
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, September 11, 2018

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
Inri Serrano, 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. Evaluation of the Superintendent/President		
3.C. Conference with Labor Negotiator – (Government Code §54957.6)		
Agency designated representatives: Dr. Paul Murphy Employee Association: Faculty Association		
Agency designated representative: Dr. Kevin Walthers 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: Dr. Kevin Walthers

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 August 14, 2018 regular board meeting. | 10 |

10. Presentation

10.A. Puente Program

Ricardo Navarrette, counselor, Counseling Department; and Janae Dimick, faculty, English Department, will provide a presentation on the Puente Program.

10.B. Changing the Odds

Dr. Walthers will share a Changing the Odds moment.

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| 11. | Consent Agenda | 6:15 PM |
| | Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted | |

	<u>Page</u>	<u>Tent. Time</u>
upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.		
11.A. Register of Warrants Supplemental Payroll 7/01/18 and Regular Payroll 7/31/18 A recommendation that the board of trustees approve commercial warrants.	17	
11.B. Acceptance of Donations A recommendation that the board of trustees accept a 2008 Nissan Rogue from Nissan North America, Inc. and a monetary donation from Community Bank of Santa Maria.	19	
11.C. Authorization to Declare District Property as Surplus A recommendation that the board of trustees declare the item listed to be surplus and authorize disposal of the item through the private sale.	20	
11.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.	21	
11.E. Equivalency Certification for Faculty 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.	29	
11.F. New Community Services (Fee-Based) Education Courses A recommendation that the board of trustees approve the community service (fee-based) education courses as proposed and authorize that these classes be repeated as frequently as needed to support the needs of the community.	33	

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11.G.	South Central Coast Regional Consortium Strong Workforce Program Round 2 2017-2018 Sub-Award Notification	34	
	Staff recommends that the board of trustees approve the South Central Coast Regional Consortium Addendum to the Strong Workforce Program Master Agreement.		
11.H.	Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt From Classified Service	38	
	A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		
11.I.	Appointments, Transfers, and Promotions of Classified Service Employees	40	
	A recommendation may be made that the board of trustees approve the appointments of student services technician, student services; and instructional assistant, public safety (2 part-time positions). If a recommendation is made, a revised board agenda item will be presented.		
11.J.	Out-of-Classification Assignment of Classified Service Employee	41	
	A recommendation that the board of trustees approve the continuation of out-of-classification assignment of James Harvey, maintenance supervisor, facilities, retroactive to September 1, 2018 through December 31, 2018, or earlier per district need.		
11.K.	Coaching Appointments and Stipends	42	
	A recommendation that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.		
11.L.	Second Reading: Revised Board Policy 7230, Classified Employees	43	
	A recommendation that the board of trustees adopt the revised board policy 7230, Classified Employees, as presented.		
11.M.	Second Reading: New Board Policy 7385, Salary Deductions	46	
	A recommendation that the board of trustees adopt the new board policy 7385, Salary Deductions, as presented.		

		<u>Page</u>	<u>Tent. Time</u>
12.	Oral Reports		6:35 PM
12.A.	Superintendent/President's Report		
12.B.	Board Member Reports		
12.C.	Association Reports		6:45 PM
	1) Management Association		
	2) Part-Time Faculty Association		
	3) Faculty Association		
	4) Academic Senate		
	5) California School Employees Association		
	6) Associated Student Body Government		
	7) AHC Foundation		
13.	Action Items		7:15 PM
13.A.	Acceptance of Grants Approved	48	
	A recommendation to accept funded proposals.		
13.B.	Public Hearing for the 2018-19 Allan Hancock Joint Community College District Budget	50	
	A recommendation that the board of trustees open the public hearing for the 2018-19 Allan Hancock Joint Community College District budget. At the conclusion of public comments, staff recommends that the board of trustees close the public hearing.		
13.C.	Adoption of the 2018-19 Allan Hancock Joint Community College District Budget	51	
	A recommendation that the board of trustees adopt the 2018-19 Allan Hancock Joint Community College District Budget.		
13.D.	Resolution 18-34, Appropriations Limit for the 2018-19 Fiscal Year	80	
	A recommendation that the board of trustees adopt resolution 18-34, Appropriations Limit for the 2018-19 Fiscal Year.		
13.E.	2018-19 State Scheduled Maintenance Plan, District Project Priority Order	84	
	A recommendation that the board of trustees approve the 2018-19 State Scheduled Maintenance Plan, District Project Priority Order		

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13.F. Appointment of Management Employee	86	
A recommendation that the board of trustees approve the classified management appointment of Catherine Farley, district police chief, campus police, effective November 5, 2018, and contingent upon successful completion of pre-employment requirements.		
13.G. Salary Schedule Change for Management Employees	87	
A recommendation that the board of trustees approve the revised salary schedule for management employees, SS-30, as presented, retroactive to July 1, 2018.		
13.H. Appointment of Interim Management Employee	89	
A recommendation may be made that the board of trustees approve the interim appointment of director, extended opportunity programs and services (EOPS) and special outreach. If a recommendation is made, a revised board agenda item will be presented.		
13.I. Restructure of Community Education	90	
A recommendation that the board of trustees approve the restructure of community education, including revised job descriptions and applicable salary range adjustments, as presented, retroactive to September 1, 2018.		
13.J. Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Classified Exempt Employees Status	111	
A recommendation that the board of trustees approve the memorandum of understanding (MOU) between the district and the California School Employees Association Chapter #251 (CSEA), for classified exempt employee status including job descriptions for the positions of server administrator, network administrator, and web services specialist, information technology services, retroactive to September 1, 2018.		
13.K. Revised Management Job Description	124	
A recommendation that the board of trustees approve the revised educational management job description, director, Extended Opportunity Programs and Services (EOPS) and Special Outreach, as presented.		

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13.L.	Change in Compensation and Amendment of Employment Agreement for Superintendent/President	129	
	A recommendation that the board of trustees approve the amendment to the superintendent/president's employment agreement to extend the term of the contract through June 30, 2022.		
13.M.	District Application for Fiscal Independence	134	
	A recommendation that the board of trustees approve the request to submit an application for fiscal independence.		
14.	Information		7:50 PM
14.A.	First Reading: New Board Policy and Administrative Procedure 4231, Grade Changes	136	
	A recommendation that the board of trustees review the new Board Policy and Administrative Procedure 4231, Grade Changes.		
14.B.	First Reading: New Administrative Procedure 4235, Credit by Examination	140	
	A recommendation that the board of trustees review the new Administrative Procedure 4235, Credit by Examination.		
14.C.	First Reading: Revised Administrative Procedure 7211, Minimum Qualifications and Equivalencies	143	
	A recommendation that the board of trustees review the revised administrative procedure 7211, Minimum Qualifications and Equivalencies, as presented.		
14.D.	First Reading: Revised Board Policy 7218, Selection of Department Chair	158	
	A recommendation that the board of trustees review the revised board policy 7218, Selection of Department Chair, as presented.		
14.E.	First Reading: New Board Policy 7310 Favoritism	163	
	A recommendation that the board of trustees review the new board policy 7310, Favoritism, as presented.		

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14.F. First Reading: Revised Board Policy and Administrative Procedure 7501, Faculty Internships	165	
A recommendation that the board of trustees review the revised board policy and administrative procedure 7501, Faculty Internships, as presented.		
14.G. Quarterly Report on Volunteer Aides	170	
Volunteer aides report.		
14.H. Associate Faculty Status	171	
An update on Associate Faculty Status.		
14.I. Employee Resignations and Retirements	172	
The superintendent president has accepted the resignation of Michele Brandenburg, laboratory assistant, open access computer lab (OACL), learning resources, effective September 14, 2018.		
14.J. Employee Climate Survey	173	
An update on plans to address concerns raised in the Korn Ferry Hay Group survey.		
14.K. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	175	
14.L. Monthly Report, Associate Superintendent/Vice President, Student Services	176	
14.M. Monthly Report, Vice President, Institutional Effectiveness	177	
14.N. Monthly Report, Executive Director, College Advancement	178	
14.O. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	180	
14.P. A Status Report on Bond Measure I Projects and Fine Arts Phase II	201	
15. New Business	203	8:30 PM
16. Calendar		

17. Adjournment

The next regular meeting of the board of trustees will be held on Tuesday, October 9, 2018 at the Lompoc Valley Center. 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.

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

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, August 14, 2018

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

Allan Hancock College
Site Tour – South Campus, Room Q-12
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

The meeting was called to order at 4:38 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

1.A. Tour of South Campus

The board of trustees briefly toured South Campus.

2. Call to Order

Trustee Zacarías called the meeting to order at 5:15 p.m.

2.A. Public Comment Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Zacarías adjourned the meeting to closed session at 5:15 p.m.

4. Reconvene to Open Session

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

5. Action Taken in Closed Session

Trustee Zacarías reported no action was taken in closed session.

6. Pledge of Allegiance

Frankie Maldonado, ASBG President, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

On a motion by Trustee Pensa, seconded by Trustee Hilker, the board of trustees 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

Miranda Campisi informed the board of trustees about the problems she has encountered at the college over the last four years. She gave examples of communication shortfalls she experienced with various departments. She would like to see improvement in communicating the requirements students must meet to obtain financial aid and completing a degree.

9. Approval of Minutes

9.A. Approval of Minutes from the July 10, 2018 special board meeting.

On a motion by Trustee Hilker, seconded by Trustee Lahr, the board of trustees voted unanimously to approve the minutes for the July 10, 2018 special board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

9.B. Approval of Minutes from the July 10, 2018 regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee, the board of trustees voted unanimously to approve the minutes for the July 10, 2018 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Check presentation from PG&E

Eric Daniels, government affairs manager, from PG&E presented a check in the amount of \$15,000.

10.B. Changing the Odds

Raul Aldana, Nancy Ramirez, and Julia Sokolovska gave an overview of the activities and achievements of the All Hands on Deck event. They noted training events like All Hands on Deck is helping change the odds for students.

11. Consent Agenda

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees voted to approve the consent agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers said there is a campus wide effort to cut back on the amount of plastic bottles in use on campus for water. He said staff will be adding water filling stations around campus. He invited everyone to All Staff Day and Hancock Hello.

12.B. Board Member Reports

Trustee Hilker Dan said he continues to hold impromptu open hour.

Trustee Lahr will not be able to attend All Staff Day.

Trustee Zacarías invited everyone to attend the Joe White Memorial Dinner and auction to support athletics.

Trustee Pensa enjoyed seeing *Mamma Mia* in Solvang Saturday. He said the City of Solvang plans to sponsor one student for the Hancock promise. He added no one is running against him so he'll be a trustee for four more years.

Trustee Hall was happy to see so many students at Hancock Hello.

Student Trustee Serrano attended a student trustee conference in San Francisco where he met a lot of great people and learned a lot.

12.C. Association Reports

1) Management Association

No report was given.

2) Part-Time Faculty Association

Amy Ward reported the association will no longer be able to collect a service fee from non-members. No one yet knows what the long-term impact will be.

3) Faculty Association

No report was given.

4) Academic Senate

No report was given.

5) California School Employees Association

No report was given.

6) Associated Student Body Government

Frankie Maldonado introduced himself and said he wants to work in the alcohol addiction prevention field. He added ASBG is planning a retreat for the officers with team building exercises.

7) AHC Foundation

No report was given.

13. Action Items

13.A. Acceptance of Grants Approved

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees voted to accept the grants approved. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.B. Resolution 18-33, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility

On a motion by Trustee Hall, seconded by Trustee Lahr, the board of trustees adopted Resolution 18-33, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.C. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, Article 12, Seniority Ranking

On a motion by Trustee Lahr, seconded by Trustee Hall, the board of trustees approved the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, to maintain seniority language for the purposes of scheduling credit and service bargaining unit

members per Article 12 Workload and Assignment, as presented. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.D. Appointments of Interim Management Employees

On a motion by Trustee Lahr, seconded by Trustee Hall, the board of trustees approved the temporary academic management appointment of David Humphreys, interim dean, academic affairs, effective August 15, 2018 through January 15, 2019, or earlier per district need; and approve the temporary classified management reappointment of Holly Nolan Chavez, interim director, Deputy Sector Navigator-Agriculture, Water and Environmental Technology, effective September 1, 2018 through October 31, 2018, or earlier per district need, and contingent upon continued funding.. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.E. Appointments of Classified Management Employees

On a motion by Trustee Hall, seconded by Trustee Hilker, the board of trustees approved the appointment of Marina Washurn, director, special projects (Grants), AB104/Adult Education Block Grant (AEBG), effective September 1, 2018 through June 30, 2021, and contingent upon continued funding. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.F. Salary Schedule Changes for California School Employees Association Chapter #251

On a motion by Trustee Lahr, seconded by Trustee Hall, the board of trustees approved the revised salary schedules to include a previously agreed to cost of living adjustment for California School Employees Association Chapter #251, SS-55 and SS-56, as presented, effective July 1, 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.G. Salary Schedule Changes for California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185

On a motion by Trustee Lahr, seconded by Trustee Hilker, the board of trustees approved the revised salary schedules to include a previously agreed to cost of living adjustment for California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185, SS-70, SS-71, SS-72, SS-73, SS-74, SS-75, SS-76, SS-77, SS-78, and SS-79, as presented, effective Fall 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information Items

14.A. Grant Proposals Submitted

Dr. Walthers briefly reviewed the grant proposals.

14.B. Futuris Public Entity Investment Trust Annual Notice

Dr. Walthers discussed the posting of the annual report summary on the irrevocable trust for the district's other post-employment benefits (OPEB) obligations.

14.C. Board Self-Evaluation

The board of trustees discussed their self-evaluation. Trustee Zacarías noted the evaluation is for the board of trustees as a whole. Trustee Lahr added their evaluation indicates which areas they need to improve.

14.D. Employee Resignations and Retirements

Dr. Walthers acknowledged the resignations and retirements as submitted. Andrew Masuda thanked everyone for their support and noted leaving Hancock College was a very hard decision to make.

14.E. First Reading: Revised Board Policy 7230, Classified Employees

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

14.F. First Reading: New Board Policy 7385, Salary Deductions

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

14.G. Early Education and Support Division, California Department of Education 2017-2018 Outcomes

Dr. Walthers reported on the outcomes for the 2017-2018 Early Education and Support Division.

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

Dr. Curry explained how a certificate of completion from Cal Poly may help students continue their education.

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

Associate Superintendent Ornelas reported David Hernandez's presentation at the Lompoc Coast Valley Substance Abuse Facility was well received. She added some of the attendees have become Hancock College students.

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

Dr. Paul Murphy gave an overview of the fall enrollment. He noted there is an increase in the number of students coming from our local high schools. There are

more students under the age of 20 and more first time students. He noted the decrease in enrollment is due to the population ageing out of a particular group. Dr. Walthers announced the college will be rolling out a trucking program in September that will help fill the needs for local employers in our community.

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

Executive Director Houghton said the focus has been on marketing and enrollment for future students. She encouraged everyone to watch the links to the promise students on the website.

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

Jessica Blazer reported her staff is working on closing out the financial reports for the year and have some adjustments to make. She said the financial reports are on track. She added auditors will be here at the end of the month to review our new financial system.

14.M. A Status Report on Bond Measure I Projects and Fine Arts Phase II

Dr. Walthers reported the initial set of drawings have been reviewed by the Division of the State Architect.

14.N. Waiver of Process for Surplus Property.

Dr. Walthers discussed the process for surplus property. He has noted there is a possibility of getting a waiver to set parameters for the use of the property from the Chancellor's Office. This would require a few steps including a public hearing requesting the waiver. He will continue looking for advice on the best way to use South Campus property.

15. New Business

No new business was reported.

16. Calendar

Dr. Walthers shared events from the calendar.

17. Adjournment

Trustee Zacarias adjourned the meeting at 7:20 p.m.



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

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	September 11, 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	\$ 1,325,277.76	
PAYROLL 7/1/18 – 7/31/18	2,991,437.71	
TOTAL GENERAL FUND		\$ 4,316,715.47
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	374.50	
PAYROLL 7/1/18 – 7/31/18	31,612.00	
TOTAL CHILD DEVELOPMENT FUND		31,986.50
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	0.00	
TOTAL GO BOND CLEARING FUND		0.00
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	8,212.00	
TOTAL GO BOND BUILDING FUND		8,212.00
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	13,662.50	
TOTAL CAPITAL OUTLAY PROJECTS FUND		13,662.50
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	300.00	
TOTAL SELF INSURANCE HEALTH FUND		300.00
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>\$ 4,436,327.47</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 25001944 through 25002069 for a subtotal of \$1,413,277.76, and payroll warrants in the amount of \$3,023,049.71, for a grand total of \$4,436,327.47.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

07/01/18 - 07/31/18

PAYROLL

FUND 9410

CERTIFICATED:

1100	Academic Salaries, regular schedule, instructional time	398,815.95
1200	Academic Salaries, regular schedule, non-instructional time	258,914.84
1300	Certificated Salaries other than regular schedule teaching	345,213.82
1400	Certificated Salaries other than contract non-teaching	9,720.00
3100	State Teachers Retirement	93,538.43
3300	Medicare	16,452.02
3400	Health and Welfare Benefits	74,024.33
3500	State Unemployment Insurance	576.18
3600	Worker's Compensation Insurance	10,121.56
3700	State Teachers Retirement/Cash Balance Plan/PARS	21,603.38
3911	Academic Retirement Incentive	-
SUB TOTAL		<u>\$ 1,228,980.51</u>

CLASSIFIED:

2100	Classified Salaries, regular schedule	1,161,879.96
2200	Classified Instructional Aide Salaries, regular schedule	47,361.73
2300	Classified Salaries, hourly	39,333.21
2300	Student Workers, regular	24,024.14
2400	Instructional Aides, hourly	-
2400	Student Workers, Tutors, Peer Counselors	16,966.12
3200	Public Employees Retirement	190,773.24
3300	Social Security/Medicare	88,896.92
3400	Health and Welfare Benefits	172,595.14
3500	State Unemployment Insurance	8,498.92
3600	Worker's Compensation Insurance	8,999.18
3700	PARS	3,128.64
4512	Uniform Allowance	-
5113	Externships (Grants Only)	-
8890	Income released for stale dated warrant	-
SUB TOTAL		<u>\$ 1,762,457.20</u>
TOTAL FUND 9410		<u>\$ 2,991,437.71</u>

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$ 9,760.11
1300	Academic Salaries: non-regular schedule instructional time	-
1400	Academic Salaries, non-regular schedule, non-instructional time	1,283.64
2100	Classified Salaries, regular schedule	5,824.66
2300	Classified Salaries, hourly	937.50
2300	Student Workers, regular	9,022.39
2400	Classified Salaries, non-regular schedule instructional aides	-
3100	State Teachers' Retirement System	1,640.28
3200	Public Employees Retirement System (PERS)	595.14
3300	Social Security/Medicare	1,057.79
3400	Health and Welfare Benefits	1,254.25
3500	State Unemployment Insurance	10.88
3600	Workers' Compensation Insurance	225.36
3700	State Teachers' Retirement/Cash Balance Plan	-
SUB TOTAL		<u>\$ 31,612.00</u>
TOTAL FUND 9433		<u>\$ 31,612.00</u>

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		<u>\$ -</u>
TOTAL FUND 9447		<u>\$ -</u>
TOTAL DISTRICT PAYROLL		<u>\$ 3,023,049.71</u>

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Luis Ayala	Summer Institute	\$68.40	
		\$68.40	CT 25001944
Marta Barriga-Magos	2.27-5.17.18 Mileage reimbursement	\$25.73	
		\$25.73	CT 25001945
Diane Bergantz	Payment on Accrual 6.30.18	\$58.99	
		\$58.99	CT 25001946
Cal Poly State University	Payment on Accrual 6.30.18	\$1,375.88	
		\$1,375.88	CT 25001947
Karina Cervantes	6.18-27.18 Mileage reimbursement	\$300.00	
		\$300.00	CT 25001948
Brandyn Collins	3.28.18 Course	\$30.00	
		\$30.00	CT 25001949
Dominic Dal Bello	6.23-29.18 Mileage reimbursement	\$2,964.49	
		\$2,964.49	CT 25001950
Deliver-It	Payment on Accrual FY184250 6.30.18	\$140.00	
		\$140.00	CT 25001951
Department Of Justice	Payment on Accrual PO180543 6.30.18	\$32.00	
		\$32.00	CT 25001952
Nicholas Diaz	6.25-29.18 Mileage reimbursement	\$189.12	
		\$189.12	CT 25001953
Ellucian Company LP	Payment on Accrual 180920 6.30.18	\$51,582.78	
		\$51,582.78	CT 25001954
Eyemed Vision Care	Eye Med Premiums for July 2018	\$2,480.35	
		\$2,480.35	CT 25001955
Federal Express Corp.	Payment on Accrual FY182444 6.30.18	\$5.42	
		\$5.42	CT 25001956
Christopher Feliz	3.28.18 Course	\$30.00	
		\$30.00	CT 25001957
Foodbank Of Santa Barbara County	Payment on Accrual FY181885 6.30.18	\$8.34	
		\$8.34	CT 25001958
Foundation for California Community Colleges	Payment on Accrual FY183636	\$1,127.12	
		\$1,127.12	CT 25001959
Frontier Communications	Payment on Accrual 180267 6.30.18	\$1,666.03	
		\$1,666.03	CT 25001960
	Payment on Accrual PO180267 6.30.18	\$151.80	
		\$151.80	CT 25001961
	Payment on Accrual PO180267 6.30.18	\$32.80	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$32.80	CT 25001962
Beverly Garcia	Summer Institute	\$68.40	
		\$68.40	CT 25001963
Lorena Hernandez-Chavoy	6.24-30.18 Mileage reimbursement	\$57.00	
		\$57.00	CT 25001964
Hyatt Regency Orange County	Nohemy Ornelas 10.2-4.18	\$418.00	
		\$418.00	CT 25001965
J W Pepper & Son Inc	Payment on Accrual 6.30.18	\$2.13	
		\$2.13	CT 25001966
Krueger International Inc	Payment on accrual to PO FY183435 6.30.18	\$1,209.69	
	Payment on accrual to PO FY184053 6.30.18	\$885.28	
		\$2,094.97	CT 25001967
Margaret Lau	SkillsUSA Nat'l Championship	\$330.22	
		\$330.22	CT 25001968
Liebert Cassidy Whitmore	Payment on accrual to PO 180172 6.30.18	\$608.00	
	Payment on accrual to PO 180172 6.30.18	\$398.50	
	Payment on accrual to PO 180172 6.30.18	\$96.00	
	Payment to accrual on PO 180172 6.30.18	\$5,280.00	
		\$6,382.50	CT 25001969
Lompoc Unified School District	Payment on accrual PO 173537 6.30.18	\$12,979.04	
		\$12,979.04	CT 25001970
Jeffrey Luna	12.14.17 Course	\$30.00	
		\$30.00	CT 25001971
M & W Pumps Inc	Payment on accrual 65510000-5650,6413	\$823.56	
		\$823.56	CT 25001972
Jesus Nunez-Belica	6.25-29.18 Mileage reimbursement	\$189.12	
		\$189.12	CT 25001973
Oracle America Inc	Accrual on PO 180199 6.30.2018	\$28,381.48	
		\$28,381.48	CT 25001974
Pacific Central Coast Health Centers	Payment on Accrual FY182100	\$318.00	
		\$318.00	CT 25001975
Pacific Gas & Electric Company	Payment on accrual PO 180337 6.30.18	\$204.65	
		\$204.65	CT 25001976
	Payment on accrual PO 180377 6.30.18	\$540.26	
		\$540.26	CT 25001977
Diana Perez	5.1-17.18 Mileage reimbursement	\$68.13	
		\$68.13	CT 25001978
Postmaster	Periodical bulk mailing of class schedules	\$20,000.00	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$20,000.00	CT 25001979
ProCare Janitorial Supply, Inc.	Payment on accrual 65311000-4520 6.30.18	\$193.91	
		\$193.91	CT 25001980
RP Group, The	Nohemy Omelas 10.2-4.18	\$550.00	
		\$550.00	CT 25001981
Santa Maria Wash And Lube	Payment on accrual PO 180907 6.30.18	\$144.00	
		\$144.00	CT 25001982
Santa Ynez Valley Union High School District	Payment on accrual 65110000-6410 6.30.18	\$3,500.00	
		\$3,500.00	CT 25001983
Richard Seidenberg	Pacific Veterinary Conf	\$1,833.48	
		\$1,833.48	CT 25001984
Siemens Industry Inc	Payment on accrual 67775000-5590 6.30.18	\$145.00	
		\$145.00	CT 25001985
SISC III	July Medical Premiums	\$525,536.00	
		\$525,536.00	CT 25001986
Smith Electric	Payment on accrual PO FY184303 6.30.18	\$9,876.72	
	Payment on accrual PO FY184305 6.30.18	\$42,556.71	
		\$52,433.43	CT 25001987
Strata Information Group	Payment on accrual PO 180709 6.30.18	\$10,152.50	
	Payment on accrual PO FY183358 6.30.18	\$232.50	
	Payment on accrual PO FY183868 6.30.18	\$15,180.19	
	Payment on accrual 64642002-5220 6.30.18	\$3,175.22	
		\$28,740.41	CT 25001988
Temple Beth El	Payment on accrual PO FY183480 6.30.18	\$480.00	
		\$480.00	CT 25001989
Templeton Unified School District	Payment on accrual PO FY182059 6.30.18	\$3,592.08	
		\$3,592.08	CT 25001990
Testa Catering	Payment on accrual PO FY184170 6.30.18	\$283.78	
		\$283.78	CT 25001991
Julia Townsend	Trix Bruce Wrkshp	\$75.00	
		\$75.00	CT 25001992
Verizon	Payment on accrual PO 180189 6.30.18	\$499.56	
		\$499.56	CT 25001993
	Payment on accrual PO 180189 6.30.18	\$22.71	
		\$22.71	CT 25001994
	Payment on accrual to PO 180189 6.30.18	\$12.13	
		\$12.13	CT 25001995
	Payment on accrual PO 180189 6.30.18	\$419.31	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$419.31	CT 25001996
Verizon Select Svc Inc	Payment on accrual PO 180829 6.30.18	\$23.33	
		\$23.33	CT 25001997
Vertiv Services Inc	Payment on accrual PO FY184157 6.30.18	\$8,115.50	
		\$8,115.50	CT 25001998
VTC Enterprises	Payment on accrual PO 180230 6.30.18	\$660.00	
		\$660.00	CT 25001999
Western Exterminator Company	Payment on accrual PO 180868 6.30.18	\$275.00	
	Payment on accrual PO 180655 6.30.18	\$114.00	
	Payment on accrual PO FY183175 6.30.18	\$95.00	
		\$484.00	CT 25002000
David Whitham	6.25.18 Mileage reimbursement	\$81.75	
		\$81.75	CT 25002001
Kone Inc	Payment on Accrual FY183121	\$12,730.00	
		\$12,730.00	CT 25002002
Smart & Final	Payment on Accrual 6.30.18	\$58.02	
		\$58.02	CT 25002003
Ellucian Company LP	Payment on Accrual FY182164 6.30.18	\$374.00	
		\$374.00	CT 25002004
Public Agency Law Group	Payment on Accrual PO163977 6.30.18	\$1,951.80	
		\$1,951.80	CT 25002005
Strata Information Group	PAYMENT ON ACCRUAL PO180709 6.30.18	\$1,778.70	
	PAYMENT ON ACCRUAL PO181728 6.30.18	\$2,015.00	
	PAYMENT ON ACCRUAL PO FY182744 6.30.18	\$2,092.50	
		\$5,886.20	CT 25002006
Ca Schools Dental Coalition	Monthly Contribution August 2018	\$65,451.00	
		\$65,451.00	CT 25002007
Strata Information Group	Payment on accrual PO 180709 6.30.18	\$8,373.80	
	Payment on accrual PO FY183358 6.30.18	\$232.50	
	Payment on accrual PO FY183868 6.30.18	\$15,180.19	
	Payment on accrual 64642002-5220 6.30.18	\$3,175.22	
		\$26,961.71	CT 25002008
AAUW Finance	ANNUAL MEMBERSHIP RENEWAL	\$175.00	
		\$175.00	CT 25002009
ACTT Assn Of Classroom Teacher Testers	CTA Software for 7-26-18 through 7-25-19	\$210.60	
	CTA Software for 7-26-18 through 7-25-19	\$400.00	
		\$610.60	CT 25002010
AHC - Associated Student Body	2018-19 Annual Bookstore Support for ASBG	\$50,000.00	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$50,000.00	CT 25002011
Amazon	Tungsten Halogen Lamp OSRAM 64255 20W 8V	\$100.93	
	Shipping	\$7.60	
		\$108.53	CT 25002012
American Assn Of Hispanics In Higher Ed	2018-2019 INSTITUTIONAL MEMBERSHIP	\$1,500.00	
		\$1,500.00	CT 25002013
American Business Machines	Payment on Accrual 180592 6.30.18	\$3,337.58	
		\$3,337.58	CT 25002014
American Council On Education	2019 ACE Membership Dues	\$3,242.00	
		\$3,242.00	CT 25002015
American Star Tours, Inc.	Bus Service to PCPA Solvang, 7-5-18 thru 7-8-18	\$1,420.00	
	Bus Service to PCPA Solvang, 7-3-18 thru 7-8-18	\$3,550.00	
		\$4,970.00	CT 25002016
Assoc Of California Community	2018-19 Annal Membership Dues	\$357.00	
		\$357.00	CT 25002017
Assoc Of Community	Board of Trustees Annual Dues	\$6,681.00	
		\$6,681.00	CT 25002018
Atkinson Andelson Loya Ruud And Romo	Payment on Accrual FY184279 6.30.18	\$7,975.95	
		\$7,975.95	CT 25002019
Atlas Performance Ind Inc	Office Trailer W/RR, 12 x 60, 7-1-18 thru 6-30-19	\$650.00	
	Ramp-Under 30" Straight Design	\$435.00	
		\$1,085.00	CT 25002020
BankMobile Technologies Inc	Annual Subscription-Refund Mgmt 070118 - 063019	\$6,432.46	
		\$6,432.46	CT 25002021
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$31.47	
		\$31.47	CT 25002022
Ca Community College Athletic Assn	2018-19 CCCAA Membership Dues	\$8,600.00	
		\$8,600.00	CT 25002023
Ca Community Colleges Chief	2018-2019 CCCCIO Membership Dues for Robert Curry	\$300.00	
		\$300.00	CT 25002024
Carr'S Boot Shop	Safety Boots July 1, 2018 through May 31, 2019	\$125.00	
	Safety Boots July 1, 2018 through May 31, 2019	\$125.00	
		\$250.00	CT 25002025
City of Lompoc	Payment on Accrual 180475 6.30.18	\$170.00	
		\$170.00	CT 25002026
City Of Santa Maria	Payment on Accrual 180697 6.30.18	\$181.00	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$181.00	CT 25002027
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$216.10	
		\$216.10	CT 25002028
	Monthly Recurring Costs 7.1.18-6.30.19	\$147.14	
		\$147.14	CT 25002029
	Monthly Recurring Costs 7.1.18-6.30.19	\$134.09	
		\$134.09	CT 25002030
	Monthly Recurring Costs 7.1.18-6.30.19	\$236.05	
		\$236.05	CT 25002031
	Monthly Recurring Costs 7.1.18-6.30.19	\$126.10	
		\$126.10	CT 25002032
	Monthly Recurring Costs 7.1.18-6.30.19	\$126.09	
		\$126.09	CT 25002033
	Monthly Recurring Costs 7.1.18-6.30.19	\$2,347.84	
		\$2,347.84	CT 25002034
	RD 1 year registration maintenance fee	\$60.00	
		\$60.00	CT 25002035
	Reimbursement for ACCCA Membership 2018-2019	\$420.16	
		\$420.16	CT 25002036
	PU Lompoc PM, deliver Santa Ynez with return	\$140.00	
		\$140.00	CT 25002037
Diablo Valley College	Cisco Academy Annual Renewal support fee	\$300.00	
		\$300.00	CT 25002038
Ellucian Company LP	MT Evisions Form Fusion PL SQL Director	\$1,059.00	
	MT Evisions FormFusion Email with Encryption	\$1,212.00	
	Oracle Data Integrator Enterprise Edition	\$1,230.00	
	Payment on Accrual 180920 6.30.18	\$60,342.86	
	Maintenance for Linux Banner Agent and GAP	\$24,598.00	
	Maintenance Financial Aid FM Need Analysis	\$7,809.00	
	Maintenance EMC Corporation QuickScan Pro for	\$2,226.00	
	MT EMC ApplicationXtender Desktop Access	\$14,167.00	
	Maintenance EMC-Banner Doc Mgmt Suite DiskXtender	\$1,695.00	
	Maintenance Banner Advancement	\$12,996.00	
	Maintenance EMC-Banner Doc Mgmt Suite WebXtender	\$11,650.00	
	Maintenance Banner Operational Data Store Oracle	\$13,421.00	
	Maintenance Banner Financial Aid	\$26,271.00	
	Maintenance Degree Works	\$6,850.00	
	Maintenance Banner Workflow	\$6,767.00	
	Maintenance Banner Integration Technologies	\$2,237.00	
	Maintenance Banner Integration for eLearning	\$3,356.00	
	Maintenance Banner Document Management Suite	\$2,461.00	
	Maintenance Banner Student	\$43,837.00	
	Portal Maintenance	\$12,048.00	

