21.40
Total EXPENDITURES	<u>777,855</u>	<u>326,446</u>	<u>41.96</u>
Excess of Revenues over (Under) Expenditures	(752,855)	(314,913)	
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(752,855)</u>	<u>(314,913)</u>	
FUND BALANCE:			
Fund balance, July 1	1,610,993	1,399,180	
Current balance	<u>858,137</u>	<u>1,084,267</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
INTERNAL SERVICE FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 12/31/2017

	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	408,869	1,600	964	4,000	2,850	151,000	78,568
Total Revenues	<u>752,000</u>	<u>408,869</u>	<u>1,600</u>	<u>964</u>	<u>4,000</u>	<u>2,850</u>	<u>151,000</u>	<u>78,568</u>
EXPENDITURES:								
Classified salaries	0	0	0	0	0	0	0	0
Employee benefits	0	0	139,031	24,654	0	0	304,167	153,168
Supplies and materials	0	0	0	0	0	0	0	0
Contracted services	750,000	389,026	0	0	263,000	0	0	0
Capital outlay	0	0	0	0	0	0	0	0
Total Expenditures	<u>750,000</u>	<u>389,026</u>	<u>139,031</u>	<u>24,654</u>	<u>263,000</u>	<u>0</u>	<u>304,167</u>	<u>153,168</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,000	19,843	-137,431	-23,690	-259,000	2,850	-153,167	-74,599
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 Srcs	<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>19,843</u>	<u>-137,431</u>	<u>-23,690</u>	<u>-259,000</u>	<u>2,850</u>	<u>-153,167</u>	<u>-74,599</u>
FUND BALANCE:								
Fund balance, July 1	1,391,622	1,391,622	389,616	389,616	1,165,979	1,165,979	153,167	153,168
Current balance	<u>1,393,622</u>	<u>1,411,465</u>	<u>252,185</u>	<u>365,926</u>	<u>906,979</u>	<u>1,168,829</u>	<u>0</u>	<u>78,568</u>

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number

12/01/2017 through 12/31/2017
115150007100

Summary Of Fund

MARKET VALUE AS OF 12/01/2017

EARNINGS

9,516,505.95

NET INCOME CASH RECEIPTS

186,445.62

FEES AND OTHER EXPENSES

6,975.24-

REALIZED GAIN OR LOSS

23.00-

UNREALIZED GAIN OR LOSS

99,948.30-

TOTAL EARNINGS

79,499.08

TOTAL MARKET VALUE AS OF 12/31/2017

9,596,005.03

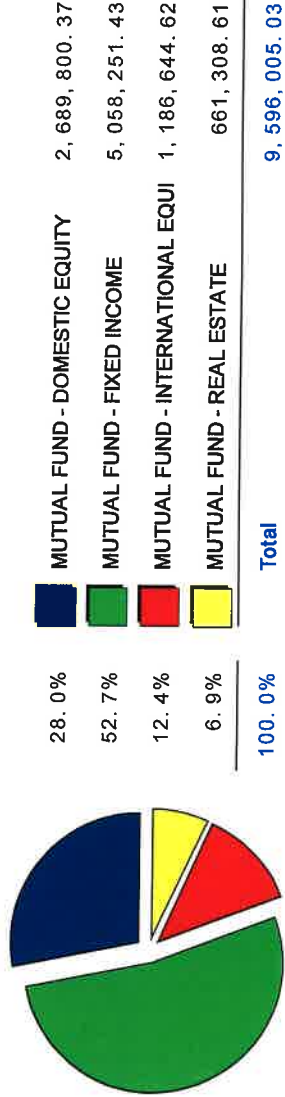
TRUST EB FORMAT

Statement Period: 12/01/2017 through 12/31/2017
Account Number: 115150007100

Asset Summary As Of 12/31/2017

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,058,251.43	5,015,713.40	53
MUTUAL FUND - DOMESTIC EQUITY	2,689,800.37	2,341,968.67	28
MUTUAL FUND - INTERNATIONAL EQUITY	1,186,644.62	977,314.98	12
MUTUAL FUND - REAL ESTATE	661,308.61	661,000.26	7
TOTAL INVESTMENTS	9,596,005.03	8,995,997.31	
CASH	18,318.78		
DUE FROM BROKER	0.00		
DUE TO BROKER	18,318.78		
TOTAL MARKET VALUE	9,596,005.03		