Allan Hancock College

Warrant Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ellucian Company LP	Evisions IntelCheck Accounts Payable Maintenance	\$3,704.00	
	Maintenance Banner Finance	\$32,105.00	
	Maintenance Banner Human Resources	\$34,058.00	
	Maintenance Banner Employee Self-Service	\$8,694.00	
	Evisions IntelCheck Payroll Maintenance	\$3,704.00	
	Maintenance Banner Finance Self-Service	\$3,112.00	
	Ellucian Mobile Platform Edition	\$25,010.00	
	EMC Corporation ApplicationXtender Test Package	\$1,432.00	
		\$368,051.86	CT 25002039
Kim Ensing	18/19 Physical Exam Fund Reimbursement	\$300.00	
		\$300.00	CT 25002040
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2018-May 31, 2019.	\$101.77	
	Science Lab Supplies July 1, 2018-May 31, 2019.	\$1,312.24	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$125.24	
		\$1,539.25	CT 25002041
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-18 thru 6-30-19	\$490.15	
		\$490.15	CT 25002042
Foundation for California Community Colleges	Student Assistant Internship Services per	\$1,354.53	
		\$1,354.53	CT 25002043
	FUSION Annual License Fee	\$10,509.53	
		\$10,509.53	CT 25002044
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$16.29	
		\$16.29	CT 25002045
	Telephone Service 7.1.18-6.30.19	\$803.05	
		\$803.05	CT 25002046
GLP International	ONE YEAR SUBSCRIPTION FOR GARY BIERLY	\$390.00	
		\$390.00	CT 25002047
Griego Pool Service	Fountain Repairs, Bldg. B (Labor)	\$180.00	
	PVC Materials	\$54.00	
	Pentair Chlorinator-Parts Bag	\$70.20	
	Valve-Check Valve	\$81.00	
	Acid Drum, 15 gal	\$102.60	
	Labor (Alkalinity Reduction)	\$270.00	
		\$757.80	CT 25002048
GWS Automotive Truck Equipment Sales Inc	Service Call - Overhead Limit Switch	\$125.00	
	Travel Fee	\$225.00	
		\$350.00	CT 25002049
Hardy Diagnostics	Science Lab Supplies July 1, 2018-May 31, 2019	\$33.52	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$21.09	
		\$54.61	CT 25002050
Harland Technology Services	Maintenance for Scantron model IN4-2304;	\$1,215.00	

Allan Hancock College
Warrant Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,215.00	CT 25002051
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$88.11	
		\$88.11	CT 25002052
Ronald Lovell	Reimbursement for Operational Supplies	\$174.15	
		\$174.15	CT 25002053
Toby McLaughlin	Reimbursement for instructional supplies	\$23.22	
		\$23.22	CT 25002054
Mission Linen & Uniform Service Inc	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
		\$66.78	CT 25002055
Omniupdate Inc	Basic Support Item #SBAS000-Y2+	\$6,000.00	
	OU Search License up to 2,500 files	\$1,000.00	
	OU Campus SaaS license up to 100 users	\$22,145.00	
		\$29,145.00	CT 25002056
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$83.04	
		\$83.04	CT 25002057
Ravatt, Albrecht & Associates, Inc.	Architectural Services PROP 39 Year 3,4,5	\$932.50	
		\$932.50	CT 25002058
RP Group, The	2018-19 Institutional Membership	\$500.00	
		\$500.00	CT 25002059
RR Donnelley	Stock Laser Checks, Blue #MPR3BL	\$1,036.80	
		\$1,036.80	CT 25002060
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$4.63	
	Instructional supplies for Biology labs	\$45.82	
		\$50.45	CT 25002061
Santa Barbara Co Dept Of Social Svc	Payment on Accrual PO180955 6.30.18	\$1,948.06	
		\$1,948.06	CT 25002062
Save Mart Supermarkets	Payment on Accrual FY184138 6.30.18	\$151.46	
	Payment on Accrual FY184138	\$132.81	
	Payment on Accrual FY184138 6.30.18	\$32.21	
		\$316.48	CT 25002063
Smith Pipe & Supply Inc	LANDSCAPE SUPPLIES, 7-1-18 thru 05-31-19	\$24.15	
		\$24.15	CT 25002064
Southern California Football Assoc	SCFA Annual Membership Dues 9.1.18 THRU 8.31.19	\$2,400.00	
		\$2,400.00	CT 25002065
Thomson Reuters-West	ANNUAL RENEWAL BARC CCR T5 EDUCATION	\$367.20	

Allan Hancock College

Warrant Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$367.20	CT 25002066
Trojan Petroleum, Inc	DIESEL PURCHASES-SM, 07-01-18 THRU 06-30-19	\$1,353.82	
	GASOLINE PURCHASES-SM, 07-01-18 THRU 06-30-19	\$9,153.95	
		\$10,507.77	CT 25002067
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-18 thru 6-30-19	\$330.00	
	Services - 3 Portable Toilets, 7-1-18 thru 6-30-19	\$330.00	
		\$660.00	CT 25002068
West Coast Water Services Inc	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,400.00	
	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,066.00	
		\$2,466.00	CT 25002069

Warrant Register

Check Dates from 7/1/2018 to 7/31/2018
Bank Code: CT

Fund and Reversal Summary**Totals By Fund:**

Total for General Fund 9410	\$1,325,277.76
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$374.50
Total for Capital Outlay Project Fund 9441	\$13,662.50
Total for General Obligation Bond Fund 9447	\$8,212.00
Total for Dental Self-Insurance Fund 9461	\$65,451.00
Total for Self-Insurance Health Exam Fund 9462	\$300.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00
Total for Investment Trust Fund 9476	\$0.00
	<hr/>
	\$1,413,277.76

Reversals:

Total for General Fund 9410	\$28,740.41
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$0.00
Total for Capital Outlay Project Fund 9441	\$0.00
Total for General Obligation Bond Fund 9447	\$0.00
Total for Dental Self-Insurance Fund 9461	\$0.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00
Total for Investment Trust Fund 9476	\$0.00
	<hr/>
	\$28,740.41

Allan Hancock College
Check Register
Check Dates from 7/1/2018 to 7/31/2018
Bank Code: RC

Vendor Name	Description	Amount	Check
Allan Hancock College	Test Check Template	\$1.00	
		\$1.00	RC 40000001
Amazon	Payment on Accrual PO FY183875 6.30.18	(\$260.51)	
	Payment on Accrual PO FY183875 6.30.18	\$586.89	
		\$326.38	RC 40000002
American Business Machines	Pmt on Accr to PO180576 \$24.60 63220003 5640 \$9.19	\$34.58	
		\$34.58	RC 40000003
City of Lompoc	Payment on Accrual PO180336 6.30.18	\$19,672.82	
	Payment on Accrual PO180336 6.30.18	\$6,998.07	
	Payment on Accrual PO180336 6.30.18	\$1,797.98	
		\$28,468.87	RC 40000004
Comcast Cable	Payment on accrual to PO180239	\$142.39	
		\$142.39	RC 40000005
Culligan Of Lompoc	Payment on Accrual to PO180946 6-30-18	\$23.50	
		\$23.50	RC 40000006
Department Of Justice	Payment on accrual to PO180543,180542	\$595.00	
		\$595.00	RC 40000007
Docuteam	Payment on accrual to 63100000-5571 6.30.18	\$76.00	
		\$76.00	RC 40000008
Industrial Medical Group Of Santa Maria Valley	Payment on accrual to PO180285 6-30-18	\$52.03	
	Payment on accrual to PO180285	\$339.99	
		\$392.02	RC 40000009
JR Barto Heating & Aircon	Payment on Accrual to PO FY187304 6-30-18	\$5,696.00	
		\$5,696.00	RC 40000010
Larry Lahr	Payment on accrual to PO180136 6.30.18	\$53.48	
		\$53.48	RC 40000011
Lompoc Unified School District	Payment on accrual to 64510000-4640 6.30.18	\$84.20	
		\$84.20	RC 40000012
M & W Pumps Inc	Payment on accrual to 65510000 - 5650,6413 6.30.18	\$2,277.54	
		\$2,277.54	RC 40000013
Richard Mahon	Mileage reimbursement	\$609.31	
		\$609.31	RC 40000014
Mitch McCann	Mileage reimbursement	\$26.16	
		\$26.16	RC 40000015
Toby McLaughlin	Mileage reimbursement	\$14.17	
		\$14.17	RC 40000016
Holly Nolan-Chavez	Mileage reimbursement	\$71.94	
		\$71.94	RC 40000017

Allan Hancock College

Check Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
Pacific Gas & Electric Company	Payment on accrual to PO180337 6.30.18	\$99.16	
		\$99.16	RC 40000018
Julia Sokolovska	Mileage reimbursement	\$124.26	
		\$124.26	RC 40000019
Trojan Petroleum, Inc	Payment on accrual to 67772000-4560 6.30.18	\$2,526.94	
		\$2,526.94	RC 40000020
United Parcel Service	Payment on accrual to PO180375 6.30.18	\$159.58	
		\$159.58	RC 40000021
US Bank Corporate Payment System	6.25.18 Statement	\$8,123.24	
		\$8,123.24	RC 40000022
Alicia Valdiviezo	Mileage reimbursement	\$30.52	
		\$30.52	RC 40000023
AHC District	Payment on Accrual 67775000-5220 6.30.18	\$230.00	
		\$230.00	RC 40000024
Atkinson Andelson Loya Ruud And Romo	Payment on Accrual FY184279 6.30.18	\$7,397.25	
		\$7,397.25	RC 40000025
City Of Santa Barbara	Payment on Accrual PO 180675 6.30.18	\$146.70	
		\$146.70	RC 40000026
Data Ticket	Payment on Accrual FY182770 6.30.18	\$44.75	
		\$44.75	RC 40000027
Evisions	Payment on Accrual FY184283 6.30.18	\$2,160.00	
		\$2,160.00	RC 40000028
Fed Ex	Payment on Accrual PO180160,182444 6.30.18	\$30.16	
		\$30.16	RC 40000029
Frontier Communications	Payment on Accrual 180267 6.30.18	\$727.18	
		\$727.18	RC 40000030
	Payment on Accrual to PO180267 6-30-18	\$3,023.97	
		\$3,023.97	RC 40000031
Jessica Blazer	Payment on Accrual 67220000 5220 6.30.18	\$57.27	
		\$57.27	RC 40000032
Lompoc Unified School District	Payment on accrual to 63220014-4640 6.30.18	\$547.00	
	Payment on accrual to 63220014-4640 6.30.18	\$477.00	
	Payment on accrual to 63220014-4640 6.30.18	\$92.90	
		\$1,116.90	RC 40000033
Oracle America Inc	Payment on accrual to PO 180274 6.30.18	\$262.69	
		\$262.69	RC 40000034

Allan Hancock College

Check Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
Pacific Gas & Electric Company	Payment on accrual to PO 180337 6.30.18	\$22.04	
		\$22.04	RC 40000035
	Payment on accrual to PO 180337 6.30.18	\$5,182.27	
	Payment on accrual to PO 180337 6.30.18	\$1,822.36	
	Payment on accrual to PO 180337 6.30.18	\$89.51	
		\$7,094.14	RC 40000036
Pacific Parking Systems Inc	Payment on accrual to 69500001-5112 6.30.18	\$111.68	
		\$111.68	RC 40000037
Pacific Petroleum California	Payment on accrual to 67710000-5650 6.30.18	\$3,852.50	
		\$3,852.50	RC 40000038
Santa Maria Fire Department	Payment on Accrual PO 180902 6.30.18	\$287.30	
		\$287.30	RC 40000039
Sprint Communications Company Lp	Payment on accrual to PO FY184104 6.30.18	\$45.46	
		\$45.46	RC 40000040
EH Media	Mitch McCann 7.31-8.1.18	\$199.00	
		\$199.00	RC 40000041
Hilton Pasadena Hotel	Mitch McCann 7.30-8.1.18	\$498.24	
		\$498.24	RC 40000042
Toby McLaughlin	Mileage reimbursement	\$31.07	
		\$31.07	RC 40000043
Julia Sokolovska	Mileage reimbursement	\$149.11	
		\$149.11	RC 40000044
American Star Tours, Inc.	Bus Service To PCPA Solvang, 7-1-18	\$710.00	
		\$710.00	RC 40000045
Compansol Computer Analysis & Solutions	Annual Support Plan-SSS	\$399.00	
		\$399.00	RC 40000046
Culligan/Central Coast Water Treatment	Monthly rental for 9 mixed bed DI tank	\$25.00	
		\$25.00	RC 40000047
Robert Curry	Curriculum Institute	\$368.90	
		\$368.90	RC 40000048
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-18 thru 6-30-19	\$490.15	
		\$490.15	RC 40000049
Lauro Manalo	Curriculum Institute	\$75.02	
		\$75.02	RC 40000050
Trevor Passage	MIRA ConferencePresentation	\$491.81	

Allan Hancock College

Check Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
		\$491.81	RC 40000051
RP Group, The	Rick Rantz 10.2-5.18	\$550.00	
		\$550.00	RC 40000052
Atkinson Andelson Loya Ruud And Romo	Payment on Accrual FY184279 6.30.18	\$3,659.25	
		\$3,659.25	RC 40000053
Jessica Blazer	Payment on Accrual FY184064 6.30.18	\$328.00	
		\$328.00	RC 40000054
City Of Santa Maria	Payment on Accrual 180402 6.30.18	\$22.62	
		\$22.62	RC 40000055
Docuteam	Destruction of old records July 1, 2018 through	\$25.00	
		\$25.00	RC 40000056
EH Media	Alison Herson 7.30-8.1.18	\$249.00	
		\$249.00	RC 40000057
Foundation for California Community Colleges	Conference Cancellation Fee	\$350.00	
		\$350.00	RC 40000058
Jeffery Hall	6.15.18 Mileage reimbursement	\$30.30	
	6.26.18 Mileage reimbursement	\$30.30	
	7.10.18 Mileage reimbursement	\$30.30	
		\$90.90	RC 40000059
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	RC 40000060
Alison Herson	7.30-8.1.18	\$307.48	
		\$307.48	RC 40000061
Daniel Hilker	6.15.18 Mileage reimbursement	\$7.74	
	6.26.18 Mileage reimbursement	\$7.74	
	7.10.18 Mileage reimbursement	\$7.74	
		\$23.22	RC 40000062
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	RC 40000063
Hilton Pasadena Hotel	Alison Herson 7.30-8.1.18	\$435.46	
		\$435.46	RC 40000064
Larry Lahr	Dental Insurance Premium Deduction for July 2018	(\$186.52)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$53.48	RC 40000065
Mama Lombardi	TUITION REIMBURSEMENT	\$185.21	
		\$185.21	RC 40000066
Mailfinance Inc	Leasing IM5000 Mail Machine, 7-1-18 thru 6-30-19	\$1,949.18	
		\$1,949.18	RC 40000067

Allan Hancock College

Check Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
Martin Alcon	Payment on Accrual 6.30.18	\$1,362.00	
		\$1,362.00	RC 40000068
NCTA Membership	Membership Renewal through 8-2-19	\$55.00	
		\$55.00	RC 40000069
NISOD	2018-19 NISOD Annual Membership	\$1,095.00	
		\$1,095.00	RC 40000070
Greg Pensa	6.15.18 Mileage reimbursement	\$38.80	
	7.10.18 Mileage reimbursement	\$38.80	
		\$77.60	RC 40000071
	Trustee Compensation for Board Meeting Attendance	\$240.00	
	DENTAL INSURANCE PREMIUM	(\$129.88)	
		\$110.12	RC 40000072
Siemens Industry Inc	Payment on Accrual PO180723 6.30.18	\$532.00	
		\$532.00	RC 40000073
United Health Care Insurance Co	AUGUST INSURANCE PREMIUMS	\$1,330.91	
		\$1,330.91	RC 40000074
Woolley, Susan	Payment on Accrual FY184298 6.30.18	\$6,100.00	
		\$6,100.00	RC 40000075
Hilda Zacarias	DENTAL PREMIUM	(\$63.33)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$176.67	RC 40000076
Karina Cervantes	COMMODITY FROM GEN. ACCTG. ENC.	\$1,333.41	
		\$1,333.41	RC 40000077
Nicholas Diaz	7.2-5.18 mileage reimbursement	\$110.89	
		\$110.89	RC 40000078
Hyatt Regency Orange County	Rick Rantz 10.2-5.18	\$698.65	
		\$698.65	RC 40000079
Jesus Nunez-Belica	7.2-5.18 mileage reimbursement	\$110.89	
		\$110.89	RC 40000080
Ana Sofia Ramirez Gelpi	COMMODITY FROM GEN. ACCTG. ENC.	\$1,556.31	
		\$1,556.31	RC 40000081
RP Group, The	Erica Biely 10.2-4.18	\$550.00	
		\$550.00	RC 40000082
Eric Shiers	COMMODITY FROM GEN. ACCTG. ENC.	\$339.65	
		\$339.65	RC 40000083
Horacio Vital	COMMODITY FROM GEN. ACCTG. ENC.	\$700.00	
		\$700.00	RC 40000084

18-17

Allan Hancock College

Check Register

Check Dates from 7/1/2018 to 7/31/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
		Total: \$104,951.43	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
September 11, 2018	
ACRONYMS	
AAUW Finance	American Association University Women Finance
ACTT Assn of Classroom Teachers	Association of Classroom Teachers Testers
GLP International	German Language Publications
GWS Automotive Truck Equipment Sales	Greater Western Sydney Automotive Truck Equipment Sales
NCTA Membership	National College Testing Association
NISOD	Natl Institute / Staff & Organizational Development
RP GROUP	Research & Planning Group for California Community Colleges
RR Donnelley	Richard Robert Donnelley
SISC III	Self Insured Schools of California
VTC Enterprises	Vocational Training Center Enterprises

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	September 11, 2018
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

Nissan North America, Inc donated a 2008 Nissan Rogue. The auto technology program will use this donation to further the training and experience of students performing hands-on skills in each of its courses. It will be a valuable addition to the lab as it will be the newest car in their fleet.

The kinesiology, recreation, and athletics department received a monetary donation from Community Bank of Santa Maria for the sponsorship of military appreciation day meals for military veterans.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept a 2008 Nissan Rogue from Nissan North America, Inc. and a monetary donation from Community Bank of Santa Maria.

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Authorization to Declare District Property as Surplus	Item Number: 11.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

District personnel have determined the following property can no longer be used by college programs. This process is utilized to ensure the college does not dispose of any item that still has value to the district. Education Code Section §81450 allows for the sale of district property not required for school purposes. Below is a list of district property to be declared surplus.

Description	Quantity	Condition
1983 Mack Fire Truck, multiple issues with wear and rust, tires and batteries depleting	1	Poor

Education Code Section §81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000.

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends that the board of trustees declare the item listed to be surplused and authorize disposal of the item through private sale.

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
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 8

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 and 2018-2019 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: Robert Curry	Final Disposition:
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PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		BIOLOGY		
Knowles, Juliet	10823	BIOL 120	Humans & the Environment	.212
		LAW ENFORCEMENT		
Alvarez, Gabriel	10663	LE 320	Basic Law Enforcement Academy	.022
Hollis, Michael	10663	LE 320	Basic Law Enforcement Academy	.051
Lehman-Moreno, Romni	10663	LE 320	Basic Law Enforcement Academy	.015

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
BIOLOGY				
Hadley, Wendy	20219	BIOL 128	Microbiology	.026
Hadley, Wendy	20565	BIOL 128	Microbiology	.200
*Morris, Jennifer	21935	BIOL 124	Human Anatomy	.164
*Shiers, Eric	20917	BIOL 120	Humans & the Environment	.089

*Hired under California Education Code, Section 87482

MACHINING & MANUFACTURING TECHNOLOGY				
Mabry, Robert	21994	MT 109	Survey of Machining and Mfg.	.033
PERSONAL DEVELOPMENT				
Arvizu-Rodriguez, Maria	20682	PD 110	College Success Seminar	.067
Perales, Carissa	21829	PD 101	Success in College	.200
PHYSICS				
Youngblood, Brian	20850	PHYS	Engineering Physics 1	.348

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
BIOLOGY				
May, Melissa	21660	BIOL 100	Introductory Biology	.388
Mullen, Marcy	20201	BIOL 124	Human Anatomy	.188
Mullen, Marcy	20205	BIOL 124	Human Anatomy	.188
COUNSELING				
Eulloqui, Angelica	Assigned	Counseling	3SP	.469
Machado, Michelle	Assigned	Counseling	SM	.135
McKinley, Lisa	Assigned	Counseling	SM	.572
Navarrette, Krystle	Assigned	Counseling	SM	.611
Pena-Rico, Eudaldo	Assigned	Counseling	SM	.633
Teniente, Cecelia	Assigned	Counseling	EOPS	.216
Teniente, Cecelia	Assigned	Counseling	CARE	.216
West, Veronica	Assigned	Counseling	Student Equity	.405
Wright-Morgan, Christina	Assigned	Counseling	CalWORKS	.115
Wright-Morgan, Christina	Assigned	Counseling	CAFYES	.115
Wright-Morgan, Christina	Assigned	Counseling	EOPS	.173
Wright-Morgan, Christina	Assigned	Counseling	CARE	.058
DENTAL ASSISTING				
Titus, Maureen	21914	DA 320	DA Practicum in the Community	.176
EMERGENCY MEDICAL SERVICES				
Pucciarelli, William	20615	EMS 306	CPR for Healthcare Providers	.033
Schuetz-Jones, Deborah	20614	EMS 306	CPR for Healthcare Providers	.033
ENGLISH				
Bucquoy, Frank	20835	ENGL 101	Freshman Comp: Exposition	.288
Bucquoy, Frank	21783	ENGL 101	Freshman Comp: Exposition	.288
Bucquoy, Frank	21784	ENGL 112	Accelerated English Skills	.133
Miller, Mark	21749	ENGL 306	Writing Laboratory	.048
Mosson, Leslie	21749	ENGL 306	Writing Laboratory	.193
Weyandt, Mary	20357	ENGL 101	Freshman Comp: Exposition	.288
ENGLISH AS A SECOND LANGUAGE				
Moran, Nicole	21637	ESL 532	Writing Skills 1	.250
FAMILY AND COMSUMER SCIENCE				
Hendey Mckee, Kealoha	Assigned	FCS	FCS Coordinating	.200
FIRE TECHNOLOGY				
Baker, David	20940	FT 307	Firefighter 1 Academy 1A	.149
Burch, William	20940	FT 307	Firefighter 1 Academy 1A	.235
Cocks, Arthur	20940	FT 307	Firefighter 1 Academy 1A	.235
Crotty, John	20940	FT 307	Firefighter 1 Academy 1A	.118
Gonzales, Richard	20940	FT 307	Firefighter 1 Academy 1A	.235
Hart, Stanley	20940	FT 307	Firefighter 1 Academy 1A	.247

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Markley, John	20940	FT 307	Firefighter 1 Academy 1A	.147
Martinez, Christopher	20940	FT 307	Firefighter 1 Academy 1A	.235
Martinez, Essex	20940	FT 307	Firefighter 1 Academy 1A	.118
McMann, Scott	20940	FT 307	Firefighter 1 Academy 1A	.059
Shay, Kevin	20940	FT 307	Firefighter 1 Academy 1A	.096
Snodgrass	20940	FT 307	Firefighter 1 Academy 1A	.033
GRAPHICS				
Matsuura, Garret	21780	GRPH 118	Introduction to Web Graphics	.321
HEALTH EDUCATION				
Cooper, Anthony	20136	HED 100	Health and Wellness	.200
LAW ENFORCEMENT				
Abbas, Hussein	20740	LE 320	Basic Law Enforcement Academy	.033
Abbas, Hussein	21908	LE 320	PC 832 Firearms	.100
Bianchi, Catherine	20617	LE 351	Field Training Officer	.017
Cox, Corey	20740	LE 320	Basic Law Enforcement Academy	.099
Dickel, Jason	20617	LE 351	Field Training Officer	.033
Dickel, Jason	21518	LE 424	PC 832 Arrest	.117
Dillard, Bryan	20740	LE 320	Basic Law Enforcement Academy	.142
Douglas, Jeremy	20740	LE 320	Basic Law Enforcement Academy	.026
Douglas, Jeremy	21518	LE 424	PC 832 Arrest	.033
Huddle, Kevin	20617	LE 351	Field Training Officer	.083
Hutton, Trevor	20740	LE 320	Basic Law Enforcement Academy	.059
Kuhl, Perry	20740	LE 320	Basic Law Enforcement Academy	.013
Millard, Bryan	20617	LE 351	Field Training Officer	.033
Reyes, Geronimo	21518	LE 424	PC 832 Arrest	.042
Whitham, David	21518	LE 424	PC 832 Arrest	.017
Vega, Woodrow	20740	LE 320	Basic Law Enforcement Academy	.029
LIBRARY				
Mosson, Leslie	Assigned	Librarian	SM	.007
Mosson, Leslie	Assigned	Librarian	BSI Grant	.002
Pendleton, Kim	Assigned	Librarian	SM	.007
Pendleton, Kim	Assigned	Librarian	BSI Grant	.002
MATHEMATICS				
Wong, Irene	20323	MATH 331	Algebra 2	.333
MEDICAL ASSISTING				
Bissin, Carmen	20494	MA 351	MA Clinical Procedures 1	.176
MUSIC				
Ruyle, Chad	20442	MUS 123	Class Vocal Techniques	.243
NURSING				
Boatright, Daphne	20267	NURS 108	RN Practicum 2	.661
Cheadle, Adellita	20267	NURS 108	RN Practicum 2	.110
Eckles, Deborah	20277	NURS 338	Clinical Lab 3	.029
Royce, Geraldine	20523	NURS 300	CAN/Acute Care Aide	.070

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		PERSONAL DEVELOPMENT		
Eulloqui, Angelica	20655	PD 101	Success in College	.200
Wright-Morgan, Christina	20653	PD 100	Personal & Career Exploration	.200
		PHYSICAL EDUCATION		
Carnine, Keith	21771	PE 140	Physical Fitness Laboratory	.048
Clark, Jada	21771	PE 140	Physical Fitness Laboratory	.143
Cooper, Anthony	21592	PE 154	Jogging/Walking	.143
Cooper, Anthony	21771	PE 140	Physical Fitness Laboratory	.143
Wolter, Kenna	21770	PE 121	Swim Fitness Lab	.048
Nickason, Scott	21771	PE 140	Physical Fitness Laboratory	.286
		PHYSICS		
Brewer, Ilona	20938	PHYS 110	Introductory Physics	.200
Brewer, Ilona	21985	PHYS 110	Introductory Physics	.200
		REGISTERED VETERINARY TECHNICIAN		
Tilley, Jesslyn	20627	RVT 304	Clinical Pathology & Microbiology	.100
		SOCIOLOGY		
Mariscal, Michelle	20092	SOC 101	Intro to Sociology	.200
Readey, Karen	20765	SOC 101	Intro to Sociology	.200
		MISCELLANEOUS		
Trigueros, Alicia	Assigned	Preschool Teacher	Children's Center	.378

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADULT BASIC SKILLS		
Lee, Laurene	21760	BASK 7014	Mathematics Lab	.065
		ENGLISH AS A SECOND LANGUAGE		
Faries, Martin	21243	NESL 7001	Intro to English A1	.162
Faries, Martin	21261	NESL 7001	Intro to English A2	.162
		OLDER ADULTS		
Eastey, Karen	21989	OLDR 7100A	Sensory Awareness	.054

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Johnson, Chastity	Substance abuse testing overview/policy for student athletes (7/31/18 - 8/3/18).	\$238.87
Lamica, Thomas	Per Article 11.7.1 Cooperative Work Experience Stipend for summer 2018 (6/11/18 - 8/2/18).	\$2,100.00
Lemaire, Neal	Non instructional coordination duties for Core Custody Academy for Fall 2018 (8/20/18 - 12/13/18).	\$12,674.88
Martinez, Alison	Non instructional coordination duties for LE program fall 2018 that includes scheduling, recruit counseling, evaluations, surveys, and instructor evaluation (7/17/18 - 12/5/18).	\$11,223.78
Morales, Mayra	To act as Student Learning Outcomes Coordinator for Student Services. Work with students to identify, implement, assess, and document learning outcomes (8/8/18 - 12/20/18).	\$2,672.25
Tuan, Juanita	To act as Student Learning Outcomes Coordinator for Student Services. Work with students to identify, implement, assess, and document learning outcomes (8/8/18 - 12/20/18).	\$2,630.25
Whitham, David	Non instructional coordination duties for Advanced Officer Training/LE Program, fall 2018 (9/1/18 - 12/13/18).	\$13,765.15

CONSENT ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Equivalency Certification for Faculty	Item Number: 11.E.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 4

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

Rick Aguilar

Coaching

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: Robert Curry	Final Disposition:
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ALLAN HANCOCK COLLEGE

✓	Equivalency Approval Date: 8/29/18
	Not Approved Date:

**EQUIVALENCY CERTIFICATION FOR
DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE**
(For Credit Courses)

NAME: Rick Aguilar	DIVISION: Academic Affairs
DEPARTMENT: Kinesiology, Recreation & Athletics	DISCIPLINE: Coaching

See the Disciplines List to determine the Minimum Qualifications for the discipline.

PLEASE CHECK ONE ONLY:

A. In disciplines requiring a specific bachelor's degree in the discipline or a related discipline:

- ☒ Bachelor's degree in any discipline, **including at least 12 semester units in the area of the teaching assignment**, and two years of teaching experience or two years of occupational experience in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or else its equivalent.**
- ☐ Course work equivalent to a bachelor's degree in any discipline (**Defined as the successful completion of 120 semester units, including the completion of courses usual to a general education component**); also two years of teaching experience or two years of occupational experience in the discipline of assignment. **If required, appropriate certification to practice or licensure, or its equivalent.**
- ☐ Associate degree in any discipline, **including at least six semester units in the area of the teaching assignment**, plus six years of teaching experience or six years occupational experience in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or its equivalent.**
- ☐ Recognized accomplishments which demonstrate expertise and skill in the field of study **beyond that normally achieved through formal education**. Candidate must provide conclusive evidence of attaining course work or experience equal to the components of the required degree, **including the general education component**. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211).

B. In disciplines where a specific degree is not generally expected or available, course work equivalent to the required degree in the discipline or a related discipline defined as:

- ☐ The successful completion of course work equivalent to a bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component); also two years of teaching experience or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- ☐ The successful completion of course work equivalent to an associate degree in any discipline (to include the general education requirements as outlined in Title 5 section 55063); plus six years of teaching experience in the discipline of the assignment or six years of occupational experience in the discipline. **If required, appropriate certification to practice or licensure, or else its equivalent.**

- ☐ Recognized accomplishments which demonstrate expertise and skill in the field of study ***beyond that normally achieved through formal education***. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, ***including the general education component***. **In no case will recognized accomplishments be the sole criterion for granting equivalency.** (See Administrative Procedures 7211)

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

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

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

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

Education:

6/16-12/17 Bachelors of Arts, Organizational Leadership, Brandman University, Irvine, CA
2/18-Present Master of Arts (in progress), University of Concordia, Irvine, CA

Experience:

08/09-Present Assistant Football Coach, Allan Hancock College, Santa Maria, CA 93454
10/15-Present Instructional Aid Special Ed SH III, Santa Maria Bonita School District, Santa Maria, CA 03455

05-05 Assistant Varsity Baseball Coach, Lompoc High School, Lompoc, CA 93436
08-08 Assistant Varsity Baseball Coach, Lompoc High School, Lompoc, CA 93436

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

Signature of Candidate:

Date:

8/14/18

I have reviewed all documentation and recommend approval of the equivalency.

Signature of Department Chair:

Date:


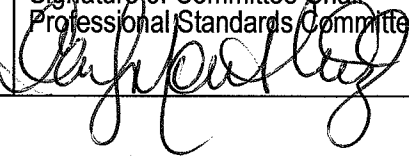
Signature of Dean:

Date:

8/14/18

8/14/18

Chris Steven

Signature of Appropriate Academic or Student Services Vice President:	Date:	Signature of Committee Chair Professional Standards Committee:	Date:
	8/29/18		08/28/18
Date of Board Approval:			
9/11/18			

CONSENT ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: New Community Services (Fee-Based) Education Classes	Item Number: 11.F.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

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

Class Name: Aqua Fitness (CSFT 8031)

Description:

This is a fun class offered in a relaxing atmosphere designed for adults at all levels. Aqua fitness improves endurance, strengthens muscles and improves flexibility all while being easy on the joints. Please bring a water noodle to class (available at most discount stores).

Class Name: Ballet Barre Fitness (CSFT 8032)

Description:

You don't need to be a dancer to enjoy this workout class. We will utilize ballet barres to execute various dance forms of exercise. Our focus will be on building long, strong muscles, increasing flexibility and developing better balance.

Class Name: Getting Started! (CSFT 8033)

Description:

If you are not working out because you don't know how to get started or are intimidated being in a class or gym, then this is the place for you. This class is designed to be fun, safe, and non-intimidating. We will exercise together, and discuss ideas about how to have healthy eating habits. If that voice in your head is telling you "you can't," turn that voice off and, say "I can". Let's Get Started!

FISCAL IMPACT

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

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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CONSENT ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	South Central Coast Regional Consortium Strong Workforce Program Round 2 2017-2018 Sub-Award Notification	Item Number: 11.G.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 4

BACKGROUND

Santa Barbara City College has been selected to serve as the South Central Coast Region's Strong Workforce Program's fiscal agent from February 1, 2017 to June 30, 2020. The South Central Coast Region is comprised of the following six District's: Allan Hancock Joint Community College District, Antelope Valley Community College District, San Luis Obispo County Community College District, Santa Barbara City College, Santa Clarita Community College District, and the Ventura County Community College District.

The Strong Workforce Program funds are to be used to 1) increase the quantity and quality of Career Technical Education programs leading to high-demand, high wage jobs; and 2) improve the quality of CTE programs by increasing the number of students who complete certificates, degrees and/or transfer, increasing the number of students employed, and increasing the number of students who improve their earning. The South Coast Central Region will be funded each fiscal year through fiscal year 2020 in accordance with an allocation model set forth by the Chancellor's Office. The amount of funds to be distributed to each district will be determined by the region each fiscal year.

In February 2017, the board of trustees approved the South Central Coast Regional Consortium Master Agreement - Strong Workforce Program between Santa Barbara Community College District and Allan Hancock Joint Community College District, Antelope Valley Community College District, San Luis Obispo County Community College District, Santa Barbara City College, Santa Clarita Community College District, and the Ventura County Community College District's.

RECOMMENDATION

Staff recommends that the board of trustees approve the South Central Coast Regional Consortium Addendum to the Strong Workforce Program Master Agreement.

Administrator Initiating Item: Robert Curry	Final Disposition:
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ADDENDUM**ADDENDUM TO STRONG WORKFORCE PROGRAM MASTER AGREEMENT dated February 1, 2016 – December 31, 2020**

**Interchange of SWP regional funds among host colleges of Key Talent and Project Leads
This Addendum is part of the SCCRC Strong Workforce Program Master Agreement
dated February 1, 2016 through December 31, 2020**

Districts:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
 SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
 SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Fiscal Agent: SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Fiscal Agent Representative: Luann Swanberg, Chair of South Central Coast Regional Consortium (SCCRC) and/or Diane Hollems, Co-Chair, of SCCRC

College Contact Information:

Antelope Valley College Project Coordinator Name: LAUREANO FLORES, DEAN OF CTE

Email: laflores@avc.edu

College of the Canyons Project Coordinator Name: HARRIET HAPPEL, DIRECTOR OF CTE

Email: harriet.happel@canyons.edu

Allan Hancock Project Coordinator Name: MARGARET LAU, DEAN OF CTE

Email: Margaret.lau@hancockcollege.edu

Cuesta College Project Coordinator Name: JOHN CASCAMO, DEAN OF CTE

Email: john_cascamo@cuesta.edu

Oxnard College Project Coordinator Name: ROBERT CABRAL, INTERIM DEAN OF CTE

Email: rcabral@vcccd.edu

Ventura College Project Coordinator Name: FELICIA DUENAS, DEAN of CTE

Email: fduenas@vcccd.edu

Moorpark College Project Coordinator Name: MARY REES, DEAN of CTE

Email: mrees@vcccd.edu

SWP Regional funds to be considered for interchange between key talent and project lead host districts and other SCCRC districts as approved by the SCCRC SWP Steering Committee:

As part of the Strong Workforce Program (SWP) Master Agreement dated February 1, 2016 thru December 31, 2020, there will be the need for Key Talent and SWP Project Leads (hosted by SCCRC colleges) to distribute SWP project funds from the host college/district to other college districts within the region. All SWP regional funding must be approved by the Steering Committee. Therefore, as part of the overall SWP Master Agreement, this interchange of project funds is covered by this Participation Agreement as addendum to the Master Agreement.

Strong Workforce Program Description

The Strong Workforce Program seeks for community colleges to offer "more and better CTE" and its metrics account for college CTE FTES, student certificate and degree completions and transfer where appropriate, job placements and wage growth. The SWP should align with other statewide community college initiatives such as AEBG, SSSP and Equity and align with the Workforce Development Boards.

Scope of Work

Investments will be made to achieve the objectives of the Strong Workforce Program and align with its metrics.

There must be an accompanying Scope of Work (using the Participation Agreement Exhibit A format) for each project where funds will be distributed. It will be the responsibility of the Key Talent or SWP Project Lead to prepare the Scope of Work and facilitate the distribution of funds.

Reporting

SWP funding is project based with project submissions and reporting into the NOVA system. Each college district is responsible to keep all backup detail associated with spending and to respond to SWP audit requests from the Chancellor's Office.

Terms and Conditions:

Invoices must be addressed to:

Santa Barbara Community College District and emailed directly to:

Luann Swanberg: lrswanberg@pipeline.sbccc.edu and

Diane Hollems: diane.hollems@gmail.com

Fully executed Participation Agreements detailing each project must accompany any invoice.

Approvals and Signatures:

By the signatures of each Party's authorized representative below, the Parties agree to the terms and conditions set forth in this Exhibit/Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Santa Barbara Community College District and the community college districts mentioned herein and binding upon the Parties without any further action by the Parties.

South Central Coast Regional Consortium**Authorized Representative:**

Signature: 

Print Name: Lynnsay Maas

Position/Title: Vice President, Business Services

Date: 8.27.18

Phone: 805.730.3094

Email Address: Lnmaas@sbccc.edu

Ventura County Community College**District:**

Signature:

Print Name:

Position/Title:

Date:

Phone:

Email Address:

Santa Clarita Community College**District:****Signature:****Print Name:****Position/Title:****Date:****Phone:****Email Address:****Antelope Valley Community College****District:****Signature:****Print Name:****Position/Title:****Date:****Phone:****Email Address:****Allan Hancock Joint Community College****District:****Signature:****Print Name:****Position/Title:****Date:****Phone:****Email Address:****San Luis Obispo County Community****College District:****Signature:****Print Name:****Position/Title:****Date:****Phone:****Email Address:**

CONSENT ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 11.H.
Strategic Goal:	Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The college hires substitutes, short-term/on-call employees, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending dates 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>
Alvarez-Novoa, Jose Juan	Program Specialist	8/15/18 – 6/30/19	Assist with outreach activities, Cal-SOAP	\$20.00

FISCAL IMPACT

Assignments for the 2018-2019 fiscal year will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

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

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

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Zaragoza, Jose	Campus Safety Officer	9/1/18 – 12/31/18	Substitute up to 100 days to fill vacant position, campus police	\$17.69

Professional Expert:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Cooper, Anthony	Program Assistant V	8/28/18 – 6/30/19	Perform sport information officer duties including athletics website, news releases printed materials, social media and game management assistance	\$25.00

Revisions/Additions**Professional Expert:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Smith, Jacob Michael	Program Assistant III	9/12/18 – 5/18/19	Art Model, fine arts	\$15.59

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Liendo, Salvador	Custodial Substitute I (evening)	9/17/18 – 6/30/19	On-call substitute for vacation, sick leave, or vacancy	\$11.03

Short-Term/On-Call:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Cooper, Anthony	Program Assistant III	9/19/18 – 6/30/19	Statistician; score board keeper; clock operator; announcer; video/camera operator; event manager; broadcasting, kinesiology, recreation and athletics	\$15.59
Ensing, Diana	Program Assistant II	9/17/18 – 12/01/18	Temporarily assist admissions and records department during employee absence	\$14.00
Lamica, Nicholas	Program Assistant III	9/20/18 – 6/30/19	Statistician; score board keeper; clock operator; announcer; video/camera operator; event manager; broadcasting, kinesiology, recreation and athletics	\$15.59

CONSENT ITEM

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

BACKGROUND

The following personnel action is recommended:

TRANSFER

1. Rebecca Fries, FROM administrative assistant II, academic affairs, part time, 10 months, 25 hours weekly, range 17-B (prorated at .6756), classified bargaining unit salary schedule 55 TO administrative assistant II, academic affairs, full time, 11 months, 37 hours weekly, range 17-B, classified bargaining unit salary schedule 55, effective October 1, 2018.

Reason: Ms. Fries is replacing Corrin Terrones, who resigned, effective August 30, 2018.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$43,606 for the 2018-2019 fiscal year.
2. The cost to the unrestricted general fund is approximately \$53,995 for the 2018-2019 fiscal year.
3. The cost to the unrestricted general fund is approximately \$16,644 for the 2018-2019 fiscal year.

These costs will be included in the 2018-2019 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the transfer of Rebecca Fries, administrative assistant II, academic affairs, effective October 1, 2018; the promotion of Laura Leon, student services technician, student success and support program, effective September 17, 2018; and the appointment of Kevin Good, instructional assistant, public safety, effective October 1, 2018.

Promotion

2. Laura Leon, FROM community education technician, community education, part time, 12 months, 19 hours weekly, range 17-D, classified bargaining unit salary schedule 55 TO student services technician, student success and support program, full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule 55, effective September 17, 2018.

Reason: Ms. Leon replaces Julia Sokolovska, who was promoted to enrollment/articulation specialist, academic affairs, effective July 11, 2018.

Appointment

3. Kevin Good, instructional assistant, public safety, part time, 10 months, 19.5 hours weekly, range 20-B (pro-rated at .5270), classified bargaining unit salary schedule 55, effective October 1, 2018.

Reason: Mr. Good replaces Shannon Smith, who resigned effective May 26, 2018.

CONSENT ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Out-of-Classification Assignment of Classified Service Employee	Item Number: 11.J.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel action is recommended:

1. James Harvey, FROM maintenance supervisor, facilities, full time, 12 months, 40 hours weekly, range 3-E, supervisory/confidential salary schedule TO maintenance supervisor, facilities, full time, 12 months, 40 hours weekly, range 3-E plus ten (10) percent, supervisory/confidential salary schedule, retroactive to September 1, 2018 through December 31, 2018, or earlier per district need.

Reason: This is a continuation of the out-of-classification assignment approved at the regular board of trustees meeting on August 14, 2018. Mr. Harvey is performing duties outside of his job description due to the facilities director being out on leave. Mr. Harvey will return to his regular assignment effective January 1, 2019, or earlier per district need.

(Continued)

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$4,589 for the 2018-2019 fiscal year.
The cost to the unrestricted general fund is approximately \$3,114 for the 2018-2019 fiscal year.
The cost to the unrestricted general fund is approximately \$1,458 for the 2018-2019 fiscal year.
The cost to the unrestricted general fund is approximately \$3,433 for the 2018-2019 fiscal year.

These costs will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the continuation of out-of-classification assignment of James Harvey, maintenance supervisor, facilities, retroactive to September 1, 2018 through December 31, 2018, or earlier per district need; and approve the out-of-classification assignments of Adrian Heredia, maintenance mechanic/heavy equipment operator, public safety department, retroactive to July 1, 2018 through June 30, 2019, or earlier per district need; Yvette Dorado, administrative assistant II (academic affairs), public safety, retroactive to July 1, 2018 through December 31, 2018, or earlier per district need; and Michael Cottam, maintenance mechanic/heavy equipment operator, public safety, retroactive to July 1, 2018 through June 30, 2019, or earlier per district need.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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2. Adrian Heredia, FROM maintenance mechanic/heavy equipment operator, public safety department, full time, 12 months, 37 hours weekly, range 23-C, classified bargaining unit salary schedule 55 TO maintenance mechanic/heavy equipment operator, public safety department, full time, 12 months, 37 hours weekly, range 23-C plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to July 1, 2018 through June 30, 2019, or earlier per district need.

Reason: Mr. Heredia is assisting with projects and duties outside of his job description. Mr. Heredia will return to his regular assignment effective June 30, 2019, or earlier per district need. Mr. Heredia will return to his regular position effective July 1, 2019, or earlier per district need.

3. Yvette Dorado, FROM administrative assistant II (academic affairs), public safety, full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule 55 TO administrative assistant II (academic affairs), public safety, full time, 12 months, 37 hours weekly, range 17-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to July 1, 2018 through December 31, 2018, or earlier per district need.

Reason: Ms. Dorado is performing duties outside of her job description assisting with projects and performing duties of the regular program technician who is on a temporary assignment as human resources assistant and performing duties of the support technician position, which has been vacant. Ms. Dorado will return to her regular assignment effective January 1, 2019, or earlier per district need.

4. Michael Cottam, FROM maintenance mechanic/heavy equipment operator, public safety, full time, 12 months, 37 hours weekly, range 23-E, classified bargaining unit salary schedule 55 TO maintenance mechanic/heavy equipment operator, public safety, full time, 12 months, 37 hours weekly, range 23-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to July 1, 2018 through June 30, 2019, or earlier per district need.

Reason: Mr. Cottam has been performing duties outside of his job description due to the vacancy of the transportation and equipment lead technician. Mr. Cottam will return to his regular position effective July 1, 2019, or earlier per district need.

CONSENT ITEM

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

BACKGROUND

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 Stipends**Assistant Coaches:**

The coaching appointments for the period of September 1, 2018 through November 30, 2018, or earlier per district need.

- | | | |
|----------------------|----------------|---------|
| 1. Motenko, Joshua | Basketball (M) | \$4,440 |
| 2. Vinnedge, Catrina | Soccer (M) | \$632 |
| 3. Vinnedge, Catrina | Soccer (W) | \$868 |

The coaching appointment for the period of September 4, 2018 through March 31, 2019, or earlier per district need.