Ending Asset Allocation



ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP
TRUST AND AGENCY FUNDS
INCOME STATEMENT BY FUND
FOR PERIOD ENDING 12/31/2017

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	23,923	0	86,476	0	7,156
Gifts and contributions	0	0	0	6,297	0	4,697
Other local revenue	0	150	0	5,099	0	0
Interest	5	18	5	226	374	17
Miscellaneous revenue	6,567,279	0	17,451	5,657	25,766	3,751
Total Revenues	<u>6,567,284</u>	<u>24,091</u>	<u>17,456</u>	<u>103,755</u>	<u>26,140</u>	<u>15,621</u>
EXPENDITURES:						
Salaries	0	0	0	1,342	0	0
Employee benefits	0	0	0	0	0	0
Supplies and materials	0	63,071	-8	32,643	0	3,394
Contracted services	0	50,676	14,163	19,266	0	4,512
Capital outlay	0	0	0	0	0	0
Total Expenditures	<u>0</u>	<u>113,748</u>	<u>14,155</u>	<u>53,250</u>	<u>0</u>	<u>7,905</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	6,567,284	-89,656	3,301	50,505	26,140	7,716
OTH FIN SRCS (USES):						
Operating Transfers IN	163,102	157,047	0	1,620	0	3,000
Operating Transfers OUT	6,130,039	2,900	0	1,720	0	8,220
Total Oth Fin Srces (Uses)	<u>-5,966,937</u>	<u>154,147</u>	<u>0</u>	<u>-100</u>	<u>0</u>	<u>-5,220</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES AND OTHER USES	<u>600,347</u>	<u>64,491</u>	<u>3,301</u>	<u>50,405</u>	<u>26,140</u>	<u>2,496</u>
FUND BALANCE:						
Fund balance, July 1	21,600	70,380	20,362	912,369	136,760	66,044
Current balance	<u>621,947</u>	<u>134,871</u>	<u>23,663</u>	<u>962,774</u>	<u>162,900</u>	<u>68,539</u>

Allan Hancock College Governmental Funds Group

Scholarship and Loan Trust Fnd

Income Statement by Fund

For Period Ending 12/31/2017

	<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>	
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 12/31/2017

	Cash Admin	General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	133,071	146,191	147,622	189,971	0	616,855
Contributions non-cash	0	0	0	0	0	0	0
District Grant Contributions	0	17,615	0	0	0	0	17,615
Interest and dividends	0	22,732	0	0	0	518,745	541,478
Gain/Loss on sale of investments	0	385	0	0	0	220,205	220,591
Change in asset portfolio	0	22,991	0	0	0	988,109	1,011,100
Other Local Revenues	0	48,069	6,497	0	0	0	54,565
Total revenue	0	244,864	152,688	147,622	189,971	1,727,060	2,462,204
EXPENDITURES:							
Scholarships	0	0	0	466,359	0	0	466,359
Student Assistance	0	0	17,045	0	0	0	17,045
District/College Support	0	0	17,845	0	0	0	17,845
PCPA Support	0	0	0	37,324	0	0	37,324
Salaries	0	113,198	0	0	0	0	113,198
Employee benefits	0	10,886	0	0	0	0	10,886
Supplies and materials	0	60,675	36,697	0	0	0	97,372
Contracted personal services	0	5,350	250	0	0	0	5,600
Travel and conference	0	15,763	28,989	0	0	0	44,752
Memberships and permits	0	315	900	0	0	0	1,215
Technology Services	0	0	0	0	0	0	0
Telephone	0	268	0	0	0	0	268
Contracts and leases	0	50,208	0	0	0	0	50,208
Postage and advertising	0	6,622	7,077	0	0	0	13,698
Bank/brokerage charges	0	9,260	149	0	0	84,742	94,151
Miscellaneous expense	0	6,336	6	0	0	0	6,342
Building and equipment	0	0	422	0	0	0	422
Credit Card Disc. Fees	0	0	0	0	0	0	0
Total expenditures	0	278,879	109,379	503,683	0	84,742	976,684
Net income(loss)	0	-34,016	43,308	-356,061	189,971	1,642,318	1,485,520
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	212,456	4,699	9,865	84,987	1	312,007
Transfers out	0	5,887	33,297	28,788	55,000	189,035	312,007
Net transfers	0	206,569	-28,598	-18,923	29,987	-189,034	0
Net inc/dec in fund bal	0	172,553	14,710	-374,984	219,958	1,453,283	1,485,520
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	371,198	1,608,440	329,532	19,081,216	4,376,363	25,766,748