- | | | |
|--------------------|----------------|---------|
| 4. Cooper, Anthony | Basketball (M) | \$1,000 |
|--------------------|----------------|---------|

(Continued)

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$23,019 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Second Reading: Revised Board Policy 7230, Classified Employees	Item Number: 11.L.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 7230, Classified Employees is legally required. The board policy establishes that the district shall establish procedures to assure that the requirements of state law and regulations regarding classified service are met. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

The revised board policy 7230, Classified Employees, was submitted for the board's review on August 14, 2018 and is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt the revised board policy 7230, Classified Employees, as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7230 CLASSIFIED EMPLOYEES

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority)

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year.

Applicants

In addition to the public, classified service personnel will be given notice of, and the opportunity to apply for, any vacancy and/or new position that may develop. In the event of comparable qualifications, classified service personnel will be given preference in the offer of employment for the position.

Offer of Employment

All official offers of employment and actual placement on existing salary schedules shall be made by the Director of Personnel, subject to the approval of the Superintendent/President and the Board of Trustees.

Assignment and Transfer

The Superintendent/President shall have authority to assign each classified employee. Such assignment shall be made in accordance with the employee's qualifications and the needs and best interests of the District. Transfer of an employee from one position to another position not involving a change of classification may be made by the Superintendent/President at any time.

Also see BP/AP 7120 titled Recruitment and Hiring as well as BP/AP 7232 titled Classification Review

References: Education Code Sections 88003, 88004, 88009, and 88013

Adopted:

Revised:

(Replaces Board Policies 5950 and 5960)

CONSENT ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Second Reading: New Board Policy 7385, Salary Deductions	Item Number: 11.M.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

New board policy 7385, Salary Deductions, is legally advised. The board policy establishes that an employee may request reduction of his/her salary for the reasons listed on the policy and the district shall without charge reduce the salary payment by the amount which the employee has authorized. The new board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

The new board policy 7385, Salary Deductions, was submitted for the board's review on August 14, 2018. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt the new board policy 7385, Salary Deductions, as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7385 SALARY DEDUCTIONS

An employee may request reduction of his/her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying the employee's membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period or as per the applicable collective bargaining agreement.

References: Education Code Sections 87040, 87833, 87834, and 88167

Adopted:

(This is a new policy)

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
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 2

The office of institutional grants has been notified of the funding for the following grants in the amount of \$255,437.

BACKGROUND:

1. Robert O. Dougan Fund: ESL Education (\$28,100)

The college has been awarded funding to expand the use of the Leamos literacy program for ESL students. No matching funds are required. The project period is one year: September 1, 2018 – June 30, 2019. (Submitted by Sofia Ramirez-Gelpi)

2. Santa Ynez Valley Foundation: **Allan Hancock College Foundation:** Hancock Promise (\$30,000)

The college has been awarded funding for The Hancock Promise in the amount of \$30,000. No matching funds are required. The project period is January 2019 – December 2022. (Submitted by Leana Bowman)

(continued)

FISCAL IMPACT:

1. Robert O. Dougan Fund, ESL Education, in the amount of \$28,100.
2. Santa Ynez Valley Foundation, Allan Hancock College Foundation, Hancock Promise, in the amount of \$30,000.
3. National Science Foundation, Improving Undergraduate STEM Education, in the amount of \$72,560.
4. National Science Foundation, The Louis Stokes Alliances for Minority Participation (LSAMP), in the amount of \$124,777.

RECOMMENDATION:

Staff recommends that the board of trustees accept these contracts for a total of \$255,437 in restricted funds to the district.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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3. National Science Foundation: Improving Undergraduate STEM Education (\$72,560)

The college has been awarded funding as a sub-recipient with Cal Poly SLO as the lead agency. The project partners with five diverse educational institutions and seeks to use the Concept Warehouse (a technological innovation designed to foster concept-based active learning) for mechanical engineering to develop content for two fundamental courses: statics and dynamics, and to build a user community targeting 1000 current and future engineering instructors and 50,000 student users. No matching funds are required. The project period is four years: September 1, 2018 through August 31, 2022. (Submitted by Dominic Dal Bello, Richard Mahon)

4. National Science Foundation: The Louis Stokes Alliances for Minority Participation (LSAMP) (\$124,777)

The college has been awarded funding to prepare for a full LSAMP proposal. The planning project will include the college leading an alliance of other ten community colleges and five universities at organizational planning meetings, conducting needs assessments, and broadening participation in regional and national meetings. The National Science Foundation expects a full alliance proposal will be submitted at the end of the 18-month planning period. No matching funds are required. The project period is September 1, 2018 – February 29, 2020. (Submitted by Dominic Dal Bello, Richard Mahon)

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Public Hearing for the 2018-19 Allan Hancock Joint Community College District Budget	Item Number: 13.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

To comply with Title 5, Code Section 58301, the public hearing regarding the 2018-19 budget must be held on or before September 15. At the June 12, 2018 board meeting, the board of trustees established the date of September 11, 2018 for the required hearing.

The proposed budget was made available for public inspection beginning September 5, 2018 in the administration building, room B 105.

The public hearing is intended to provide an opportunity for any member of the community to comment on the budget that is being proposed for the district. A public notice of the hearing was posted and published on August 29, 2018.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees open the public hearing for the 2018-19 Allan Hancock Joint Community College District budget. At the conclusion of public comments, staff recommends that the board of trustees close the public hearing.

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

To:	Board of Trustees	Date:
From:	Superintendent/President	September 11, 2018
Subject:	Adoption of the 2018-19 Allan Hancock Joint Community College District Budget	Item Number: 13.C.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 29

BACKGROUND

Attached is the 2018-19 Allan Hancock Joint Community College District proposed budget. The budget documents and supporting information are submitted for review and adoption for the following budgets and funds.

- General Fund - Unrestricted
- General Fund - Restricted
- Bond Interest and Redemption Fund
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability Self-Insurance Fund
- Post-Employment Benefits Fund
- Associated Students Trust Fund
- Student Representation Fee Trust Fund
- Student Body Center Fee Trust Fund
- Student Financial Aid Trust Fund
- Scholarship and Loan Trust Fund
- District Trust Fund
- Student Clubs Agency Fund
- Foundation Agency Fund
- AHC Viticulture & Enology Foundation Agency Fund

The fiscal year 2018-19 budget focus is on maintaining fiscal stability and managing reserves. The new Student Centered Funding Formula (SCFF) provides additional funding to the district and therefore one-time funds are not needed to balance the budget.

All fund budgets presented represent information available to the district at the time of budget adoption. Revisions will occur as the year progresses, primarily due to final program funding approvals, budget transfers and reallocation of restricted reserves.

(continued)

FISCAL IMPACT

Detailed in supporting documents.

RECOMMENDATION

Staff recommends that the board of trustees adopt the 2018-19 Allan Hancock Joint Community College District budget.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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The summary information below highlights significant components of the budget to assist in the overall review process.

GENERAL FUND UNRESTRICTED BUDGET

General Fund Unrestricted	2017-18 Actual (Unaudited)	2018-19 Proposed Budget
Revenue	\$ 64,135,398	\$ 65,053,588
Expenses	\$ 62,431,824	\$ 64,872,699
Net	\$ 1,703,574	\$ 180,889
Unrestricted Reserve	\$ 8,018,588	\$ 8,199,478
% of Total Expenditure	12.84%	12.64%

Revenue Fiscal Year 2018-19

Significant components of the fiscal year 2018-19 revenue budget are provided in the table below.

COLA 2.71%	\$ 1,576,835
Projected Deficit 1.5%	\$ (911,867)
Student Centered Funding Formula Increase	\$ 2,657,504
Interest Revenue	\$ 150,000
State STRS On-Behalf of Revenue	\$ 1,197,232
Bookstore Contract Payment	\$ (280,000)
Lottery	\$ (168,497)

Expenditures Fiscal Year 2018-19

The proposed fiscal year 2018-19 budgeted expenditures reflect continuation of existing programs and services at the 2017-18 approved funding levels, with the addition of projected expenses for increases in salary schedule movement, new hires, departmental reorganizations, employee re-classes, increases in PERS/STRS, bargaining unit settlements and other significant changes known at this time. Workers Compensation expense decreased due to a rate reduction reflecting on-going reductions in claims, district benefits also have a net reduction due primarily to a transfer from the OPEB trust of \$470,000, abating retiree benefit expenses paid for in the general fund. Supplies and other operating expenses include approved budget augmentation requests for non-instructional supplies, student transportation, and personal service contracts. Significant changes to expenditures are noted below.

Salaries	\$ 2,096,705
PERS/STRS (Incl State STRS On-Behalf of Expense)	\$ 2,019,993
Benefits (OPEB Transfer)	\$ (570,023)
Workers Compensation	\$ (320,658)
Supplies	\$ 170,490
Other Operating	\$ 269,006

GENERAL FUND-RESTRICTED

The restricted general fund accounts for resources available for the operation and support of the educational programs that are specifically restricted by donors or other outside agencies as to their expenditure. Only the known or approved categorical programs have been included at this time. Pending final program approval, expenditure budgets in restricted reserve accounts are updated.

BOND INTEREST AND REDEMPTION FUND

The bond interest and redemption fund reflects the activity of the Santa Barbara County Treasurer related to the collection of property taxes and repayment of taxpayer approved bond issuances.

CHILD DEVELOPMENT FUND

The child development fund accounts for all revenues for, or from the operation of, childcare and development services.

PCPA FUND

The PCPA fund accounts for the district's career technical program for aspiring actors and theater technicians consisting of lecture, performance lab, and production lab elements. Graduates of the two-year program receive a certificate of completion.

CAPITAL OUTLAY PROJECTS FUND

The capital outlay projects fund accounts for the accumulation of money for the acquisition of capital outlay items, major repairs, or construction. Projects for 2018-19 include the Fine Arts Complex working drawing phase, scheduled maintenance, and Proposition 39 energy efficiency projects.

GENERAL OBLIGATION BOND BUILDING FUND

The general obligation bond building fund is used to account for the proceeds from the issuance of the election of 2006 general obligation bonds and for authorized expenditures related to those proceeds. The first series of general obligation bonds, in the amount of \$68 million, was issued during 2006-07. The second and third series in the amount of \$30 million were issued during 2009-10. The fourth series was issued during 2012-13 in the amount of approximately \$39 million. The fifth series in the amount of approximately \$8.8 million was issued during 2013-14. General Obligation Refunding Bonds were issued during 2014-15 (outstanding Series A bonds in the amount of \$52,260,000 were refinanced). General Obligation Refunding Bonds also were issued during 2015-16 (outstanding series A, B-1, B, and C Bonds in the amount of \$ 36,704,916. These refundings resulted in cash flow savings to the taxpayers of \$12 million.

DENTAL SELF-INSURANCE FUND

This fund accounts for the income and expenditures of the dental self-insurance program. Based on the current fund balance and utilization data, a rate increase is not required.

HEALTH EXAMS FUND

The health exams fund is a self-insurance fund and accounts for the transactions related to the employee physical examinations benefit. The district maintains a fund balance equal to projected outstanding obligations as of June 30, 2019.

PROPERTY AND LIABILITY SELF-INSURANCE FUND

The self-insurance fund accounts for the deductible portion of the district's property and liability insurance program. The funding for this program is provided by the general fund as needed. The fund balance is established to meet actuarial standards of projected open reserves and unbilled closed claims plus \$50,000 for an estimate of incurred but not reported claims.

POST-EMPLOYMENT BENEFITS FUND

The adopted budget reflects an ongoing transfer of assets to the GASB 74/75 (formally GASB 45) reserve account. This funding represents the "Normal" cost of funding current and future employee retirement benefits and is transferred into the OPEB trust on an annual basis.

STUDENT FINANCIAL AID TRUST FUND

The student financial aid trust fund accounts for the deposit and direct payment of government-funded student aid. These moneys are restricted and may not be used for other purposes. The 2018-19 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2018-19 award year.

SCHOLARSHIP AND LOAN TRUST FUND

The scholarship and loan trust fund is used to account for such gifts, donations, bequests, and devises (subject to donor restrictions) that are to be used for scholarships or for grants in aid and loans to students. The board of trustees established a separate bank account in December 2015 to account for the income and expenses of providing emergency loans to college student veterans.

ASSOCIATED STUDENTS TRUST FUND

The associated student's trust fund is designated to account for moneys held in trust by the district for organized student body associations. The fund is supported in part by a \$50,000 annual distribution received as a portion of commissions paid to the district from Follett for operation of the campus bookstore.

STUDENT REPRESENTATION FEE TRUST FUND

The student representation fee trust fund is designated as the receiving fund for fees collected pursuant to Education Code Section 76060.5, which provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The fee is to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints.

STUDENT BODY CENTER FEE TRUST FUND

The student body center fee trust fund is designed to account for income and expenditure of moneys for fees collected pursuant to Education Code Section 76375, which provides for a building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fund was established at the August 20, 1996 board meeting. The district began to collect the fees in spring 1997.

DISTRICT TRUST FUND

The district trust fund is used to account for the income and expenditure of moneys held in trust by the district for individuals, organizations, or clubs. Income is received primarily through fundraising activities.

STUDENT CLUBS AGENCY FUND

The student clubs agency fund is used to account for assets held by the district as an agent for student clubs. Income is received primarily through fundraising activities and an allocation from the Associated Student Body Government.

FOUNDATION AGENCY FUND

The Allan Hancock College Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of operating to advance education, to promote and provide educational and recreational facilities, to receive gifts and bequests, and to expend moneys for the general welfare of the students and faculty. The Allan Hancock College Foundation Investment Committee and the foundation board have reviewed components of the proposed budget for the foundation.

AHC VITICULTURE & ENOLOGY FOUNDATION AGENCY FUND

The Allan Hancock College Viticulture & Enology Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of obtaining a bonded winery permit for commercial production of wine at a bonded winery operated as part of an instructional program in viticulture and enology.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
	Unrestricted	6,999,365	6,999,365	8,018,588
	Restricted Reserves	3,613,812	3,613,812	4,298,160
	NET BEGINNING BALANCE JULY 1	10,613,177	10,613,177	12,316,748
	FEDERAL INCOME			
8110	Forest Reserve	4,200	5,765	4,200
8199	Other Federal Income	30,000	34,040	30,000
Total	Federal Income	34,200	39,804	34,200
	STATE INCOME			
8612	Principal Apportionment	32,937,858	27,751,297	30,593,887
8612	Principal Apportionment - Prior Year	594,837	597,009	0
8611	Apprenticeship	32,109	43,998	53,773
8613	Board Financial Assistance Program	132,293	132,293	136,764
8630	Education Protection Account	7,565,696	9,288,931	8,452,682
8671	Homeowners Property Tax Relief	75,000	72,749	75,000
8681	Lottery Funds	1,460,000	1,901,720	1,291,503
8685	Mandated Cost Claims	564,592	564,592	265,000
8685	Mandate Block Grant	0	0	0
8690	STRS On-Behalf Of Revenue	0	0	1,197,232
8990	Other State Funds	209,521	202,343	207,474
Total	State Income	43,571,906	40,554,932	42,273,315
	LOCAL INCOME			
8811	District Taxes - Secured Roll	13,000,000	13,677,162	13,800,000
8812	District Taxes - Supplemental Roll	330,000	333,657	340,000
8813	District Taxes - Unsecured Roll	540,000	719,365	720,000
8816	District Taxes - Prior Years	0	425,590	0
8817	District Taxes - ERAF	0	3,163,249	3,200,000
8818	Redevelopment Agency Funds	300,000	217,071	200,000
8820	Contributed Income	240,525	246,010	210,000
8831	Contract Instructional Services	120,000	191,179	160,000
8840	Sales	18,000	15,795	18,000
8850	Rentals and Leases	20,000	36,408	20,000
8860	Interest and Investment Income	175,000	456,921	250,000
8872	Community Services Classes	120,000	141,403	120,000
8874	Enrollment Fees	2,734,355	2,588,512	2,550,000
8875	Use of Nondistrict Facilities	6,133	3,513	2,500
8877	Sales, Instructional Materials	246,833	134,920	353,863
8879	Student Records	50,000	61,661	50,000
8880	Nonresident Tuition	500,000	499,905	500,000
8885	Student Fines/Fees	7,000	7,286	7,000
8890	Miscellaneous Income	336,793	323,885	4,710
8890	Prior Year Adjustment	0	0	0
8891	Parking Citations	30,000	82,934	30,000
Total	Local Income	18,774,639	23,326,426	22,536,073
	INCOMING TRANSFERS			
8980	Interfund Transfers	1,793,945	214,236	210,000
Total	Incoming Transfers	1,793,945	214,236	210,000
TOTAL	INCOME - ALL SOURCES	64,174,690	64,135,398	65,053,588
TOTAL	BEGINNING BALANCE AND INCOME	74,787,867	74,748,575	77,370,337

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	9,163,763	8,988,023	9,499,778
1200	Regular Non-Instructional Salaries	5,280,812	5,301,531	5,447,379
1300	Other Instructional Salaries	8,717,964	8,650,310	8,961,958
1400	Other Non-Instructional Salaries	869,183	722,062	865,312
Total	Academic Salaries	24,031,722	23,661,925	24,774,427
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	12,720,527	12,367,690	13,764,011
2200	Regular Inst Aide Salaries	999,316	933,304	1,033,574
2300	Other Classified Salaries	787,172	948,357	625,385
2400	Other Inst Aide Salaries	364,795	409,985	415,247
Total	Classified Salaries	14,871,810	14,659,335	15,838,217
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	2,856,206	2,379,088	4,366,074
3200	Public Employees' Retirement	2,181,996	2,023,677	2,621,227
3300	Social Security - OASDI	1,401,652	1,303,065	1,465,367
3400	Health and Welfare	4,760,403	4,329,447	4,270,207
3500	Unemployment Insurance	57,364	47,361	55,892
3600	Workers' Compensation Insurance	689,589	651,966	361,886
3700	Other Benefits Retirement	173,031	169,858	0
3900	Other Benefits	21,705	21,929	50,695
Total	Staff Benefits	12,141,946	10,926,390	13,191,347
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	481,370	326,025	582,553
4500	Non-Instructional Supplies	812,166	631,879	623,052
4600	Pupil Transportation Supplies	233,182	235,033	214,394
4700	Food Supplies	20,320	21,868	13,797
Total	Books, Supplies, and Materials	1,547,038	1,214,805	1,433,796
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	2,489,108	2,334,224	1,407,720
5200	Travel, Conf. and In-Service Training	212,542	146,859	204,549
5300	Dues, Memberships, and Licenses	693,701	530,850	723,806
5400	Insurance	381,878	351,493	381,878
5500	Utilities and Housekeeping Services	1,871,410	1,785,764	1,820,948
5600	Rents, Leases and Repairs	1,935,143	1,896,786	1,679,770
5700	Legal, Elections and Audit Expenses	322,803	430,423	367,630
5800	Other Services, Postage, Advertising	372,230	337,887	375,252
5900	Other Operating Expenses	(115,000)	(229,074)	(115,000)
Total	Operating Expenses & Services	8,163,815	7,585,210	6,846,562

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	9,500	8,844	12,000
6200	Buildings & Improvements	280,641	228,237	73,370
6300	Books and Media for Libraries	97,724	104,019	67,274
6400	Equipment	779,720	937,562	672,150
Total	Capital Outlay	1,167,585	1,278,662	824,794
7000	OTHER OUTGO			
7300	Interfund Transfer - Capital Maintenance Reserve	207,960	707,960	207,960
7300	Interfund Transfer - Technology Reserve	0	600,000	0
7300	Interfund Transfer - Cap Proj - Misc Projects	15,000	15,000	15,000
7300	Interfund Transfer - Co-curricular	107,047	107,047	107,047
7300	Interfund Transfer - Child Development	10,000	10,000	10,000
7300	Interfund Transfer - PCPA	1,426,949	1,426,949	1,426,949
7300	Interfund Transfer - P&L	0	0	0
7300	Interfund Transfer - ASBG	50,000	50,000	50,000
7300	Interfund Transfer - Restricted G/F	71,100	72,153	71,100
7300	Interfund Transfer - Miscellaneous	41,166	41,166	0
7500	Student Financial Aid	70,000	74,725	75,000
7600	Misc Payments to/for Students	500	500	500
Total	Other Outgo	1,999,722	3,105,500	1,963,556
Total	Expenditures and Other Outgo	63,923,638	62,431,827	64,872,699
7900	Appropriation for Contingencies	8,235,046	0	8,199,478
7920	Reserve for Recovery	0	0	0
7922	Restricted Reserve-Mandate Funds	850,966	850,966	850,966
7923	Reserve for One-Time Funds	160,799	1,703,396	1,703,396
7995	Reserve for Attrition	20,585	0	0
7925	Restricted Reserve	1,443,798	1,443,798	1,443,798
7991	Reserve for Reallocation	153,035	300,000	300,000
7994	Reserve for OPEB	0	0	0
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCIES	74,787,867	66,729,987	77,370,337
	General Reserve (Net Ending Balance)		8,018,588	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	74,787,867	74,748,575	77,370,337

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - RESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	13,320,922	13,320,922	13,542,399
	FEDERAL INCOME			
8120	College Work Study	192,035	178,285	250,543
8121	Higher Education Act/Title V	1,049,495	611,887	444,668
8133	Workforce Investment Act WIA	0	0	0
8140	TANF	62,046	62,775	19,326
8170	VTEA - Basic Grant	0	0	0
8170	VTEA - Special Projects	571,497	571,497	564,727
8170	Tech-Prep/CTE Grants	0	0	0
8199	Other Federal Income	646,131	482,095	502,620
Total	Federal Income	2,521,204	1,906,539	1,781,884
	STATE INCOME			
83132	Basic Skills Apportionment	533,214	354,394	351,591
86220	Extended Opportunity Program & Services	838,464	838,895	796,541
86230	Disabled Students Programs & Svc	528,635	548,094	585,140
86250	CalWORKS	321,186	361,022	78,034
86270	Other General Categorical Programs	522,197	459,173	468,882
86271	Cooperative Agencies Resources for Education CARE	324,508	324,508	292,057
86272	Student Success and Support Programs	4,129,759	4,122,176	3,378,486
86273	Block Grant/Instructional Equipment & Physical Plant	308,290	308,290	118,353
86274	Foster Parent Training Grant	94,077	93,214	98,053
86520	Other Reimbursable Categorical Programs	3,602,431	1,867,743	2,585,014
86521	Economic Development	2,944,681	1,190,420	2,316,501
86524	Child Dev Trng Consortium	7,500	8,156	7,500
86580	Prop 39 Energy Efficiency	57,000	57,000	0
86810	Lottery Proceeds	400,000	575,773	400,000
86900	Other State Revenues	2,998,746	1,706,993	1,862,858
Total	State Income	17,610,688	12,815,851	13,339,010
	LOCAL INCOME			
8820	Contributions	232,115	68,343	248,518
8830	Contracted Instruction	41,784	742	41,784
8840	Sales	81,000	134,629	81,000
8850	Leases and Rentals	3,000	12,869	0
8876	Health Fees	500,000	545,045	545,000
8877	Sales, Instr Mtl	423,144	391,748	357,544
8881	Parking Services Fees	265,000	289,539	280,000
8885	Other Student Fees	68,400	73,349	68,400
8890	Other Income	380,265	381,845	431,014
Total	Local Income	1,994,708	1,898,110	2,053,260
	INCOMING TRANSFERS			
8980	Interfund Transfers	100,828	97,941	79,657
TOTAL	INCOME - ALL SOURCES	22,227,428	16,718,441	17,253,810
TOTAL	BEGINNING BALANCE AND INCOME	35,548,350	30,039,363	30,796,209

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - RESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	366,252	233,523	293,346
1200	Regular Non-Instructional Salaries	1,932,659	1,688,153	1,821,624
1300	Other Instructional Salaries	38,309	45,469	2,105
1400	Other Non-Instructional Salaries	1,039,343	884,983	898,498
Total	Academic Salaries	3,376,563	2,852,128	3,015,573
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	2,852,901	2,119,667	2,738,768
2200	Regular Inst Aide Salaries	269,487	254,181	225,925
2300	Other Classified Salaries	1,647,189	1,364,779	1,156,738
2400	Other Inst Aide Salaries	599,953	659,997	571,112
Total	Classified Salaries	5,369,530	4,398,624	4,692,544
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	384,431	334,993	581,006
3200	Public Employees' Retirement	427,533	344,244	443,034
3300	Social Security - OASDI & Medicare	277,755	212,723	265,664
3400	Health & Welfare	836,078	580,380	757,605
3500	Unemployment Insurance	6,775	2,646	6,204
3600	Workers' Compensation Insurance	153,642	121,373	122,479
3700	Non-Academic STRS	44,514	16,854	780
3900	Other Benefits - Projects	0	0	0
Total	Staff Benefits	2,130,728	1,613,215	2,176,771
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	893,430	524,212	819,700
4500	Non-instructional Supplies	871,670	379,441	900,573
4600	Pupil Transportation Supplies	175,180	162,237	79,117
4700	Food Supplies	171,475	165,086	100,037
Total	Books, Supplies, and Materials	2,111,755	1,230,976	1,899,427
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	2,987,583	1,546,266	1,804,470
5200	Travel, Conf. & In-service Training	728,714	430,175	633,045
5300	Dues, Memberships, and Licenses	318,632	195,862	212,247
5400	Insurance	32,979	30,395	32,979
5500	Utilities and Housekeeping Services	1,566	1,569	3,769
5600	Rents, Leases and Repairs	2,546,029	1,356,886	1,461,414
5700	Legal, Elections and Audit Expenses	8,270	3,669	2,037
5800	Other Services, Postage, Advertising	180,019	109,059	141,178
5900	Indirect Support Charges	429,362	221,825	315,874
Total	Operating Expenses & Services	7,233,154	3,895,706	4,607,013

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL FUND - RESTRICTED**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	0	0	0
6200	Buildings & Improvement	279,786	147,561	96,186
6300	Books & Media for Libraries	49,524	32,353	19,979
6400	Equipment	1,374,599	1,060,819	1,103,403
6500	Lease/Purchase Agreements	0	0	0
Total	Capital Outlay	1,703,909	1,240,732	1,219,568
7000	OTHER OUTGO			
7200	Interfund Transfer - Capital Projects - Infrastructure	0	0	0
7200	Interfund Transfer - Scheduled Maintenance Projects	0	0	0
7200	Interfund Transfer - Capital Projects	0	0	0
7200	Interfund Transfers	386,280	378,105	178,275
7500	Student Financial Aid	414,203	434,110	235,744
7600	Other Payments to Students	374,606	453,369	352,049
Total	Other Outgo	1,175,089	1,265,584	766,068
7922	Restricted Reserve	12,447,622	0	12,419,246
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCY	35,548,350	16,496,964	30,796,209
	General Reserve (Net Ending Balance)	0	13,542,399	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	35,548,350	30,039,363	30,796,209