AHC Viticulture & Enology Foundation Fund
Income Statement
For Period Ending 12/31/2017

REVENUES	<u>Budget</u>	<u>Actual</u>
Contributed Gifts/Grants/Endw	35,000	0
Non-Cash Contributions	0	7,597
Other Local Revenues	0	0
Net Revenue	35,000	7,597
WINE OPERATION		
Sales & Commissions	30,294	15,860
Less: Returns & Allowances	0	-200
Less: Sales Discounts	-6,750	-1,673
Net Sales	23,544	13,987
Less: Cost of Goods Sold	-11,890	-4,980
Gross Profit	11,654	9,007
 Total Revenues	 46,654	 16,604
 EXPENDIURES		
Classified Salaries	15,000	0
Technology Supplies	0	0
Office/Operational Supplies	8,000	5,456
In-Kind Supply Expense	12,000	7,597
Inventory Allocation Expense	-40,500	-22,641
Printing	2,700	4,987
Food Supplies	1,000	457
Indep Contractor (Individuals)	500	1,400
Service Contracts (Businesses)	20,000	5,787
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	20
Fngprnt/Bckgrnd/Psy Tst/Poly	0	0
District/College Support	0	0
Postage/Express Services	0	0
Advertising	2,000	9
Merchant Fees	0	109
Cash Over and Short	0	-4
Equipment	5,000	0
Scholarships	2,500	0
Total Expenditures	31,350	4,135
 Net Income(Loss)	 15,304	 12,469
 FUND BALANCE		
Fund Balance, July 1	131,051	131,051
Current Balance	146,355	143,520

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	February 13, 2018
Subject: A Status Report on Bond Measure I Projects	Item Number: 14.J.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 2

STATUS

Capital Construction							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Fine Arts Complex	To be determined	\$34,298,000 State & Patty Boyd	\$3,117,900	\$2,815,003	\$28,365,097	2%	October 2021
Total Capital Projects		\$34,298,000	\$3,117,900	\$2,815,003	\$28,365,097		

Technology Projects							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Technology and Instructional Equipment Modernization	\$11,358,060	0	\$47,763	\$11,267,608	\$42,689	99.61%	Summer 2018
Total Information Technology		\$11,358,060	\$47,763	\$11,267,608	\$42,689		

Administrator Initiating Item: Michael R. Black	Final Disposition:
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Capital Construction Projects - Completed Phase					
Project Name	BMI Funding	Other Funding	Encumbered	Expended	Balance
Public Safety Complex	\$37,930,509	\$5,000 Private Donation	\$399,374	\$39,101,500	(\$1,565,365)
One Stop Student Services Center	20,560,907	16,558,250 State Funding	108,377	37,895,065	(884,285)
Childcare Center Addition	8,386,598	150,000 Orfalea Grant	0	8,521,474	15,124
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	11,781	25,010,222	531,517
Total Capital Projects	\$92,293,781	\$17,213,250	\$519,532	\$110,833,310	(\$1,845,811)