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
BOND INTEREST AND REDEMPTION FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	7,982,376	7,982,376	36,024,243
	LOCAL INCOME			
86XX	State Revenue	0	47,595	25,000
88XX	Local Income	6,000,000	7,082,355	6,100,000
8942	GO Bond Proceeds	0	41,366,745	0
TOTAL	Income	6,000,000	48,496,695	6,125,000
TOTAL	BEGINNING BALANCE AND INCOME	13,982,376	56,479,071	42,149,243
	EXPENDITURES			
	OPERATING EXPENSES & SERVICES			
5800	Other Services	0	268,074	0
	DEBT RETIREMENT			
7100	Debt Retirement	5,510,073	5,688,871	5,535,788
7200	Other Financing	0	14,497,884	0
TOTAL	EXPENDITURES	5,510,073	20,454,828	5,535,788
7900	Appropriation for Contingencies	8,472,303	0	36,613,455
TOTAL	EXPENDITURES AND CONTINGENCIES	13,982,376	20,454,828	42,149,243
	NET ENDING BALANCE	0	36,024,243	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	13,982,376	56,479,071	42,149,243

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
CHILD DEVELOPMENT FUND**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	261,959	261,959	310,978
	FEDERAL INCOME			
8100	Other Federal Income	350,147	333,014	229,740
	STATE INCOME			
8600	Other State Income	474,291	433,683	490,699
	LOCAL INCOME			
8820	Contributions	781,643	4,272	777,371
8860	Interest	0	3,744	2,000
8890	Other Local Revenue	75,000	81,553	75,000
Total	Local Income	856,643	89,569	854,371
	INCOMING TRANSFERS		0	
8980	Interfund Transfers	0	38,545	25,000
TOTAL	INCOME AND INCOMING TRANSFERS	1,681,081	894,811	1,599,810
TOTAL	BEGINNING BALANCE AND INCOME	1,943,040	1,156,770	1,910,789
	ACADEMIC SALARIES			
1000	Regular - Non-instructional Salaries	225,465	188,574	235,828
1200	Other Instructional Salaries	0	0	0
1300	Other - Non-instructional Salaries	55,721	55,481	18,777
Total	Academic Salaries	281,186	244,055	254,605
	CLASSIFIED SALARIES			
2000	All Classified Salaries	270,009	401,181	286,830
	STAFF BENEFITS			
3000	All Staff Benefits	125,020	88,457	131,982
	BOOKS, SUPPLIES & MATERIALS			
4000	All Books, Supplies & Materials	351,875	45,202	425,455
	OTHER OPERATING EXPENSES			
5000	Consultants	164,294	11,801	152,494
5100	Conferences	12,942	4,406	20,208
5200	Licenses and Permits	1,318	1,114	1,204
5300	Utilities	0	0	0
5500	Contracts, Repairs	768	769	1,000
5600	Other Services	972	6	972
5800	Other Expenses	12,461	8,302	5,019
5900	Other Operating Expenses	192,755	26,398	180,896
Total				
6000	CAPITAL OUTLAY			
6400	Equipment	327,272	26,954	298,094
	OTHER OUTGO			
7000	Interfund Transfers	8,217	13,545	0
7300				
TOTAL	EXPENDITURES	1,556,334	845,791	1,577,861
7900	Appropriations for Contingency	386,706	0	332,927
TOTAL	EXPENDITURES AND OTHER OUTGO	1,943,040	845,791	1,910,789
	NET ENDING BALANCE	0	310,978	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,943,040	1,156,770	1,910,789

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
PCPA**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	472,981	472,981	397,777
	STATE INCOME			
8600	State Grant	0	0	0
	LOCAL INCOME			
8830	Contribution from General Fund	1,426,949	1,426,949	1,426,949
8800	Ticket Revenue	1,609,050	1,421,171	1,827,813
8800	Other Revenue	1,171,996	884,033	1,167,010
TOTAL	INCOME	4,207,995	3,732,153	4,421,772
TOTAL	BEGINNING BALANCE AND INCOME	4,680,976	4,205,134	4,819,549
	EXPENDITURES			
1000	Academic Salaries	0	0	0
2000	Classified Salaries	1,968,436	1,858,873	2,063,244
3000	Staff Benefits	485,625	577,318	659,849
4000	Supplies and Materials	434,745	224,468	464,165
5000	Operating Expenses and Services	617,179	503,939	590,916
6000	Capital Outlay	38,600	34,642	38,800
7000	Other Outgo	663,410	608,118	604,798
TOTAL	EXPENDITURES	4,207,995	3,807,357	4,421,772
7900	Appropriation for Contingencies	472,981	0	397,777
TOTAL	EXPENDITURES AND CONTINGENCIES	4,680,976	3,807,357	4,819,549
	NET ENDING BALANCE		397,777	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	4,680,976	4,205,134	4,819,549

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	7,122,647	7,122,647	8,971,891
	FEDERAL INCOME			
Total	Federal Income	0	0	0
	STATE INCOME			
8650	Community College Construction	944,998	945,000	708,000
8655	Scheduled Maintenance Income	308,290	308,290	0
8658	Prop 39 Energy Efficiency Income	373,880	343,880	0
8690	Other State Revenues	0	0	0
Total	State Income	1,627,168	1,597,170	708,000
	LOCAL INCOME			
8820	Contributions	0	0	0
8824	Foundation Contributions	1,146,321	652,903	493,418
8860	Interest	30,000	83,206	90,000
8890	Other Local Revenue	1,616	42,976	1,616
Total	Local Income	1,177,937	779,085	585,034
	INCOMING TRANSFERS			
8980	Interfund Transfers	247,960	1,347,960	237,960
Total	Incoming Transfers	247,960	1,347,960	237,960
TOTAL	INCOME	3,053,065	3,724,215	1,530,994
TOTAL	BEGINNING BALANCE AND INCOME	10,175,712	10,846,862	10,502,885

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
4000	BOOKS, SUPPLIES, & MATERIALS			
4500	Operational Supplies	2,315	10,141	2,015
Total	Total Books, Supplies, & Materials	2,315	10,141	2,015
5000	OTHER OPERATING EXPENSES			
5100	Consultant & Architectural Svc	0	26,776	0
5200	Conferences/Travel	0	0	0
5300	Licenses and Permits	2,704	0	2,704
5500	Utilities	0	0	0
5600	Contracts, Repairs	3,966	20,778	0
5700	Legal Fees	15,484	24,159	6,019
5800	Other Services	1,610	1,816	216
Total	Other Operating Expenses	23,764	73,529	8,939
6000	CAPITAL OUTLAY			
6100	Site Improvement	20,000	37,125	0
6200	Buildings	5,096,588	1,701,375	4,039,681
6400	Equipment	55,116	52,801	9,679
6900	Construction contingency	41,001	0	38,190
Total	Capital Outlay	5,212,705	1,791,301	4,087,550
7000	OTHER OUTGO			
7300	Intrafund Transfers	1,099,709	0	0
Total	Other Outgo	1,099,709	0	0
TOTAL	EXPENDITURES AND OTHER OUTGO	6,338,493	1,874,971	4,098,504
7900	Appropriations for Contingency	3,837,219	0	6,404,381
Total	Contingency and Reserves	3,837,219	0	6,404,381
	NET ENDING BALANCE		8,971,891	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	10,175,712	10,846,862	10,502,885

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
GENERAL OBLIGATION BOND BUILDING FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	1,610,993	1,399,180	319,710
	LOCAL INCOME			
88XX	Local Income	25,000	38,930	500
TOTAL	Local Income	25,000	38,930	500
	INCOMING TRANSFERS			
8940	Other Financing Sources	0	0	0
TOTAL	Incoming Transfers	0	0	0
TOTAL	BEGINNING BALANCE AND INCOME	1,635,993	1,438,110	320,210
	EXPENDITURES			
	BOOKS, SUPPLIES, & MATERIALS			
4000	Operational Supplies	152	0	0
TOTAL	Total Books, Supplies, & Materials	152	0	0
	OPERATING EXPENSES & SERVICES			
5000	Consultant & Architectural Svc	112,709	87,502	0
5100	District Business Expense	0	0	0
5200	Licenses and Permits	3,414	88,813	0
5300	Utilities	36	0	0
5500	Contracts, Repairs	21	10,913	0
5600	Legal Fees	15,181	3,706,639	0
5700	Other Services	0	0	0
TOTAL	Other Operating Expenses	131,361	3,893,867	0
	CAPITAL OUTLAY			
6000	Site Improvement	0	0	0
6100	Buildings	549,971	-2,784,384	320,210
6200	Equipment	30,604	8,917	0
6400	Construction Contingency	65,767	0	0
TOTAL	Capital Outlay	646,342	-2,775,467	320,210
	OTHER OUTGO			
7300	Interfund Transfers	0	0	0
TOTAL	EXPENDITURES	777,855	1,118,400	320,210
7900	Appropriation for Contingencies	858,138	0	0
TOTAL	EXPENDITURES AND CONTINGENCIES	1,635,993	1,118,400	320,210
	NET ENDING BALANCE	0	319,710	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,635,993	1,438,110	320,210

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
DENTAL SELF INSURANCE FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	1,391,676	1,391,621	1,447,460
	LOCAL INCOME			
8830	Contribution from General Fund	750,000	821,376	825,000
8860	Interest	2,000	16,195	15,000
8980	Transfers In	0	0	0
TOTAL	INCOME	752,000	837,571	840,000
TOTAL	BEGINNING BALANCE AND INCOME	2,143,676	2,229,192	2,287,460
	EXPENDITURES			
5430	Self Insurance Claims	750,000	781,732	825,000
5890	Miscellaneous Fees	0	0	0
TOTAL	EXPENDITURES	750,000	781,732	825,000
7900	Appropriation for Contingencies	1,393,676	0	1,462,460
TOTAL	EXPENDITURES AND CONTINGENCIES	2,143,676	781,732	2,287,460
	NET ENDING BALANCE		1,447,460	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	2,143,676	2,229,192	2,287,460

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
HEALTH EXAMS FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	Reserve	389,616	389,616	362,057
	NET BEGINNING BALANCE JULY 1	389,616	389,616	362,057
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	1,600	4,449	500
8890	Other Local Income	0	0	0
TOTAL	INCOME	1,600	4,449	500
TOTAL	BEGINNING BALANCE AND INCOME	391,216	394,065	362,557
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	8,000	0	0
3410	Classified Benefits	116,031	31,579	4,743
3420	Non-Academic Benefits	15,000	430	8,568
TOTAL	EXPENDITURES	139,031	32,009	13,311
	OTHER OUTGO			
7000	Interfund Transfer	0	0	200,000
TOTAL	OTHER OUTGO	0	0	200,000
7900	Appropriation for Contingencies	252,185	0	149,246
TOTAL	EXPENDITURES AND CONTINGENCIES	391,216	32,009	362,557
	NET ENDING BALANCE		362,057	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	391,216	394,065	362,557

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
PROPERTY AND LIABILITY SELF INSURANCE FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	NET BEGINNING BALANCE JULY 1	1,165,978	1,165,979	1,178,375
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	4,000	14,028	10,000
8890	Other Local Income	0	0	0
8910	Compensation for Loss of Fixed Assets	0	0	0
8980	Transfers-In	0	0	0
TOTAL	INCOME	4,000	14,028	10,000
TOTAL	BEGINNING BALANCE AND INCOME	1,169,978	1,180,007	1,188,375
	EXPENDITURES			
5410	District Insurance	0	0	0
5430	Self-Insurance Claims	0	1,632	0
5650	Contracted Repairs	0	0	0
5740	Settlements	0	0	0
5830	Personal Property Damages	263,000	0	10,000
6000	Capital Outlay	0	0	0
TOTAL	EXPENDITURES	263,000	1,632	10,000
7900	Appropriation for Contingencies	906,978	0	1,178,375
TOTAL	EXPENDITURES AND CONTINGENCIES	1,169,978	1,632	1,188,375
	NET ENDING BALANCE	0	1,178,375	0
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,169,978	1,180,007	1,188,375

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
POST-EMPLOYMENT BENEFITS FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	Trust Reserve for GASB 45	153,168	153,168	959,295
	NET BEGINNING BALANCE JULY 1	153,168	153,168	959,295
	LOCAL INCOME			
8830	Contribution from General Fund	0	800,000	0
8860	Interest	1,000	1,513	1,000
8890	Other Local Income	150,000	157,782	150,000
	INCOMING TRANSFERS			
8980	Interfund/Intrafund Transfers	0	0	0
TOTAL	INCOME	151,000	959,295	151,000
TOTAL	BEGINNING BALANCE AND INCOME	304,168	1,112,463	1,110,295
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	0	0	0
3410	Classified Benefits	0	0	0
3420	Non-Academic Benefits	0	0	0
3430	Retired/Active Health and Welfare	304,167	153,168	151,000
3440				
TOTAL	EXPENDITURES	304,167	153,168	151,000
	OTHER OUTGO			
7000	Interfund/Intrafund Transfer	0	0	0
7390				
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingencies	1	0	959,295
TOTAL	EXPENDITURES AND CONTINGENCIES	304,168	153,168	1,110,295
	NET ENDING BALANCE		959,295	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	304,168	1,112,463	1,110,295

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
STUDENT FINANCIAL AID TRUST FUND**

Account Number	Description	2017-18 Revised Adopted	2017-18 Actual	2018-19 Proposed Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	21,600	21,600	21,600
	FEDERAL INCOME			
8150	Supplemental Ed. Opportunity Grants Prog.	196,804	195,150	259,503
8153	Pell Grant Program	10,144,871	9,819,517	10,117,718
8199	Other Federal Income	0	0	0
Total	Federal Income	10,341,675	10,014,667	10,377,221
	STATE INCOME			
8625	Other Categorical Programs	886,767	794,790	984,995
8659	Cal Grant	1,206,008	1,226,563	0
8699	Other State Revenues	10,228	10,228	0
Total	State Income	2,103,003	2,031,581	984,995
	LOCAL INCOME			
8890	Other	0	0	0
8980	Interfund Transfers	373,226	412,088	0
Total	Local Income	373,226	412,088	0
TOTAL	INCOME	12,817,904	12,458,336	11,362,216
TOTAL	BEGINNING BALANCE AND INCOME	12,839,504	12,479,936	11,383,816
	EXPENDITURES			
5000	Operating Expenses & Services	0	0	0
	OTHER OUTGO			
7390	Interfund Transfers	0	0	0
7510	Pell Grant Program	10,117,718	9,792,364	10,117,718
7512	Pell/SEOG Overpayments	0	0	0
7520	Supplemental Ed. Opportunity Grants Prog.	196,804	195,750	259,503
7525	FT Student Success Grant	886,767	794,790	422,848
7530	Scholarships from Other Institutions	0	0	0
7540	Extended Opportunity Prog. & Serv. Grants	114,648	140,478	0
7541	EOPS Loans	0	0	0
7542	CARE Grants	237,950	226,154	0
7542	CAFYES Grants	0	0	0
7550	Cal Grant B	1,185,355	1,205,773	554,006
7551	Cal Grant C	20,653	20,790	0
7591	Pell Grant Prior Year	27,153	27,153	0
7592	SEOG Prior Year	0	-600	0
7593	Cal Grant Prior Year	10,228	10,228	8,141
7595	EOPS Prior Year	0	0	0
7596	ACG Prior Year	0	0	0
7611	Misc Payments to Students	20,628	45,456	0
7900	EOP&S Loan Contingency	0	0	0
7950	Restricted Reserve	21,600	0	21,600
TOTAL	OTHER OUTGO	12,839,504	12,458,336	11,383,816
TOTAL	EXPENDITURES AND OTHER OUTGO	12,839,504	12,458,336	11,383,816
	General Reserve (Net Ending Balance)		21,600	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	12,839,504	12,479,936	11,383,816

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
SCHOLARSHIP AND LOAN TRUST FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	8,708	8,708	8,708
	INCOME			
8820	Donations	1,000	0	1,000
8860	Interest	0	0	0
8980	Interfund Transfer	0	0	0
TOTAL	INCOME	1,000	0	1,000
TOTAL	BEGINNING BALANCE AND INCOME	9,708	8,708	9,708
	EXPENDITURES			
4000	Supplies & Other	0	0	0
5000	Operating Expenses & Services	0	0	0
TOTAL	EXPENDITURES	0	0	0
	OTHER OUTGO			
7000				
7500	Student Financial Aid	1,000	0	1,000
TOTAL	OTHER OUTGO	1,000	0	1,000
7900	Appropriation for Contingency	8,708	0	8,708
TOTAL	EXPENDITURES AND OTHER OUTGO	9,708	0	9,708
	NET ENDING BALANCE		8,708	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	9,708	8,708	9,708

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
ASSOCIATED STUDENTS TRUST FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	Unrestricted (ASB)	51,477	54,523	53,760
	Restricted	15,857	15,857	10,486
	ADJUSTED NET BEGINNING BALANCE JULY 1	67,334	70,380	64,246
	INCOME			
	A.S.B.	1,700	2,460	1,400
	Athletics	27,355	41,841	27,975
	Transfer from District	157,487	173,213	157,047
	Interest	5	39	40
	Miscellaneous Income	0	0	0
TOTAL	INCOME - ALL SOURCES	186,547	217,553	186,462
TOTAL	BEGINNING BALANCE AND INCOME	253,881	287,933	250,708
	EXPENDITURES			
	ASSOCIATED STUDENTS	49,100	59,269	46,700
	ATHLETICS	138,153	164,418	135,022
	OTHER CO-CURRICULAR	0	0	0
	CLUBS & SCHOLARSHIPS	2,250	0	1,500
TOTAL	EXPENDITURES	189,503	223,687	183,222
	Appropriation for Contingencies	54,082	0	58,060
TOTAL	EXPENDITURES & CONTINGENCIES	243,585	223,687	241,282
	Reserve for ASB	3,000	3,000	3,000
	Reserve for Scholarships	6,850	6,850	5,350
	Reserve for Athletics	446	636	1,076
	Net Ending Balance		53,760	
GRAND TOTAL	EXPENDITURES AND ENDING BALANCE	253,881	287,933	250,708

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
STUDENT REPRESENTATION FEE TRUST FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	20,361	20,362	22,431
	INCOME			
8860	Interest	10	11	10
8884	Student Representation Fee	18,000	18,494	18,000
8890	Other Local Revenue	0	0	0
8890	Interfund Transfer	0	0	0
Total	INCOME	18,010	18,504	18,010
TOTAL	BEGINNING BALANCE AND INCOME	38,371	38,866	40,441
	EXPENDITURES			
4000	Supplies & Other	500	0	0
5000	Operating Expenses & Services	14,000	16,436	15,900
6000	Equipment	0	0	
TOTAL	EXPENDITURES	14,500	16,436	15,900
7000	OTHER OUTGO			
7300	Interfund Transfers	0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingency	23,871	0	24,541
TOTAL	EXPENDITURES AND OTHER OUTGO	38,371	16,436	40,441
	NET ENDING BALANCE		22,431	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	38,371	38,866	40,441

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
STUDENT BODY CENTER FEE TRUST FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	136,760	136,760	160,906
	INCOME			
8860	Interest	600	1,871	1,500
8883	Student Fees	18,000	27,210	27,000
8980	Interfund Transfer	0	0	0
TOTAL	INCOME	18,600	29,080	28,500
TOTAL	BEGINNING BALANCE AND INCOME	155,360	165,840	189,406
	EXPENDITURES			
4000	Supplies & Other	0	0	0
5000	Operating Expenses & Services	0	0	0
6000	Equipment	18,000	4,935	27,000
TOTAL	EXPENDITURES	0	4,935	27,000
7000	OTHER OUTGO			
7300	Interfund Transfers	0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingency	155,360	0	162,406
TOTAL	EXPENDITURES AND OTHER OUTGO	155,360	4,935	189,406
	NET ENDING BALANCE		160,906	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	155,360	165,840	189,406

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
DISTRICT TRUST FUND**

Account Number	Description	2016-17 Actual Income & Expenditures	2017-18 Actual Income & Expenditures	2018-19 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	842,969	912,368	995,658
	INCOME			
8820	Donations	55,039	13,008	12,571
8840	Sales	166,404	178,159	151,972
8850	Leases and Rentals	4,500	4,500	4,500
8860	Interest	415	461	463
88XX	Miscellaneous Income	28,829	26,132	10,360
8980	Interfund Transfers	188,434	27,770	3,240
TOTAL	INCOME	443,621	250,029	183,106
TOTAL	BEGINNING BALANCE AND INCOME	1,286,590	1,162,397	1,178,764
	EXPENDITURES			
1000	Certificated Salaries	7,957	1,342	1,400
2000	Classified Salaries	4,874	1,760	1,600
3000	Benefits	528	0	0
4000	Supplies & Materials	84,125	70,575	70,477
5000	Other Operating Exp & Svcs	64,314	48,479	49,074
6000	Capital Outlay	0	1,614	1,275
TOTAL	EXPENDITURES	161,798	123,770	123,826
7000	OTHER OUTGO			
7300	Interfund Transfers	194,739	27,770	55,000
7600	Other Payments to/for Students	17,685	15,200	7,700
TOTAL	OTHER OUTGO	212,424	42,970	62,700
TOTAL	EXPENDITURES AND OTHER OUTGO	374,222	166,740	186,526
	NET ENDING BALANCE	912,368	995,658	992,238
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,286,590	1,162,397	1,178,764

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
STUDENT CLUBS AGENCY FUND**

Account Number	Description	2016-17 Actual Income & Expenditures	2017-18 Actual Income & Expenditures	2018-19 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	53,664	66,044	65,316
	INCOME			
8820	Donations	22,530	14,030	11,723
8840	Sales	35,169	24,205	22,065
8860	Interest	28	34	0
88XX	Miscellaneous Income	8,177	6,510	5,940
8980	Interfund Transfers	3,500	3,575	2,300
TOTAL	INCOME	69,404	48,354	42,028
TOTAL	BEGINNING BALANCE AND INCOME	123,068	114,398	107,344
	EXPENDITURES			
4000	Supplies & Materials	26,189	18,339	19,756
5000	Other Operating Exp & Svc	23,886	17,594	10,687
6000	Capital Outlay	0	354	350
TOTAL	EXPENDITURES	50,075	36,287	30,793
7000	OTHER OUTGO			
7300	Interfund Transfers	6,950	175	0
7500	Student Assistance	0	12,620	11,235
TOTAL	OTHER OUTGO	6,950	12,795	11,235
TOTAL	EXPENDITURES AND OTHER OUTGO	57,025	49,082	42,028
	NET ENDING BALANCE	66,043	65,316	65,316
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	123,068	114,398	107,344

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
FOUNDATION AGENCY FUND**

Account Number	Description	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
	FUND EQUITY	24,281,228	24,281,228	26,127,294
	Accumulated Fair Market Value inc/(dec)			
	ADJUSTED NET BEGINNING BALANCE JULY 1	24,281,228	24,281,228	26,127,294
	INCOME			
	Contributions	1,150,000	2,422,090	1,505,000
	District Grant Contributions	58,250	55,206	62,020
	Interest and Dividends	500,000	719,009	700,000
	Gain/Loss on Sale of investments	100,000	504,276	350,000
	Change in Asset Portfolio	750,000	558,555	750,000
	Royal/Other/Bad Debt Recovery	2,000	70,282	20,000
	Transfers in	500,000	1,239,644	199,940
TOTAL	INCOME	3,060,250	5,569,062	3,586,960
TOTAL	BEGINNING BALANCE AND INCOME	27,341,478	29,850,290	29,714,254
	EXPENDITURES			
	Salaries	260,570	246,800	228,923
	Employee Benefits	46,333	26,239	23,185
	Supplies and Materials	65,000	170,760	65,000
	Contracted Services	10,500	11,800	25,500
	Conference Expense	20,000	76,326	56,000
	Business Expense	0	0	4,000
	Dues and Memberships	4,000	4,183	3,650
	Licenses, Permits, Filing Fees	0	0	450
	Telephone	750	654	750
	Technology	3,000	0	0
	Maintenance Agreements	9,000	3,314	500
	Equipment Leases/Equipment	1,500	0	6,500
	Postage/Advertising	5,000	26,915	33,400
	Community Support	50,000	79,260	21,500
	Brokerage Fees	145,500	189,115	145,500
	Miscellaneous	500	6,470	500
	Scholarships/Student Assistance	555,000	748,843	830,000
	District/College Support	750,000	793,825	750,000
	PCPA Support	74,000	98,848	74,000
	Transfers Out/Other Outgo	500,000	1,239,644	199,940
TOTAL	EXPENDITURES	2,500,653	3,722,996	2,469,298
	Appropriation for Contingency	24,840,825	0	27,244,956
TOTAL	EXPENDITURES AND CONTINGENCY	27,341,478	3,722,996	29,714,254
	NET ENDING BALANCE	0	26,127,294	0
GRAND TOTAL	EXPENDITURES, CONTINGENCY AND ENDING BALANCE	27,341,478	29,850,290	29,714,254

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2018-2019 PROPOSED
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND**

Account Number	2017-18 Adopted Budget	2017-18 Actual	2018-19 Proposed Budget
NET BEGINNING BALANCE JULY 1	131,051	131,051	142,624
REVENUE			
Contributed Gifts/Grants/Endw	35,000	31	0
Non-Cash Contributions	0	14,234	7,500
Other Local Revenues	0	0	0
NET REVENUE	35,000	14,265	7,500
WINE OPERATIONS			
Sales & Commissions	25,000	29,943	30,000
Less: Returns & Allowances	0	-200	0
Less: Sales Discounts	-6,750	-5,182	-3,500
NET SALES	23,544	24,561	26,500
Less: Cost of Goods Sold	-11,890	-11,702	-12,000
GROSS PROFIT	11,654	12,859	14,500
TOTAL REVENUE	46,654	27,124	22,000
TOTAL BEGINNING BALANCE AND REVENUE	177,705	158,175	164,624
EXPENDITURES			
Bank Service Charges	0	23	0
Cash Over and Short	0	47	20
Equipment	5,000	1,779	2,000
Facility Leases	100	100	100
Food Supplies	1,000	1,009	500
Freight	0	134	0
In-Kind Supply Expense	12,000	8,326	9,500
Indep Contractor (Individuals)	500	2,650	2,800
Insurance	100	100	100
Inventory Allocation Expense	-40,500	-27,223	-37,425
Land Lease	400	400	400
Merchant Fees	0	396	275
Misc Operating Expenses	0	0	550
Non-Tech Licenses,Permits,Fees	1,200	1,875	1,700
Office/Operational Supplies	8,000	8,600	9,150
On-Site Business/Training Exp	1,000	105	0
Postage/Express Services	0	169	250
Printing	2,700	5,656	5,800
Sales Tax Expense	0	632	0
Scholarships	2,500	2,500	2,500
Service Contracts (Businesses)	20,000	7,447	14,625
Technology Hosting Services	0	426	410
Technology Services	200	400	210
Classified Salaries	15,000	0	0
In Kind-Legal Fees	150	0	0
Advertising	2,000	0	400
TOTAL EXPENDITURES	31,350	15,551	13,865
Appropriation for Contingency	146,355		150,759
NET ENDING BALANCE	0	142,624	0
TOTAL EXPENDITURES AND NET ENDING BALANCE	177,705	158,175	164,624

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Resolution 18-34, Appropriations Limit for the 2018-19 Fiscal Year	Item Number: 13.D.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 4

BACKGROUND

Article XIII-B of the State Constitution, as approved by the voters in November 1979, requires the establishment of an appropriations limit on "Proceeds of Taxes" revenues for public agencies including school districts. The governing board must approve the appropriations limit for the district each year.

Attached are pages from the district's budget book explaining the appropriations limit.

Documentation used to determine the appropriations limit was posted for public review on August 28, 2018.

(continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt resolution 18-34, Appropriations Limit for the 2018-19 fiscal year.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Article XIIIB of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriations Limit on "Proceeds of Taxes" revenues for public agencies including school districts, beginning with the 1980-81 fiscal year. Government Code 7910 places the responsibility for computing and adopting appropriations limits with the individual districts.

G.C. 7910 (Chapter 1205, Statutes of 1980)

Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIIIB at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to such meeting documentation used in the determination of the appropriations limit shall be available to the public. The determination of the appropriations limit is a legislative act.

Based on historical data from 1978-79, adjusted by an inflation factor provided by the State, the Allan Hancock Joint Community College District adopted an Appropriations Limit for 1980-81 in the amount of \$14,267,305. Annually the district adjusts the approved limit by changes in the inflation factors and the district's student population.

Once the Appropriations Limit has been adopted, the district must compare its appropriations, which are subject to limitation, to the established limit. Appropriations Subject to Limit are those monies which are proceeds of taxes. These monies include tax receipts, which are part of the beginning balance of the General Fund, State Apportionment income, tax receipts (state and local), receipts from the State Board Financial Assistance Program and interest that has been generated on these monies.

If *Proceeds of Taxes* subject to the Appropriations Limit will exceed the limit, disposition of excess revenues must be determined. The following options are available:

- a. Increase Appropriations Limit by adding excess revenues to the state limit, pursuant to Government Code section 7902.1. The Department of Finance must be notified within 45 days if this option is chosen.
- b. Return excess revenues in the following years in accordance with Government Code Section 7911.
- c. Declare an emergency to exceed the current limit to cover the excess revenues. If this option is taken, districts must make one-time reductions in one or more of the following three years' Appropriations Limits by the amount of the excess revenues.
- d. Appropriate or reappropriate excess revenues to expenditures exempt from the Appropriations Limit. These exempt expenditures are debt service, unfunded court and federal mandates, mandates effective in 1978-79 whose cost increases have been greater than inflation and FTES adjustments used in computing the Appropriations Limit increase and mandates effective since June 30, 1979.

The following information indicates Allan Hancock College adopted Appropriations Limits and those Appropriations Subject to Limit (Proceeds of Taxes) from the initial 1980-81 fiscal year to the current budget year 2018-19.

	<u>Appropriations Limit</u>	<u>Appropriations Subject to Limit</u>
1980-81	\$14,267,305	\$11,922,863
1981-82	\$17,659,642	\$12,640,055
1982-83	\$17,172,394	\$13,316,572
1983-84	\$17,445,881	\$13,523,923
1984-85	\$17,117,286	\$14,054,293
1985-86	\$16,514,449	\$14,470,530
1986-87	\$17,762,647	\$14,056,530
1987-88	\$18,870,013	\$15,387,302
1988-89	\$18,656,519	\$15,673,755
1989-90	\$20,776,419	\$16,873,309
1990-91	\$22,965,328	\$20,356,756
1991-92	\$23,437,771	\$19,501,923
1992-93	\$24,046,951	\$19,650,262
1993-94	\$24,987,560	\$19,069,829
1994-95	\$24,410,023	\$19,184,291
1995-96	\$25,341,213	\$19,936,554
1996-97	\$27,002,091	\$21,179,699
1997-98	\$28,706,819	\$22,488,774
1998-99	\$31,123,976	\$25,879,066
1999-00	\$33,509,909	\$26,537,138
2000-01	\$35,928,661	\$27,307,202
2001-02	\$39,513,048	\$31,883,678
2002-03	\$40,961,793	\$33,991,000
2003-04	\$44,003,411	\$33,305,141
2004-05	\$44,034,213	\$34,862,287
2005-06	\$47,856,801	\$36,741,488
2006-07	\$49,906,161	\$40,179,256
2007-08	\$50,673,722	\$43,597,239
2008-09	\$55,331,463	\$45,064,115
2009-10	\$57,233,405	\$43,787,618
2010-11	\$54,976,449	\$43,661,705
2011-12	\$56,356,358	\$42,086,808
2012-13	\$53,662,159	\$38,986,518
2013-14	\$57,622,469	\$43,085,928
2014-15	\$58,237,306	\$45,084,084
2015-16	\$61,411,224	\$48,123,340
2016-17	\$61,965,345	\$49,670,923
2017-18	\$69,642,598	\$53,825,908
2018-19	\$67,447,821	\$57,303,205

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

RESOLUTION 18-34

APPROPRIATIONS LIMIT FOR THE 2018-19 FISCAL YEAR

BE IT RESOLVED by the Board of Trustees of the Allan Hancock Joint Community College District that pursuant to Article XIII-B of the State Constitution and Government Code Sections 7900, et seq, an appropriations limit for the 2018-19 fiscal year has been calculated in the amount of \$67,447,821.

AND, BE IT FURTHER RESOLVED that the appropriations subject to limit are not anticipated to exceed the appropriations limit.

PASSED AND ADOPTED this 11th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held September 11, 2018, by the vote above stated, which resolution is on file in the Office of the said Board.

Secretary to the Board of Trustees
Allan Hancock Joint Community College District

ACTION ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	2018-19 State Scheduled Maintenance Plan, District Project Priority Order	Item Number: 13.E.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 2

BACKGROUND

The district has participated annually in the State Scheduled Maintenance Plan and Special Repairs Program since the early 1980s, when it was called the Deferred Maintenance Program. Current parameters limit projects to no less than \$10,000 and no greater than \$600,000. Every year, the state allocates funds to the district, based on availability. In order to be eligible for state funding, the district needs to submit an annual State Scheduled Maintenance Plan, District Project Priority Order. Attachment A is the proposed prioritized project order. It must be submitted to the State Chancellor's Office by October 1, 2018.

FISCAL IMPACT

There is no fiscal impact to approve the 2018-19 State Scheduled Maintenance Plan, District Project Priority Order.

RECOMMENDATION

Staff recommends that the board of trustees approve the 2018-19 State Scheduled Maintenance Plan, District Project Priority Order as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
2018-19 State Scheduled Maintenance Plan
District Project Priority Order**

<u>Projects</u>	<u>Project Cost</u>
1. Building N, Boiler Replacement	205,000
2. Building H , Roof Replacement & Repair	141,000
3. Building E & F 12 kV Electrical Upgrade	350,000
4. HVAC Upgrade Building M400	600,000
5. Roof Replacement, Building G, Upper Level	175,000
6. Roof Replacement, Building O300	425,000
	<hr/>
Total:	1,896,000

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Appointment of Management Employee	Item Number: 13.F.
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 following personnel action is recommended:

Classified Management Appointment

Catherine Farley, district police chief, campus police, full time, 12 months, range 10-F, management salary schedule, effective November 5, 2018.

Reason: Ms. Farley replaces Paul Grohowski, who resigned, effective July 31, 2017.

Ms. Farley earned a bachelor of arts degree from University of California, Santa Barbara, Santa Barbara, California. She earned a certificate from California Peace Officer Standards and Training (POST) in basic, intermediate, and advanced management and supervision; and she is a graduate of the FBI National Academy. Ms. Farley has been assistant chief of police at University of California, Santa Barbara Police Department from July 2012 to present; she was police captain at University of California, Santa Barbara Police Department from September 2006 to July 2012; she was acting lieutenant at University of California, Santa Barbara Police Department from February 2006 to September 2006; and she was police sergeant at University of California, Santa Barbara Police Department from March 1993 to February 2006.

This appointment is contingent upon successful completion of pre-employment requirements.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$119,877 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the classified management appointment of Catherine Farley, district police chief, campus police, effective November 5, 2018, and contingent upon successful completion of pre-employment requirements.

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Salary Schedule Change for Management Employees	Item Number: 13.G.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND

In-line with similar adjustments received by other employee groups, the attached salary schedule (SS-30) represents the 2018-19 California State Adopted Budget for Cost of Living Adjustment (COLA) of 2.71% applicable to management employees.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$254,435 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised salary schedule for Management Employees, SS-30, as presented, effective July 1, 2018.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
JULY 1, 2018

2.71% COLA
5% Between Steps

<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>
4	123,421	129,592	136,072	142,876	150,020	157,521
5	119,826	125,817	132,108	138,713	145,649	152,931
6	116,336	122,153	128,261	134,674	141,408	148,478
7	112,947	118,594	124,524	130,750	137,288	144,152
8	109,657	115,140	120,897	126,942	133,289	139,953
9	106,464	111,787	117,376	123,245	129,407	135,877
10	103,364	108,532	113,959	119,657	125,640	131,922
11	100,352	105,370	110,639	116,171	121,980	128,079
12	97,429	102,300	107,415	112,786	118,425	124,346
13	94,594	99,324	104,290	109,505	114,980	120,729
14	91,838	96,430	101,252	106,315	111,631	117,213
15	89,163	93,621	98,302	103,217	108,378	113,797
16	86,566	90,894	95,439	100,211	105,222	110,483
17	84,045	88,247	92,659	97,292	102,157	107,265
18	81,596	85,676	89,960	94,458	99,181	104,140
19	79,221	83,182	87,341	91,708	96,293	101,108
20	76,911	80,757	84,795	89,035	93,487	98,161

SS-30
9/11/18

4	None	13	Director, Institutional Grants
5	None		Managing Director, PCPA
6	None		Director, Law Enforcement Training
			Director, Fire, Safety, and EMS
7	Dean, Academic Affairs	14	Director, Public Affairs and
	Dean, Student Services		Communications
	Director, Human Resources	15	None
	Director, IT Services		
	Executive Director, College Advancement	16	Director, EOPS and Outreach
8	None	17	None
9	Artistic Director/Associate Dean, PCPA	18	Assistant Director, Human Resources
	Athletic Director/Associate Dean,		Director, CAN/TRiO
	Kinesiology, Recreation and Athletics		Project Director, K-12 Partnerships, CWE,
			and Career Development
10	Director, Facilities		Project Director, Cal-SOAP
	District Police Chief		Director/Deputy Sector Navigator, AWET
11	Director, Business Services	19	None
12	Director, Admissions and Records	20	Director, Special Projects (Grants)

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Appointment of Interim Management Employee	Item Number: 13.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 interim appointment of director, extended opportunity programs and services (EOPS) and special outreach. If a recommendation is made, a revised board agenda item will be presented.

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

To: Board of Trustees	Date:
From: Superintendent/President	September 11, 2018
Subject: Restructure of Community Education	Item Number: 13.I.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Pages 1-3 Revised No changes to pages 4-21

BACKGROUND

The Community Education restructure has been reviewed by the appropriate administrators and was ratified by California School Employees Association Allan Hancock College Chapter #251 (CSEA) on August 17, 2018. As a result of a detailed review of the current functions and tasks currently being performed, and in consultation with the incumbents in these positions, the following revised job descriptions are being recommended for approval:

Changes to District positions and salary schedule placements are as follows:

Outreach Coordinator Replaces: Coordinator, Noncredit ESL	Professional - Range 27 Professional – Range 27
Coordinator, Community Education Revises: Coordinator, Community Education	Professional – Range 33 Professional – Range 33
Community Education Specialist Replaces: Community Education Technician III	Technical – Range 22 Technical – Range 17
Administrative Assistant II (Academic Affairs) Replaces: Community Education Program Technician II	Clerical - Range 17 Technical - Range 16
Community Education Technician Replaces: Community Education Technician/Clerk III	Clerical – Range 17 Technical – Range 14
Community Education Technician Replaces: Community Education Technician/Clerk II	Clerical – Range 17 Technical - Range 13
Community Education Technician Replaces: Community Education ESL Clerk	Clerical – Range 17 Technical - Range 12

(Continued)

FISCAL IMPACT

The increased costs to the unrestricted general fund is approximately \$33,808 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the restructure of community education, including revised job descriptions and applicable salary range adjustments, as presented, retroactive to September 1, 2018.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Community Education Technician
Replaces: Office Services Assistant II

Clerical – Range 17
Clerical - Range 11

1. Rosa Olmedo, FROM coordinator, noncredit English as a second language (ESL), community education, full time, 12 months 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55 TO outreach coordinator, community education, full time, 12 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

2. Elaine Healy, coordinator, community education, full time, 12 months, 37 hours weekly, range 33-E, classified bargaining unit salary schedule 55 TO coordinator, community education, full time, 12 months, 37 hours weekly, range 33-E, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

3. Martha Moreno, FROM community education technician III, community education full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule 55 TO community education specialist, community education, full time, 12 months, 37 hours weekly, range 22-E, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

4. Yesenia Alcantar, FROM community education program technician II, community education, full time, 12 months, 37 hours weekly, range 16-E, classified bargaining unit salary schedule 55 TO administrative assistant II, (academic affairs), community education, full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

5. Sara Marshall, FROM community education technician clerk III, community education, full time, 12 months, 37 hours weekly, range 14-E, classified bargaining unit salary schedule 55 TO community education technician, community education, full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

6. Anna Quesada, FROM community education technician clerk III, community education, part time, 12 months, 19 hours weekly, range 14-E, classified bargaining unit salary schedule 55 TO community education technician, community education, part time, 12 months, 19 hours weekly, range 17-D, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

7. Mayra Marquez Lopez, FROM ESL clerk, community education, part time, 18 hours weekly, range 12-E, classified bargaining unit salary schedule 55 TO community education technician, community education, part time, 12 months, 18 hours weekly, range 17-D, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

(Continued)

8. Laura Leon, FROM community education technician clerk II, community education, part time, 12 months, 19 hours weekly, range 13-E, classified bargaining unit salary schedule 55 TO community education technician, community education, part time, 12 months, 19 hours weekly, range 17-D, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

9. Irene Stevens (Vidaurre), FROM office services assistant II, community education, full time, 12 months, 37 hours weekly, range 11-E, classified bargaining unit salary schedule 55 TO community education technician, community education, full time, 12 months, 37 hours weekly, range 17-B, classified bargaining unit salary schedule 55, retroactive to September 1, 2018.

Reason: Reclassification

TENTATIVE AGREEMENT
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
ALLAN HANCOCK COLLEGE CHAPTER #251
and the
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

July 30, 2018

The following Tentative Agreement reflects the full and complete agreement of the California School Employees Association and its Allan Hancock College Chapter #251 (hereinafter "Association") and the Allan Hancock Joint Community College District (hereinafter "College") regarding a restructure of the Community Education Department, subsequent changes to bargaining unit job descriptions, and some salary range changes.

The parties agree to the following terms to take effect upon ratification of this Agreement:

1. The parties agree that the attached bargaining unit job descriptions shall be changed as indicated. They, and any salary range changes, are listed below:

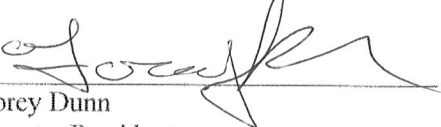
Outreach Coordinator	Professional - Range 27
Replaces: Coordinator, Noncredit ESL	Professional - Range 27
Coordinator, Community Education	Professional - Range 33
Revises: Coordinator, Community Education	Professional - Range 33
Community Education Specialist	Technical - Range 22
Replaces: Community Education Technician III	Technical - Range 17
Administrative Assistant II (Academic Affairs)	Clerical - Range 17
Replaces: Community Education Program Technician II	Technical - Range 16
Community Education Technician	Clerical - Range 17
Replaces: Community Education Technician/Clerk III	Technical - Range 14
Community Education Technician	Clerical - Range 17
Replaces: Community Education Technician/Clerk II	Technical - Range 13
Community Education Technician	Clerical - Range 17
Replaces: ESL Clerk	Technical - Range 12
Community Education Technician	Clerical - Range 17
Replaces: Office Services Assistant II	Clerical - Range 11

2. The parties agree that with the above revisions, four of the job descriptions will be removed from Appendix A of the Collective Bargaining Agreement and the employees placed in a new position title:
 - a. Coordinator, Noncredit ESL
 - b. Community Education Program Technician II
 - c. Community Education Technician/Clerk III
 - d. Community Education Technician/Clerk II
 - e. ESL Clerk

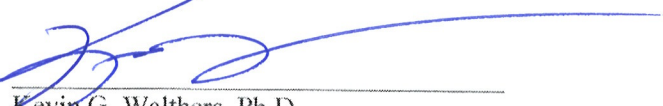
This Tentative Agreement becomes final upon ratification of the Association membership (pursuant to Association Policy 610) and adoption by the Allan Hancock Joint Community College Board of Trustees.

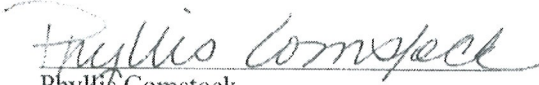
Dated: July 30, 2018

FOR THE ASSOCIATION:


Torey Dunn
Chapter President
CSEA, Chapter #251

FOR THE COLLEGE:


Kevin G. Walthers, Ph.D.
Superintendent/President
Allan Hancock Joint Community College District


Phyllis Comstock
CSEA Labor Relations Representative

NEW
OUTREACH COORDINATOR

DEFINITION:

Under supervision of the Director of Public Affairs and Communications, the position coordinates and participates in the outreach and promotional efforts of the college to further promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position under day-to-day general supervision, performs professional work executing and coordinating the outreach and promotional efforts for the college. The incumbent exercises independent judgment in the interpretation and application of college policies and procedures. The position has frequent interactions with faculty, staff, administration, students, community-based organizations and the general public, requiring sound judgment, tact, and excellent communication skills. The assignment may be at any district site and other locations as assigned. The incumbent may be assigned to perform outreach for specific programs or divisions.

ESSENTIAL FUNCTIONS:

1. Assists the director with the coordination, development and execution of the college-wide marketing, outreach and public relations efforts.
2. Plans, develops and produces printed collateral material, including flyers, brochures, newsletters, and other products to publicize and market college programs.
3. Plans, develops and produces electronic and web communications (new media) to current and future students, including but not limited to web page development and maintenance, social media outlets and blogs.
4. Plans, coordinates and participates in campus-wide outreach projects and activities.
5. Develops work plans and works collaboratively with college and community leaders to assist in designing, developing, implementing and evaluating information services and activities.
6. Coordinates and manages college-wide outreach efforts within the community, such as presentations to high schools or service organizations.
7. Oversees and manages the college-wide outreach calendar.
8. Coordinates duties of outreach personnel.
9. Develops, designs and distributes specialized information about the college, district, programs and services
10. Monitors and assists in the identification of outreach needs of the college and community; make appropriate recommendations to the Director.
11. Prepares and delivers oral presentations on behalf of the college within the community.
12. Provides information to students, parents and community members regarding college programs and services
13. Writes and edits copy for news releases, advertising and promotional items.
14. Serves as the Public Affairs and Communications' liaison with various departments and programs.
15. Represents the college at various community and outreach events, included but not limited to speaking engagements, presentations, career fairs, and events sponsored by the college, district high schools or community agencies.

16. Performs related functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Techniques of writing and editing copy for print;
- Marketing and advertising techniques;
- Culture, practices and views of the district's and college's diverse populations;
- Public speaking and strong interpersonal communication skills;
- Strong understanding of the diverse community and student population;
- General principles of successful outreach;
- Basic research, statistical reporting and presentation methods;
- Newspaper, television and radio industry practices for written and oral material.

Demonstrated Ability to:

- Read, write and speak correctly and fluently in both English and Spanish;
- Market educational and college programs;
- Direct and evaluate the work of others in English and Spanish;
- Create, coordinate and execute a marketing/outreach/publicity plan;
- Use proper English usage, grammar, vocabulary and spelling;
- Prepare, produce and disseminate public information;
- Plan, organize and execute an effective communication program;
- Coordinate, develop and implement services and activities to assist students;
- Establish and maintain effective working relationships;
- Organize and coordinate special events;
- Use initiative and work independently while recognizing matters that should be referred to a supervisor;
- Multi-task while maintaining a high level of excellence, accuracy and timeliness;
- Communicate effectively, orally and in writing;
- Speak in public as a representative of the college;
- Establish and maintain cooperative working relationships;
- Give attention to detail;
- Work with minimum supervision.

Other Licenses Required:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Education and Experience:

Possession or the equivalent of an associate degree, or higher, from an accredited institution in journalism, communications, public relations, marketing, English, or a closely related field and two years of experience related to the position. A bachelor's degree is preferred. Must be fluent in English/Spanish.

Working Conditions:

- May be required to work some evening hours and occasional weekend assignments.
- Duties are primarily performed in an office environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

- The incumbent will have contact, in person, by email, or on the telephone, with executive, management, supervisory, academic and classified staff, students, and the general public.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email and in person.
- Regularly lifts, carries and/or moves objects weighing up to 20 pounds.

Special Qualification:

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

COORDINATOR, COMMUNITY EDUCATION**DEFINITION:**

Under direction, to plan, organize, coordinate and supervise a wide range of activities in support of Community Education; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

In this lead position the incumbent works independently and performs professional work in support of Community Education under the direction of the Dean. This position can relieve the supervisor of various administrative and technical details of program administration. This involves independent judgment in the interpretation and application of college policies and procedures and frequent interactions with faculty, support staff, administration, community-based organizations and the general public requiring sound judgment, tact, and excellent communication skills. The incumbent will be self-directed and able to work with minimal supervision.

ESSENTIAL FUNCTIONS:

1. Develops, Organizes, and coordinates the college's noncredit and- fee-based classes community services classes and events and activities and may assist instructors faculty with paperwork to develop new courses.
2. Assists the dean with the -coordinationes, writes, edits, and oversees the production of Community Education class schedules, and
- 2.3. Acts as a liaison with the Chancellor's Office curriculum specialist and the Chancellor's Office in order to submit approved curriculum into the statewide system, including tracking approval status at the state level. for procedural guidance in reference to course and program revisions and approvals.
- 3.4. Assists dean and faculty with on matters related to curriculum and paperwork for AP&P and Chancellor Office approval.
- 4.5. Assists with the development and implementation of internal policies and procedures related to Community Education.
- 5.6. Assesses program scheduling needs and instructor assignments, and submits recommendations to the dean.
- 6.7. Oversees positive attendance enrollment and makes recommendations to the dean for class cancellations and additional recommendations to the dean both for non-credit and fee-based classes.
- 7.8. Submit to the dean In collaboration with the dean, complete all hiring paperwork for new instructors noncredit faculty.
- 8.9. Under direction from the dean In collaboration with the dean, implements the enrollment management parameters set by the college in all Community Education schedules.
- 9.10. Assist faculty and dean in writing narrative for approval of fee based courses proposals.
- 10.11. Develop Serves as liaison with Public Affairs and provides input into marketing and promotional plans for all Community Education activities. Coordinates the duties of public information specialist in conjunction with the director, public affairs and publications.
- 11.12. 13 Assists dean with the selection of faculty including, with interviewing and reference checking for noncredit and fee-based class instructors.
- 12.13. Acts as a liaison to the dean regarding Assists dean with budget requirements for Community Education programs.

- ~~13.14. 15~~ May sServes as a college representative to address contend with noncredit student and/or faculty complaints and program problems.
- ~~14.15. 16~~ Assists dean with developing appropriate community co-sponsorships and partnerships with the supervisor Assists dean with noncredit faculty orientation and eExplains college policies and procedures to new part-time faculty.-
- ~~15.16.~~ Works with faculty in identifying software, textbooks, instructional materials, and equipment needs.
- ~~16.17.~~ Assist with program review for noncredit programs.
- ~~17.18.~~ Serves-Represents college on organizational committees and external advisory committees, maintains contact with other organizations and groups to present information about Community Education ~~programs~~ classes, ~~programs~~, and events.~~20. — Secures performing artists and lecturers for programs~~
- ~~18.19.~~ Attends community meetings and conferences as required; Facilitates-assists in facilitating staff meetings with Community Education classified employees.
- ~~19.20.~~ Performs other related duties as assigned.

3. — Administer DMV test to traffic school instructor

MINIMUM QUALIFICATIONS

Knowledge of:

- Local communities in the college district and educational needs and interests of residents;
- Interviewing techniques and the college's hiring process;
- Database and grants management;
- Organizational techniques;
- Office methods, practices and equipment;
- Public information channels and marketing techniques;
- Graphic design and photography;
- Business correspondence and report writing;
- Record keeping.

Demonstrated Ability to:

- Work with a variety of professionals and the general public;
- ~~Create classes~~Assist in the development of curriculum and select programs which meet community needs;
- Plan, coordinate, and execute large publication projects and public performances;
- Plan and coordinate marketing and public relations programs;
- Plans deadlines and keeps staff informed of them;
- Analyze program needs and recommend changes;
- Communicate effectively, both orally and in writing;
- Establish and maintain cooperative working relationships with others;
- Work with minimum supervision;
- Operate a personal computer.

Education and Experience:

A bachelor's degree in a related area and experience in journalism, education and public relations, or higher and five years of increasingly responsible experience in areas related to public information and community education programs, or any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

- May sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone.
- Ability to lift, carry, and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

Restructure 9/18

R 5/18

R 7/12

R 7/05

4/99

ADMINISTRATIVE ASSISTANT II (ACADEMIC AFFAIRS)

DEFINITION

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

CLASS CHARACTERISTICS

An incumbent, under limited supervision, in this position is responsible for secretarial and clerical functions and assignments of an instructional department or program or service area and will function as an operations office manager. Incumbents are expected to be flexible in completing work assignments and may be delegated a substantial amount of administrative detail. Incumbents are required to make independent decisions concerning appropriate office procedures and may also give guidance to other clerical staff including student workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

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

14. Collects part-time faculty availability forms; create, distribute and collect offer letters.
15. Coordinates the hiring, scheduling, supervision, and evaluation of student workers.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

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

Education and Experience:

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

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

- Operates a computer.
- Communicates over the telephone, by email, and in person.