Schedule Maintenance Projects – Completed Phase	
Project Name	Total Expended
Building D Repairs and Upgrades	\$5,710,091
Parking Lot 1 Expansion	1,483,478
Building C, Roof, Paint, and Flooring	1,372,916
LVC EMS Upgrade & HVAC Repair	447,196
Pool Resurfacing	55,500
Building N Roof, Phase III	355,543
M300 HVAC Upgrades Phase I	335,549
Phase I Energy	535,488
Roof Repair and Replacement, Buildings E, F, G & M300	487,916
Underground Fuel/Oil Tank Repair & Replacement	124,205
Campus Upgrade to VOIP & Copper Cabling Project	2,731,970
Fire Alarm & Emergency Call System Upgrade	36,459
LVC Roof/ADA Upgrade	126,640
Forum Lighting & AV Replacement	109,330
Total Scheduled Maintenance	\$13,912,281

ALLAN HANCOCK COLLEGE



FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 9:00 a.m. Fine Arts Student Art Show through February 21 Ann Foxworthy Gallery	2	3 3:00 p.m. Women's Basketball vs. Ventura College 5:00 p.m. Men's Basketball vs. Ventura College
4	5	6	7 10:00 a.m. Bulldog Bow-WOW Student Center	8 2:30 p.m. Women's Softball vs. L.A. Valley College	9	10 1:00 p.m. Women's Softball vs. Riverside College 5:00 p.m. Men's Basketball vs. Santa Barbara City College
11	12	13 2:00 p.m. Men's Baseball vs. College of the Canyons 6:00 p.m. Board of Trustees Meeting	14 10:00 a.m. Bulldog Bow-WOW LVC Building 1	15 <i>The Crucible</i> through March 4 Marian Theatre	16 Lincoln Day College Closed 2:00 p.m. Men's Baseball vs. College of the Canyons	17 12:00 p.m. Men's Baseball vs. Irvine Valley College 3:00 p.m. Women's Basketball vs. Oxnard College 5:00 p.m. Men's Basketball vs. Oxnard College
18	19 Washington Day College Closed	20	21	22 2:30 p.m. Women's Softball vs. Santa Monica College	23	24 12:00 p.m. Women's Softball vs. Mt. San Jacinto College 2:00 p.m. Women's Softball vs. Mt. San Jacinto College
25	26	27 2:00 p.m. Men's Baseball vs. College of the Sequoias	28			

ALLAN HANCOCK COLLEGE



MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 2:00 p.m. Men's Baseball vs. Taft College <i>The Crucible</i> through March 4 Marian Theatre	2	3
4	5	6	7	8 2:00 p.m. Men's Baseball vs. Santa Barbara City College <i>The (curious case of the) Watson Intelligence</i> through March 25 Severson Theatre	9	10 1:00 p.m. Women's Softball vs. Pasadena College 2:00 p.m. Men's Baseball vs. Oxnard College
11	12	13 2:30 p.m. Women's Softball vs. Bakersfield College 6:00 p.m. Board of Trustees Meeting	14	15	16	17
18	19	20 2:30 p.m. Women's Softball vs. L.A. Pierce College	21	22 2:30 p.m. Women's Softball vs. Oxnard College 3:00 p.m. Women's Softball vs. Ventura College	23 Spring Holiday College Closed	24
25	26	27 2:30 p.m. Men's Baseball vs. East L.A. College	28 1:00 p.m. Men's Baseball vs. Fresno City College	29 11:30 a.m. Men's Baseball vs. Cerritos College 2:30 p.m. Men's Baseball vs. Cuesta College 2:30 p.m. Women's Softball vs. Santa Barbara City College	30	31