Special Qualification:

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

R 7/17

R 7/15

R 3/11

R 8/10

R 4/99

7/1990

Allan Hancock College
Human Resources

Classified-Technical
Range 2247

COMMUNITY EDUCATION SPECIALIST TECHNICIAN III

DEFINITION:

Under ~~minimal~~ supervision of the Dean, Academic Affairs, the incumbent performs para-professional and technical duties to relieve the Dean of administrative detail by including overseeing the noncredit/fee-based Community Education student admissions and registration operations; provides technical and clerical support for the fee-based program; schedules off-campus noncredit and fee-based class offerings; provide administrative, faculty, and student assistance; serves as liaison with internal departments and external agencies, interprets and applies general district policies, procedures, and regulations; and performs complex clerical work; and does related work as required to relieve the dean of administrative detail; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

~~This is a lead position in which~~ Under minimal supervision, the incumbent is required to make independent decisions concerning appropriate registration and admission procedures for the Community Education program. The incumbent ~~supervises front-end operations and provides guidance to other clerical personnel, temporary workers and student workers. The incumbent reports directly to the interim dean, library and learning resources. Incumbent may assist or take directions from the coordinators with program development, planning, and maintenance;~~ noncredit education and community programs. The incumbent resolves conflicts related to student registration and verifies information reported on online applications. The incumbent has responsibility for multiple program functions, which often cross departmental lines. The incumbent requires experience and expertise related to a wide variety of community college functions and operations, and has a high frequency of responsible contact with students, staff, faculty, external agencies/organizations, and the public requiring sound judgement, tact, excellent conflict resolution and communication skills. Word processing and Excel skills are required as well as the ability to operate a computer to input and retrieve data with speed and accuracy.

ESSENTIAL FUNCTIONS:

1. ~~Relieves the supervisor of routine and non-routine program administrative details and~~ Assists with planning, developing, scheduling, and organizing, and carrying out the work of admissions and registration functions for the Community Education program.
2. ~~Trains registration staff and oversees work performed.~~
3. ~~Assists in the planning and production of the Community Education class schedules.~~
2. Reviews, proofreads, and edits the fee-based and noncredit class schedules.
3. Responds to inquiries and meets with professionals interested in teaching for the fee-based program.
4. Submits hiring paperwork for new faculty to the supervisor.
- 4.5. Works collaboratively with various departments including Admissions and Records, Cashiering, and Information Technology Services, to resolve student Banner admissions and registration issues.
- 5.6. Provides administrative support for the Community Education fee-based program including faculty payroll, budget and expense transactions, class fee calculations, and facility rentals.

- scheduling classes; processing contracts and monthly payroll; DMV school certificates; calculating class enrollment fees; and prepares refund requests.
7. Monitors fee-based and noncredit class enrollments and advises the Dean of low enrollment; prepares and processes cancellation paperwork. Prepares and approves exception fee-based refund requests.
 8. Collaborates with the coordinator and Auxiliary Accounts department for Auxiliary Trust Account transactions including processing PCPA employees and vendor payment transactions in support of the fee-based program.
 - 6.9. Coordinates with faculty and external agencies/organizations to secure off-campus classroom space. This includes serving as liaison between off-campus sites and Community Education to resolve various issues, requesting faculty access from off-campus facilities; and maintaining keys and security alarm codes. ~~site facility scheduling for noncredit and fee-based classes working with faculty and community agencies; acts as a liaison between the district and off-site facility agencies/organizations for classroom rental purposes.~~
 7. ~~Reviews and approves new Banner online applications and contacts students to resolve registration issues.~~
 - 8.10. Interprets and explains general district policies, practices, and procedures, and gives information related to instructional programs to the general public, faculty, staff, and students, and external agencies/organizations.
 9. ~~Processes Professional Expert Agreements and Independent Contract Agreements.~~
 - 10.11. Visits off-campus sites to review facilities for ADA compliance, drafts or updates and submits MOUs/contracts/agreements, including certificates of insurance, for supervisor's review and approval. Under direction from the Dean, discusses rental fee cost limits with off-campus administrators. ~~Prepares and tracks off-site Facility Use Contracts and Certificates of Insurance.~~
 11. ~~Changes credit student registration coding (Academic Standing/Probation/Dismissed) to prevent blocks to noncredit/fee-based class registration and sends tracked documentation to credit counseling.~~
 12. ~~Overrides credit student "maximum hours" and authorized "holds" coding to allow noncredit/fee-based class registration.~~
 13. ~~Negotiates with outside agencies/organizations for facility/classroom rental fees.~~
 12. Reconciles the Community Education student accounts receivable report; including researching detailed student account and registration transactions, processes manual student drops, and places student account holds.
 13. Processes student enrollment verifications; resolves fee-based student registration issues and maintains and updates the registration procedure manual.
 14. Assists in the development of and p~~Provides~~ orientation for new fee-based faculty on Community Education procedures.
 15. ~~Submits quarterly enrollment and semester schedule traffic school reports to the Department of Motor Vehicles.~~
 16. Maintains keys and security alarm codes for the Atkinson Lifelong Learning Center; requests building S classroom security code and access for faculty using off-site facilities.
 17. ~~Calculates rental expenses, processes budget transfers; and authorizes invoices for payment.~~
 18. ~~Checks contracts and forms for completeness and accuracy and obtains information as necessary.~~

15. Assists with registration for special events and workshops.
 16. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community Education functions, policies, procedures, and clerical operations and general college district policies;
- Office management techniques and organizational skills;
- Basic methods of supervision and training;
- Written business communications;
- Operation of a computer and assigned software;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Family Educational Rights and Privacy Act (FERPA).

Demonstrated Ability to:

- Use good judgment when interpreting and applying college regulations, policies, and procedures;
- Develop and maintain cooperative relationships with those contacted during the course of work;
- Investigate and research problems and present recommendations for solutions;
- Work independently, with minimal supervision to organize workload, establish priorities, and meet scheduled deadlines;
- ~~Complete work while encountering many interruptions;~~
- Train clerical staff and student assistants;
- Operate a computer and perform difficult technical and ~~complex~~ clerical work with speed, ~~and~~ accuracy and great attention to detail;
- Perform accurate mathematical calculations;
- Establish and maintain accurate and complete office records and files;
- ~~Keyboard at 40 wpm;~~
- Compose correspondence independently.

Education and Experience:

An associate of science degree in secretarial science or information processing systems or related subject matter and three years of experience at or equivalent to the level of Office Services Technician at Allan Hancock College OR equivalent to the completion of the 12th grade and four years of increasingly responsible clerical experience OR any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

Restructure 9/18

6/11

Allan Hancock College
Human Resources

Classified-Clerical
Range 17

NEW
COMMUNITY EDUCATION TECHNICIAN

DEFINITION

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

CLASS CHARACTERISTICS

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

ESSENTIAL FUNCTIONS

1. Serves as the first point of contact and provides information and assistance to the general public, students, and staff.
2. Assists students and staff with college portal and CCCApply.
3. Assists with projects, proofreading, and data collection; distributes important information, documents, materials, and publications and tracks these when necessary, including the creation of flyers; create and track forms, spreadsheets, and documents.
4. Works with Non-Credit Counseling for verifying, tracking, proofreading, and issuing of certificates.
5. Schedules appointments; establishes and maintains organizational files (including electronic files).
6. Verifies accuracy and completeness of forms and documents submitted by students and faculty; enters data; processes and transmits various forms to admissions and records and/or cashiering.
7. Assists students with transcript requests and processing; assists in resolving conflicts related to application and support documentation.
8. Verifies residency requirements including overriding international holds.
9. Accepts fees and vouchers and posts payments for student and staff services; accepts, verifies, and prepares cash and voucher receipts for posting to proper general ledger; Accepts and posts cash receipt entries for student and staff; including third party contracts and exemptions; prepares cashiering reports and reconciles daily work; assists students with the parking permit and refund processing management systems; assures internal control of district funds and audit requirements.
10. Prepares and submits work orders and serves as the point of contact for equipment service technicians; stocks and inventories supplies; serves as liaison with external vendors.

11. Initiates and maintains communication between student services and other departments and campus sites.
12. Trains, monitors, and delegates work to volunteers and student employees.
13. Issues student and staff ID cards and parking permits.
14. Performs other related functions as required.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated Ability to:

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

Education and Experience:

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

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	September 11, 2018	
Subject:	Memorandum of Understanding Between the District and the California School Employees Association, Chapter #251, Classified Exempt Employees Status	Item Number:	13.J.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 13

BACKGROUND

On November 27, 2017, the District, CSEA, and its Chapter #251 tentatively agreed to establish a category of exempt classified employees who meet stringent California Labor Code requirements for exempt status (<https://www.dir.ca.gov/t8/11040.html>), which was approved at the regular board of trustees meeting on December 12, 2017. Establishing this category of employee required changes to existing job descriptions, which are included with this board item. It also required negotiating revisions to the classified salary schedule 56, which was approved by the California School Employees Association, Chapter #251 (CSEA) on August 17, 2018.

The following change of status recommendations apply to affected employees:

1. Daniel Baumann, FROM network administrator, information technology services, full time, 12 months, 37 hours weekly, range 32-E, classified bargaining unit salary schedule 55 TO network administrator, information technology services, full time, 12 months, 40 hours weekly, range 11-A, classified bargaining unit salary schedule 56, retroactive to September 1, 2018.

Reason: California Labor Code requirement

2. Phil Hamer, FROM web services specialist, information technology services, full time, 12 months, 37 hours weekly, range 32-D, classified bargaining unit salary schedule 55 TO web services specialist, information technology services, full time, 12 months, 40 hours weekly, range 11-A, classified bargaining unit salary schedule 56, retroactive to September 1, 2018.

Reason: California Labor Code requirement

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$136,277 for the 2018-2019 fiscal year and will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the memorandum of understanding (MOU) between the district and the California School Employees Association Chapter #251 (CSEA), for classified exempt employee status including job descriptions for the positions of server administrator, network administrator, and web services specialist, information technology services, retroactive to September 1, 2018.

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

3. David Hughes, FROM server administrator, information technology services, full time, 12 months, 37 hours weekly, range 32-E, classified bargaining unit salary schedule 55 TO server administrator, information technology services, full time, 12 months, 40 hours weekly, range 11-A, classified bargaining unit salary schedule 56, retroactive to September 1, 2018.

Reason: California Labor Code requirement

Memorandum of Understanding
Between
Allan Hancock Joint Community College District
and
California School Employees Association and Its
Allan Hancock College Chapter #251

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

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

WHEREAS the parties met on August 6, 2018 to negotiate which additional positions within the bargaining unit would meet the requirements of California Labor Code;

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

1. The following positions meet the standards of California Labor Code:
 - a. Server Administrator: meets the Professional Exemption
 - b. Network Administrator: meets the Professional Exemption
 - c. Web Services Specialist: meets the Professional Exemption

2. The positions will be placed on CSEA Exempt Salary Schedule 56 as follows:

Range 11

Server Administrator

Network Administrator

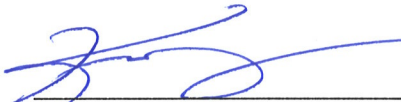
Web Services Specialist

For California School Employees Association


Phyllis Comstock
Labor Representative

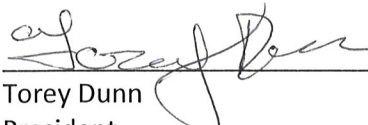
8/6/18
Date

For the District


Kevin G. Walthers
Superintendent/President

8/6/18
Date

For Chapter #251


Torey Dunn
President

8/6/18
Date

Allan Hancock College
Human Resources

Classified-Technical-Exempt
Range 3211

SERVER ADMINISTRATOR

DEFINITION:

Under supervision of the Director, Information Technology Services this position is to administer the district physical and virtual servers, data storage, and backup systems; and manages the Office 365 and exchange email system. The incumbent also ~~is to~~ manages the active directory system; provides direct support and serves as a resource for all district servers; and ~~value~~values and ~~promote~~promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, performs highly technical and professional work in support of the district's servers from user and vendor specifications. The district's servers include physical and virtual servers and are located locally and in the cloud. The incumbent will ~~assist~~collaborate with the systems and web services staff in the duties of updating and maintaining operating systems, database management systems, SharePoint systems, Ethos Identity Server, and system services. They will be responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Performs server administration of campus-wide Linux and Windows servers. This includes installing and maintaining system software and keeping patches up-to-date.
2. Serves as the primary support for the VMware server virtualization environment, Storage Area Network (SAN) infrastructure, and the district domain name system (DNS).
3. Repairs and recovers from hardware or software failures and coordinates and communicates with impacted constituencies.
4. Manages email systems, including virus scanning, spam filtering and list creation and management.
5. Manages district e-mail and calendar hosted and cloud services.
6. Maintains the active directory of users by adding, removing, and/or editing users; create access rights to users and user groups; create groups and mailing lists.
7. Performs SharePoint Server administration as it pertains to system settings, backup and restore, upgrade and migration, and Office 365 services.
8. Performs administration of the Ethos Identity server.
9. Responds to e-discovery requests as directed by the Director, Information Technology Services on behalf of the Superintendent/President.

10. Writes applications using various scripts, macros, and programming languages to administer the systems.
11. Researches and recommend equipment and software solutions for stated needs.
12. Installs new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
13. Troubleshoots and repair servers and storage as needed, including performance issues.
14. Develops and maintains installation and configuration procedures.
15. Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
16. Performs daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media and location.
17. Performs regular file archival and purge as needed ensuring that media is recycled and sent off site as necessary.
18. Develops and implements Windows Server and Linux operating system best practices and apply Linux and Windows Server OS patches and upgrades on a regular basis, upgrade administrative tools and utilities, and configure and add new services as necessary.
19. Performs periodic performance reporting to support capacity planning.
20. Performs ongoing performance tuning, hardware upgrades, and resource optimization as required. Configures CPU, memory, and disk partitions as required.
21. Performs other related duties-functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Storage Area Networks;
- Windows Server and Linux operating systems;
- VMware server virtualization;
- Exchange Server;
- Active Directory and LDAP;
- Disk/Tape backup systems such as CommVault and Veeam;
- Scripting languages;
- Server hardware;
- IP Networks;
- Domain Name System;
- SharePoint administration.

Demonstrated ability to:

- Manage a complex data center environment of servers;
- Analyze data and draw sound conclusions;

- Prepare clear, complete, and concise directions and instructions;
- Understand and carry out written directions;
- Develop and maintain cooperative relationships with users.

Education and Experience:

Possession of or the equivalent to a bachelors' degree related to computer science, information systems, or related fields. Three years of server administration, or, any equivalent combination of training and experience.

Licenses and Certificates Required:

Must possess a valid California driver's license and the ability to qualify for district vehicle insurance coverage.

Working Conditions:

- This is a FLSA exempt position.
- Duties primarily performed in an office environment at a desk with a personal computer and in a data center with several servers under air conditioning.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries, and/or moves objects weighing up to 20-30 pounds.

Special Qualification:

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

Exempt 9/18
 Restructure 9/17
 R 7/15
 R 5/10

Allan Hancock College
Technical ~~Exempt~~
Human Resources

Classified -

Range 3211

NETWORK ADMINISTRATOR

DEFINITION:

Under supervision of Director, Information Technology Services, will design and maintain the college-wide network and security activities and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, is to design, configure, and monitor the data and voice networks including but not limited to routers, firewalls, switches, servers, bridges, cabling, and wireless access points. Ensures consistent, robust and responsive network architecture. Designs and validates the security of critical network systems across the college.

ESSENTIAL FUNCTIONS:

1. Design, configure, and maintain the network topology including hardware, software, LAN/WAN, cabling, and internet/intranet components.
2. Provide leadership and participate effectively with information technology services staff in network design and engineering to ensure appropriate levels of security are in place and maintained.
3. Integrate network design and network security initiatives.
4. Lead the effort to create and maintain network security and security education.
5. Monitor and evaluate the efficiency and effectiveness of network security processes and procedures and recommend and implement appropriate additions, changes, updates and revisions.
6. Implement security and network management systems to track and monitor network traffic to identify and report on network attacks, potential network disruptions and identify network anomalies which should generate alerts and response.
7. Coordinate with college internet service provider as required.
8. Aggressively apply available network technologies, processes and procedures to protect all district data, information and image storage.
9. Configure, monitor, and troubleshoot network equipment such as Cisco switches, HP switches, routers, and firewalls.
10. Assist with the installation and repair of network devices and cabling.
11. Evaluate emerging and state-of-the-art network design, management and security tools/technologies; provide timely recommendations regarding implementation of such systems.
12. On a continued basis, be cognizant of all state and federal laws and mandates regarding privacy and the protection of critical personal data.

13. Develop a network road map that addresses wireless, CAT6, Bluetooth, video streaming, and future technologies and incorporates performance, bandwidth and security needs.
14. Develop and apply appropriate network system security, firewall protection, and authentication policies.
15. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Programming and administration of network switches and routers.
- Methods and techniques of network monitoring, network management, intrusion detection, DoS prevention, computer and network security protection.
- Common operating systems and software applications.

Demonstrated ability to:

- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions;
- Provide technical support over the phone, by email and in person with a professional demeanor;
- Be very organized and have multitasking ability;
- Handle constantly changing traffic flows; remain productive during slow times, exercise patience and professionalism during stressful situations;
- Work well in a “team” environment;
- Exhibit troubleshooting and problem-solving skills;
- Excellent written and verbal communication skills.

Education and Experience:

Possession of or the equivalent to a bachelor's degree, or higher, from an accredited college or university with a declared major in engineering, computer science, information technology, or a related field with three (3) years' experience in network design and security administration. One year experience and/or certification and demonstrated knowledge of (CompTIA Network+) of networking, cabling, networking devices, networking standards, TCP/IP, IP Services, WAN/LANs, network protection, and network trouble shooting. One year experience and/or certification and demonstrated knowledge of (CompTIA Security+) of network security Network routing and switching at layers 1-7 including design and management of layer 3 networks in a multi-site environment is required. Demonstrated knowledge and/or certification with CISCO equipment (CCNA) and/or HP equipment is desired.

Other Requirement:

- Must possess a valid California driver's license and the ability to qualify for district vehicle insurance coverage.

Working Conditions:

- This is a FLSA exempt position.

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email and in person.
- Regularly lifts, carries and/or moves objects weighing 20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

Special Qualification:

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

Exempt 9/18

R 7/15

1/08

Allan Hancock College
~~Technical Exempt~~
Human Resources

Classified -

Range 3211

WEB SERVICES SPECIALIST

DEFINITION:

Under direction of the Director, Information Technology Services, is responsible for all activities related to the district's Web sites and portals sites, including design of the content management system, developing content and training users on the content management system, monitoring and maintaining web accessibility, monitoring and maintaining web site security, and implementing the design/navigation of web sites. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent in this position performs highly technical and professional work in support of the district's Web sites, portals, content management system, and related applications. The incumbent sets priorities for software development, and uploading and maintaining site content. The incumbent works closely with the office of public affairs and communications, communicates with district staff on issues related to policies of the web sites, and coordinates activities with other departments as applicable. The incumbent is expected to keep abreast of changing technologies and to make recommendations to the director, information technology services for improvement in Web systems and services.

ESSENTIAL FUNCTIONS:

1. Provide leadership in the technical design, direction and navigation of the District's Web sites.
2. Update and maintain District web portal for students and employees.
3. Plans, designs, and implements SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security.
4. Configures and administers Microsoft SharePoint and InfoPath services.
5. Uphold the established college editorial and graphic standards and monitor overall consistency of style, usage, and grammar, including editing text, photos and videos as necessary to ensure consistent quality of content, tone, and accuracy to meet the communication needs of the college, maximize the technology for communication effectiveness, and provide a compelling end-user experience.
6. Apply best practice in Web usability, design, content, search, and collaboration for an intuitive user experience.
7. Coordinate routine uploading and maintenance of site content in the content management system and insure that the district's sites meet accessibility standards.
8. Provide professional assistance and training for staff in developing content for specific pages and programs.
9. Serve as official trainer for the Web content management system for content managers, including site maintenance.
10. Monitor best practices to ensure the AHC Web stays dynamic and current with industry trends.

11. Assist content managers to ensure that content stays current; assist content managers to create new and compelling content.
12. Provide overall maintenance, including content updates, graphics, and functionality via a Content Management System (CMS).
13. Create “how- to” training videos and implement web-based multimedia content including audio/video streaming in web pages.
14. Support other electronic communications vehicles for the websites, including e-mail, Facebook, twitter, videos, mobile device and RSS feeds.
15. Routinely monitor and analyze Web analytics to ensure maximization of our site and its content including search engine optimization (SEO).
16. Provide direction and manage portal document libraries.
17. Develop web-based forms.
18. Test, document and implement web-based computer applications.
19. Coordinate applications related to linkages between relational databases and the district’s portal.
20. Communicate with district employees concerning issues related to policies of the sites, portals, and services.
21. Chair the web services committee.
22. Work cooperatively with other district administrators responsible for public relations/outreach, instructional site content, and accessibility for disabled students.
23. Actively review technology advances and recommend improvements in district Web equipment and services.
24. Work with software service contractors.
25. Perform other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Excellent written, communication, and administration skills with particular expertise in writing for the Web;
- Excellent PC/computer skills including experience with Microsoft Office products (Word, Excel, Visio, PowerPoint);
- Working knowledge of HTML;
- Web content management tools;
- Good understanding of the online publication process;
- Appropriate web development and site maintenance programs;
- Microsoft Windows environment including Internet Information Server (IIS);
- Windows-based file management;
- Mobile development platforms a plus;
- Portals such as uPortal, Liferay, or SharePoint;
- Accessibility standards and compliance tools.

Demonstrated ability to:

- Understand effective communication and interactive techniques of a website;
- Exhibit a high level of technical expertise in the operation of Web based applications required for the services of a community college;
- Provide technical leadership in the selection of Web services (equipment, software, telecommunications);
- Work cooperatively with others responsible for instructional and outreach/marketing activities, assistive technologies and for other campus services using the Web sites and portals;
- Maintain a high level of technical currency in support of web design, maintenance, administration, and security;
- Manage multiple tasks and meet tight deadlines;
- Improve written content with great attention to detail.

Education and Experience:

Possession of or the equivalent to a bachelors' degree related to English, communications, journalism, information systems, or related fields. Four years of web site development and maintenance, including but not limited to multimedia design, Web site management, e-commerce, or, any equivalent combination of training and experience; and at least three years of experience in the direct management of an Internet site and services. Hands on experience with OU Campus™ content management system / website creation software a plus. Experience with HTML5, XML, CSS, JavaScript, Flash, ASP.net, and Web analysis software desirable.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CLASSIFIED BARGAINING UNIT EXEMPT SALARY SCHEDULE
Effective July 1, 2018 (1.35% COLA)

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E
1	MONTH	6,149	6,456	6,779	7,118	7,474
2	MONTH	6,303	6,618	6,949	7,296	7,661
3	MONTH	6,461	6,784	7,123	7,479	7,853
4	MONTH	6,623	6,954	7,302	7,667	8,050
5	MONTH	6,789	7,128	7,484	7,858	8,251
6	MONTH	6,959	7,307	7,672	8,056	8,459
7	MONTH	7,133	7,490	7,865	8,258	8,671
8	MONTH	7,311	7,677	8,061	8,464	8,887
9	MONTH	7,494	7,869	8,262	8,675	9,109
10	MONTH	7,681	8,065	8,468	8,891	9,336
11	MONTH	7,873	8,267	8,680	9,114	9,570
12	MONTH	8,070	8,474	8,898	9,343	9,810

SS-56

~~7/1/18~~ 7/1/19

Range	Title
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1	Lead Teacher, Children's Center
2	None
3	None
4	None
5	None
6	None
7	None

Range	Title
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8	Coordinator, Interpreting and Communication Services Facilities Project Management Coordinator Winery Operations
9	Application Programmer
10	Athletic Trainer
11	Programmer Analyst <u>Server Administrator</u> <u>Network Administrator</u> <u>Web Services Specialist</u>
12	Systems Analyst

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Revised Management Job Description	Item Number: 13.K.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

BACKGROUND

After review by the appropriate administrators, the following revised educational management job description is presented for approval:

Revised:

Director, Extended Opportunity Programs and Services (EOPS), CARE, NextUp, CalWORKs and Categorical Programs

Management – Range 16

Replaces: Director, Extended Opportunity Programs and Services (EOPS), CARE, CAFYES, CalWORKs and Special Outreach

Management – Range 16

(Continued)

FISCAL IMPACT

To be determined when the position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the revised educational management job description, director, Extended Opportunity Programs and Services (EOPS), CARE, NextUp, CalWORKs and Categorical Programs, as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Allan Hancock College
Human Resources

Management
Range 16

DIRECTOR, EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS), CARE, NextUp, CAFYES, CalWORKS and SPECIAL OUTREACH

DEFINITION

Implement Title 5 policies and procedures as well as guidelines established by the California Community College Chancellor's Office to plan, organize, direct, supervise, and coordinate college Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), NextUp (formerly CAFYES), California Work Opportunity and Responsibility to Kids (Cal-WORKSs), and special outreach (FKC) and support activities directed at underrepresented populations; to supervise support personnel; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

This is an academic administrative position. An incumbent in this position reports directly to the Dean, student services. The incumbent will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The incumbent has a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Provides leadership and direction; Plans, organizes, directs, evaluates, supervises, and coordinates the college EOPS, CARE, CAFYES, NextUp, CalWORKSs, and FKC, and other special outreach and support activities directed at disadvantaged and/or underrepresented populations.
2. Interprets, Prepares, and implements and ensures compliance with federal, state, and local guidelines. Interpret and explain legal requirements and District policies and procedures to students, faculty, staff, and the public. any required annual EOPS, CARE, and/or special outreach and support plans within state and local guidelines.
3. Prepares annual state mandated reports for the Chancellor's Office and other reports as needed.
4. Develops and administers program budgets.
- 4.5. Establishes program goals: identifies special materials needed by students, needs of students who are disadvantaged by language, social and economic hardships, and assesses the need for new programs/services and facilitates their development and implementation.
- 5.6. Chairs EOPS/NextUp the EOPS, CARE, CAFYES and CalWORKS Advisory Committees to establish an effective support system with local business, community organizations, social services, industry, k-12 schools and four-year universities.-
7. Identifies and recruits eligible students for assigned programs.
- 6.8. Develops comprehensive outreach and retention programs to ensure student success.
- 7.—Develops, implements, and maintains program support services in compliance with Title 5 for recruitment, orientation, admission, assessment, counseling and advising, basic skills, tutoring,

transfer, career guidance, and financial aid.

- ~~9. Works cooperatively with Financial Aid Office in providing aid for eligible students.~~
- ~~10. Collaborates with other student services on campus to promote integration of services to promote student success.~~
- ~~8,11. Informs and presents information related to programs and student needs at local and regional level by participating on committees, councils, conferences, and meetings.~~
- ~~9. Provides counseling for students.~~
- ~~10. Orients student participants to college programs and services.~~
- ~~11. Interprets academic achievement tests, abilities and interests tests, and other diagnostic devices.~~
12. Conducts surveys and compiles data concerning student needs.
13. Maintains and evaluates the department's database, file server, and level of technical hardware/software.
14. Selects, supervises, and evaluates EOPS/CARE/NextUp/CalWORKs/FCK academic and classified employees. Assigns staff duties, responsibilities, work schedules and locations in accordance with established District policy; plans and coordinates orientations and staff development activities.~~Supervises EOPS/CARE staff.~~
- ~~15. Assists students with career planning. Works cooperatively with Financial Aid Office in providing aid for eligible students.~~
- ~~16. Leads efforts to develop support for~~ Assists students in academic and career planning and course of study to support for transfer to four-year college/university.
- ~~17. Develops activities to promote retention and~~ Evaluates satisfactory academic progress.
- ~~18. Refers students with special needs to college services or community social services.~~
- ~~19. Selects and coordinates activities of student workers-peer counselors.~~
19. Performs other related functions as assigned.

MINIMUM OUALIFICATIONS

Knowledge of:

- Sections of the California Education Code and regulations applicable to the EOPS, CARE, NextUp, CalWORKs, FKC, program;
- Technology commonly used (student system, tracking and reporting software, etc.);
- Coordination techniques, office management, and organizational skills;
- Counseling and guidance principles, techniques and procedures;
- Academic requirements for community colleges and transfer institutions;
- Academic and student services policies and procedures;
- Tests and assessment procedures and techniques;
- Job market and career trends and requirements;
- Effective report writing;
- Budget preparation;
- Supervision and training techniques;
- Community resources and services;
- Special needs of educationally and economically disadvantaged students.

Demonstrated ability to:

- Plan, organize and evaluate programs;
- Effectively- train, evaluate, and supervise ~~select, assign and supervise~~ personnel;
- Work with and assist students having a great range of skills, motivation and academic and vocational goals;
- Adjust priorities and work under pressure of deadlines;
- Ability to plan, organize and prioritize work
- ~~Ability to meet schedules and time lines~~
- ~~Communicate effectively both orally and in writing;~~
- Communicate effectively in oral and written communication;
- Develop and implement ~~Provide~~ academic, career technical education, ~~vocational~~ and personal counseling services;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with others;
- Work with under-represented students;
- ~~Work with minimum supervision.~~
- ~~Maintain a database and file server.~~

Education:

Possession of a master's degree or higher from an accredited college or university in guidance and counseling, student services, educational administration or equivalent academic preparation. ~~One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment or the equivalent and.~~

Within the last four years, two years of full-time experience or the equivalent: 1) in the management or administration of educational programs, community organizations, government programs, or private industry in which the ~~applicant~~ employee dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; or, 2) as a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

Completed a minimum of six units of college-level course work predominantly related to ethnic minorities or persons handicapped by educational, language or social disadvantages. ~~and~~

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

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.~~
- This is an FLSA exempt position.
- It is understood that the demands of a management position will often require more than eight (8) hours a day and/or forty (40) hours per workweek.

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

Physical Demands:

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

Special Qualification:

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

IFAS Range Adjust R5/09
R 2/3/04
R 1/24/03
R 7/91
8/88

ACTION ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	Change in Compensation and Amendment of Employment Agreement for Superintendent/President	Item Number: 13.L.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 5

BACKGROUND

The board of trustees is responsible to provide an annual review of the superintendent/president's performance. This review was conducted at the board retreat on July 10, 2018. The board found that the superintendent/president's performance meets the standards set in the prior year.

Per section three of the contract, the board president recommends extension of the superintendent/president's contract and application of longevity pay, effective July 2018 and including retroactive application for the July 2017 fiscal year.

No additional monetary changes are approved in this contract. The attached changes to contract language and compensation provide an update to the previously approved agenda item (August 11, 2015, 13-E: Change in Compensation Amendment of Employment Agreement for Superintendent/President).

FISCAL IMPACT

The cost of contractual longevity increases to the unrestricted general fund is approximately \$3,311 in one-time costs for the fiscal year 2017 correction and \$3,311 ongoing for the 2018-2019 fiscal year. These amounts will be included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the amendment to the superintendent/president's employment agreement to extend the term of the contract through June 30, 2022.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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EMPLOYMENT AGREEMENT
for
SUPERINTENDENT/PRESIDENT

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
Santa Maria, CA

This Agreement is made effective the 12th day of September, 2018, by and between the Governing Board of the Allan Hancock Joint Community College District ("District") or ("Board") and Dr. Kevin G. Walthers ("Superintendent/President").

1. Position. The Board hereby employs the Superintendent/President as a full-time Superintendent/ Superintendent/President, and Chief Executive Officer of the Allan Hancock Joint Community College District, and as the Secretary to the Board. The Superintendent/President is an academic employee as defined by Education Code section 87001(a), an educational administrator as defined by Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). This Agreement is entered into pursuant to and subject to Education Code section 7241 1 (d).
2. Term. The District hereby employs Superintendent/President through ~~March 14, 2021~~ June 30, 2022 subject to the terms and conditions set forth below.
3. Salary. The Superintendent/President's annual salary shall be ~~Two Hundred Twenty Thousand Five Hundred and Eighty Five Dollars (\$220,585.00)~~ Two Hundred Twenty-Three Thousand Two Hundred and Eighty-Two dollars and twelve cents (\$223,282.12) per year. This amount includes a Two Thousand Five Hundred Dollar (\$2,500.00) annual doctoral stipend, a 1.57% COLA for 2013-2014, a 3 percent COLA retroactive to January 1, 2015, a 0.85% COLA starting July 1, 2015, and a 1.02% COLA as of July 1, 2016. The Superintendent/President's salary shall be payable in twelve (12) approximately equal monthly installments. The district will provide a non-salary related allowance of \$250 per month to partially offset miscellaneous expenses incurred on behalf of the district, and a \$500 per month non-salary related allowance for the purpose of establishing an annuity/life insurance policy. The superintendent/president may augment the policy at his own expense up to fifty percent of the District contribution. Upon successful completion of five years of service, the Board agrees to fully vest the policy for the superintendent/president. The District will contribute \$1500.00 per month to a 403(b) retirement account up until November 2016. Starting in November 2016, the District will contribute \$1917.00 per month ongoing. The contributions to this retirement account will become vested on August 12, 2017. The Board retains the right to adjust the Superintendent/President's annual salary during the term of this agreement. Such adjustments shall be in the sole discretion of the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement. In addition, the Superintendent/President shall be eligible for longevity increases of 2.1 percent after each two year period of full time service (the first longevity increase to be effective July 1, 2015). ~~This longevity increase will change to 1.25 percent annually on July 1, 2016.~~ In addition, the Superintendent/President shall be eligible for longevity increases of 1.25 percent annually beginning July 1, 2016. Longevity increases are not automatic, but are contingent upon a satisfactory performance

evaluation as provided for in Section 8, and the recommendation of the President of the Board of Trustees at the time the increase is effective.

4. Benefits. The Superintendent/President shall be entitled to the same District contribution towards medical, dental, vision, and life insurance benefits for the Superintendent/President, spouse, and dependents as approved by the Board for all 12-month District Managers. Such benefits shall be those currently provided or as subsequently modified from time to time by the Board. All benefits are subject to change at the discretion of the Board. Full pay sick leave of one day per month may be accumulated from year to year without limit.

5. Holidays and Vacation.

A. The Superintendent/President is entitled to those paid holidays to which Management employees are entitled, including those provided by law.

B. The Superintendent/President shall earn and accrue two days of paid vacation for each month of paid service or twenty-four (24) days of vacation for each year of service rendered. The Superintendent/President must take vacation time within the twelve months following the end of the fiscal year in which it is earned and cannot accrue additional paid vacation beyond this limitation unless approved in advance by the President of the Board of Trustees for reasons of business necessity. The fiscal year is that period beginning July 1 and ending June 30. Vacation must be scheduled at a time convenient to the Board and the operations of the District. If the Superintendent/President will be absent on vacation for more than ten working days, the Superintendent/President must request authorization from the Board of Trustees, or the Board President if that authority is delegated to the Board President by the Board. At time of separation, accumulated vacation, if any, will be paid at the current per diem rate of the Superintendent/President's salary; however, the Superintendent/President shall not receive a cash payment for more than a year's entitlement unless approved in advance by the President of the Board of Trustees for reasons of business necessity. If the Superintendent/President separates from district employment and he/she was granted and used vacation that was not yet earned at the time of termination, the district shall deduct from the Superintendent/President's severance check the full amount of salary paid for such unearned days of vacation. All requests for vacation must be submitted in writing to the Board President on the appropriate district form as much in advance as possible.

6. Management Hours. It is understood that the demands of the position of Superintendent/President will require more than eight (8) hours a day and/or forty (40) hours per workweek. The Superintendent/President is not entitled to receive overtime compensation.

7. Duties and Responsibilities. The Superintendent/President shall be the Chief Executive Officer of the District and the Secretary to the Board of Trustees. He shall have all powers and perform all duties of the position as provided by law, and as reflected in the job description for the Superintendent/President, subject to Board approval. The Superintendent/President shall use his/her best efforts and shall devote all time necessary to perform such duties.

8. Evaluation. The Superintendent/President shall be evaluated annually by the Board. This evaluation shall be based upon the Superintendent/President's goals and objectives as agreed by the Superintendent/President and the Board. The Superintendent/President shall inform the Board on or before April 1 of each year of the date of his/her evaluation and together the Superintendent/President and the Board shall agree on a timeline for the evaluation process. The evaluation shall be completed by June 30 of each year. The Board may evaluate the Superintendent/President at any time. A failure to timely or

properly evaluate the Superintendent/President shall not extend the term of this Agreement nor constitute a violation of this Agreement. A failure to evaluate the Superintendent/President shall not preclude the Board from giving notice of termination in accordance with Section 10 of this Agreement.

9. Reimbursement for Expenses and Credit Card.

A. The District may provide the Superintendent/President with a District credit card to be used solely for District business. The District shall pay any expenses incurred on the credit card on behalf of the Superintendent/President in accordance with applicable board policies, rules, regulations and applicable laws.

B. The Superintendent/President shall be reimbursed for all documented, actual and reasonable expenses incurred in attending meetings, conferences and other appropriate activities outside the District in the performance of the duties of the Superintendent/President. The District will reimburse such expenses in accordance with applicable Board policies, rules, regulations and applicable laws.

10. Termination.

A. Mutual Consent. This Agreement may be terminated by the mutual agreement of the parties at any time.

B. Termination by the Superintendent/President. The Superintendent/President may terminate this Agreement at any time upon at least ninety (90) calendar days written notice to the Board of Trustees.

C. Non-renewal of the Agreement by District. The Board may elect not to renew this Agreement for any reason by providing written notice to the Superintendent/President in accordance with Education Code section 72411 and other applicable law.

D. Termination Without Cause. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Superintendent/President, for the remainder of the unexpired term of this contract or for twelve (12) months, whichever is less, a monthly sum equal to the Superintendent/President's gross monthly salary at the salary rate in effect during his last month of service. In addition, the Superintendent/President shall be entitled to receive health and welfare benefits at the same level of contribution as he is currently receiving from the district for an amount of time commensurate with the amount of time to which the Superintendent/President is entitled to the above described payment, or until the Superintendent/President finds other employment which provides health and welfare benefits, whichever occurs first. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Superintendent/President resulting from the contract's termination without cause. These liquidated damages represent the Superintendent/President's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Superintendent/President's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Superintendent/President will be foreclosed from bringing any action or proceeding of any nature against the District.

E. Termination for Cause. The Board may terminate the Superintendent/President's contract at any time for cause. If the Board determines, at its sole discretion, that there is cause to terminate

the Superintendent Superintendent/President's employment with the District, it may do so upon thirty (30) days written notice to the Superintendent Superintendent/President. The notice shall include a statement of the cause for termination, and shall notify the Superintendent Superintendent/President that he may respond to the Board, orally or in writing, regarding the causes. Any such response shall be made to the Board not less than five, but not more than ten, days following the date of the notice. The parties agree that this provision shall constitute the sole due process to which the Superintendent/President is entitled, and that the Board's decision regarding dismissal will be determinative.

11. Venue. This Agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The parties agree that, in the event of litigation, venue shall be the appropriate court located in Santa Barbara County, California.

12. Agreement to Mediation. The parties agree that prior to initiation of any litigation over any dispute about matters covered by this Agreement, they will submit to voluntary mediation in accordance with procedures to be mutually agreed upon by them. Nothing herein shall be construed to relieve either party or be deemed to constitute a waiver by either party of their respective rights and obligations under Government Code Section 810 et seq.

I accept this offer of employment and agree to comply with the conditions set forth herein. I will fulfill all the duties of employment as Superintendent/President of the Allan Hancock Joint Community College District.

Superintendent/President:

Dated: _____

Signed: _____

Board President:

Dated: _____

Signed: _____

ACTION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: District Application for Fiscal Independence	Item Number: 13.M.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND

The district began initial preparations for fiscal independence in 2016 with the Santa Barbara County Education Office (SBCEO) through the course of multiple discussions surrounding the payroll and accounts payable processes. Given the timing of the district's interest to migrate to a new ERP (enterprise resource planning) system, both parties were in agreement to continue the pursuit of fiscal independence. In 2017, the district began the implementation of Banner Finance and Human Resources. On November 29, 2017, the Santa Barbara County Superintendent of Schools authorized the district to perform an internal audit review of the accounts payable warrants starting on January 1, 2018 following a comprehensive internal evaluation of the college's processes. On April 30, 2018, the Santa Barbara County Superintendent of Schools authorized the district to run payroll, print checks and submit all necessary related state and federal reporting in conjunction with going live with Banner on July 1, 2018. The district is prepared to file an application for fiscal independence with the Chancellor's Office in preparation for achieving fiscal independence as of January 1, 2019.

FISCAL IMPACT

Internal audit budgeted for the 2018-19 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the request to submit an application for fiscal independence.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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California Community Colleges

District Application for Fiscal Independence

To: Dr. Susan Salcido, Santa Barbara County Superintendent of Schools
Chancellor Eloy Ortiz Oakley

The Allan Hancock Joint Community College District hereby applies for fiscal independence in issuing its own warrants under the provisions of Education Code Section 85266.5. The district superintendent and chief financial officer acknowledge that fiscal independence for the district is predicated on the continuing adherence to the following Board of Governors standards:

Standard 1: Adequate Fund Balances: The district has avoided deficit balances in its governmental funds and has maintained a prudent reserve in its unrestricted general fund over the preceding five fiscal years.

Standard 2: Statute and Governing Board: The district makes only lawful and appropriate expenditures in carrying out the programs authorized by statute and by the governing board.

Standard 3: Adequate Internal Controls: The staff of the accounting, budgeting, contracts, management information systems, internal audits, personnel, and procurement departments are adequate in numbers and skill level to conduct administrative programs independent of detailed review by the county office of education and to provide an internal audit function that assures adequate internal controls.

Standard 4: Legality and Propriety of Transactions: The staff of the accounting, budgeting, contracts, management information systems, internal audits, personnel, and procurement departments exercise independent judgment to assure the legality and propriety of transactions.

President of Governing Board

Date: _____

Chief Executive Officer

Date: _____

District Financial Officer

Date: _____

Certified Public Accountant

Date: _____

INFORMATION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: First Reading: New Board Policy and Administrative Procedure 4231, Grade Changes	Item Number: 14.A.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 4

BACKGROUND

New board policy and administrative procedure 4231, Grade Changes, are legally required. The policy and procedure outline the process to assure accuracy and integrity of all grades. The new board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item: Robert Curry	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4231 GRADE CHANGES

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades in a student's record. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Appropriate action to be taken when the security of grades has been compromised.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

References: Education Code Sections 76224 and 76232;
Title 5 Section 55025

Adopted:

(This is a new policy)



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

AP 4231 GRADE CHANGES

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there has been gross misconduct by the original instructor.

If a student believes he/she has been unfairly assigned a grade based upon fraud, bad faith, or incompetence, the student may initiate a grade review procedure. In such cases the final determination concerning removal or change of grade will be made by the Superintendent/President based upon the findings of the Grade Review Committee. (See AP 5530 Student Rights and Grievances.)

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to,

password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Director, Admissions and Records. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Director, Admissions and Records immediately. The Director, Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to appropriate action in accordance with District policies and procedures or as specified in the appropriate bargaining unit contract.

Any outside person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Faculty may submit, in writing, change of grade requests to the Director, Admissions and Records within 120 days of the final day of the semester in which the grade was earned.

Also see BP 3310 Records Retention and Destruction; BP/AP 5040 Student Records, Directory Information, and Privacy; AP 5530 Student Rights and Grievances.

References: Education Code Sections 76224 and 76232;
Title 5 Section 55025

Approved:

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 4235, Credit by Examination	Item Number: 14.B.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 3

BACKGROUND

New administrative procedure 4235, Credit by Examination, is legally advised. Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures to implement the policy. The new administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: Robert Curry	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4231 CREDIT BY EXAMINATION

Students may obtain subject and/or unit credit by one of the following methods:

1. Achievement of a score of 3 or higher on an Advanced Placement Examination (AP) administered by the College Entrance Examination Board for general education subject and unit credit and course subject and unit credit as identified on the AHC AP Examination List.
2. Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP) for general education area subject and unit credit as identified on the AHC CLEP Examination List.
3. Achievement of a score that qualifies for credit by examination in the International Baccalaureate Program (IB) for general education area subject credit as identified on the AHC IB List.
4. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
5. The passing of an examination administered by other agencies approved by the college.

When students choose Credit by Examination administered by the college, the following determinations of eligibility must be met in order to take the examination:

1. The student must be currently enrolled in the college and in good standing.
2. Students wishing to earn credit by examination must provide transcripts from all previously attended high schools or colleges/universities (unofficial transcripts are acceptable).
3. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course.
4. The student must have completed 12 units at Allan Hancock College.
5. The course is listed in the college catalog and is approved by the discipline faculty as a course available for credit by examination.
6. The students must fill out an application for credit by examination that must be approved by the faculty person giving the credit by examination, the department chair, the divisional dean, and the director of admissions and records.
7. Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

8. Students must apply within the first three weeks of instruction for fall and spring semester, or during the first week of instruction during the summer terms.
9. The grade received for the examination will be the grade earned for the course.
10. The student's academic record clearly indicates that the credit was earned by examination.

Students must apply for credit by examination within the first three weeks of instruction in the fall or spring semester or during the first week of instruction during the summer session. The student's academic record must clearly shows the credit was earned by credit by examination. The grade on the examination will be the grade that is recorded on the student's permanent record.

A maximum of 12 units of credit may be allowed by examination. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

The district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Reference: Title 5 Section 55050

Approved:

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: First Reading: Revised Administrative Procedure 7211, Minimum Qualifications and Equivalencies	Item Number: 14.C.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 15

BACKGROUND

Revised administrative procedure 7211, Minimum Qualifications and Equivalencies is legally required and is recommended by the California Community College League's Policy and Procedure Services. The revised administrative procedure has been vetted through the shared governance process. The administrative procedure addresses the selection of faculty who meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES

The District is committed to selecting faculty who are expert in their disciplines, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and representative of the ethnic and cultural diversity of the adult population of the State of California.

The District and the Academic Senate shall jointly develop an equivalency process that includes “reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications...”

MINIMUM QUALIFICATIONS

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors. The District, through academic departments and the Academic Senate, may establish local qualifications more rigorous than these minimum standards.

There are three types of minimum qualifications associated with the various disciplines:

1. Disciplines requiring a master's degree
2. Disciplines in which a master's degree is not generally expected or available but which requires a specific bachelor's or associate degree
3. Disciplines in which a master's degree is not generally available

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the corresponding discipline [Title 5, §53412].

In addition to other minimum qualifications specified, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval (usually in technical fields) [Title 5, §53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions [Title 5 §53406], post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education.

Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs. ~~to be equivalent.~~ Determination of equivalency of foreign degrees shall be according to district policy. [Title 5, §53410].

Minimum qualifications are determined for disciplines or service faculty areas, not for individual courses or subject areas within disciplines. Within area disciplines, an applicant is either qualified to teach the full range of courses in a discipline or not, regardless of whether applying for a full-time or part-time position.

Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications or equivalency has been completed.

EQUIVALENCY TO THE MINIMUM QUALIFICATIONS

Equivalency guidelines allow selection committees and departments maximum latitude in making their selections for both full-time and part-time faculty positions. The minimum qualifications on the Board of Governors Disciplines List, the Allan Hancock College's Discipline List, and these equivalencies constitute a "floor" of requirements to identify which applicants may be worthy of consideration for a particular assignment. As such meeting these qualifications does not guarantee selection for an interview or an offer of employment. Departments and selection committees continue to have the responsibility of selecting the best qualified from a group of candidates for each position.

Equivalencies shall be determined for disciplines, not for courses or subject areas within disciplines. Those granted an equivalency, whether as full- or part-time faculty, must have the expertise to teach the range of courses in the discipline for which they were hired.

Once equivalency is recommended, the hiring of the applicant is contingent upon the Board of Trustees' approval in a separate action. [Education Code 87359(a)]

EQUIVALENCY GUIDELINES FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE

Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

Master's degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of successful ~~teaching~~ experience teaching a range of courses in the discipline of the assignment.

Completion of the coursework equivalent to a Master's Degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a PhD. program that does not award the Master's degree;

Bachelor's degree in the discipline or a related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years of experience teaching a range of courses ~~experience~~ in the discipline of the assignment.

Recognized accomplishments that demonstrate expertise and skill in the field of study clearly beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the components of an associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years.

EQUIVALENCY GUIDELINES FOR DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE

In disciplines requiring a specific degree in the discipline or a related discipline:

1. Bachelor's degree in any discipline, including at least 9 ~~42~~-semester units in the area of the teaching assignment, plus two years of ~~teaching~~ experience teaching a range of courses in the discipline of the assignment; or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent; or
2. Associate degree in any discipline, including at least 12 ~~six~~-semester units in the area of the teaching assignment, plus six years occupational experience in the discipline of the assignment, or six years of ~~teaching~~ experience teaching a range of courses in the discipline of the assignment. If required, appropriate certification to practice or licensure or its equivalent.

In disciplines where a specific degree is not generally expected or available degree, course work equivalent to the requisite degree in the discipline or a related discipline defined as:

1. the successful completion of course work equivalent to the bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component; plus two years of ~~teaching~~ experience teaching a range of courses in the discipline of the assignment, or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent, or
2. the successful completion of course work equivalent to an associate degree in any discipline (defined as a minimum of 60 semester units, to include the general education requirements as outlined in Title 5 section 55063); plus six years of occupational experience in the discipline of the assignment or six years of ~~teaching~~ experience teaching a range of courses in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and conclusive evidence of attaining coursework or experience equal to the components of the

associate's degree as outlined in Title 5 section 55063. Teaching and occupational experience may be combined to total the required number of years. See the discussion of *Rare Cases* below.

RARE CASES

The district will consider equivalencies based upon recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Requests for such an equivalency must necessarily be considered on a case by-case basis. The following criteria will be used to determine whether an equivalence to the minimum qualifications established by the Board of Governors has been met. The candidate for consideration is responsible for providing evidence to support the claim that each of the following criteria has been met. (See *Evidence of Equivalency* below.) **In no case will recognized accomplishments be the sole criterion for granting equivalency.**

1. There must be consensus in the discipline's full-time faculty with regards to the recommendation for this equivalency.
2. The candidate must be regionally or nationally recognized for her/his contribution to the subject matter of the discipline.
3. The candidate's contribution to the subject matter of the discipline must span a sufficient range of the diversity of topics within the discipline to constitute a full equivalence to the minimum qualifications for the discipline and not merely a constitutive portion of the subject matter covered by the discipline.
4. The candidate's application must also demonstrate a breadth of knowledge equivalent to the general education requirements established by the requisite degrees required by the Minimum Qualifications set by the Board of Governors.

FACULTY INTERNSHIPS

Provisional or conditional equivalencies may not be granted. To be granted equivalency, the candidate must have qualifications that are *at least equal* to the minimum qualifications at the time of application.

In cases where a candidate for equivalency has nearly completed the requirements to meet the minimum qualifications, they may be eligible under Education Code 53500 for a faculty internship. Such candidate must be ***within one year*** of meeting the regular faculty minimum qualifications and meet the requirements of Education Code 53502.

See Board Policy and Procedures 7501.

EQUIVALENCY GUIDELINES FOR NONCREDIT COURSES

Except as provided in this section, the minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

Basic Skills – Interdisciplinary

~~**Minimum Qualifications** — a bachelor's degree in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience, related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Basic Skills - Mathematics

~~**Minimum Qualifications** — a bachelor's degree in mathematics.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Basic Skills – Reading/Writing

~~**Minimum Qualifications** — a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism, or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

Citizenship

~~**Minimum Qualifications** — a bachelor's degree in any discipline and six semester units in American history and institutions.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and three years of professional experience related to the area of assignment.

Specialized Instruction (Disabled Students Programs and Services): Noncredit

Minimum Qualifications — ~~The minimum qualifications for providing credit specialized instruction for students with disabilities, or~~

~~A bachelor's with any of the following majors: education of student with specific or multiple disabilities, special education, psychology, physical education with an emphasis in adaptive physical education, communicative disorders, rehabilitation, computer-based education, other computer-related majors which include coursework on adapted or assistive computer technology for students with disabilities, or other majors related to providing specialized instruction or services to persons with disabilities, or~~

~~An associate degree with one of the majors specified above (AND) four (4) years of experience providing specialized instruction or services to persons in the disability category or categories being served, or~~

~~For noncredit vocational courses, an associate degree or certificate of training (AND) four years of occupational experience related to the subject of the course taught (AND) two (2) years of experience providing specialized instruction or services to persons in the disability category being served.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and six years of professional experience related to the subject of the course taught.

Six years of continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

English as a Second Language

Minimum Qualifications — ~~A bachelor's degree in teaching English as a second language or teaching English to speakers of other languages, or~~

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

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

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

Criteria for Equivalency -- A bachelor's in any discipline and either (A), (B), or (C) below:

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

Home Economics (Family and Consumer Sciences)

~~**Minimum Qualifications** — A bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles, or~~

~~An associate degree in any of those subjects and four years of professional experience related to the subject of the course taught.~~

Criteria for Equivalency – A bachelor's degree in any discipline and 24 semester units credit in the designated major field related to subject of the course taught, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate eminence of expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Licensure or certification to teach in a discipline where the licensure or certification requires specified hours of formal instruction.

Six years continuous related experience and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Older Adults:

Minimum Qualifications

~~A bachelor's degree with a major related to the subject of the course taught, and either (A) or (B) below:~~

~~(A) — Thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor, or~~

~~(B) — One year of professional experience working with older adults.~~

~~An associate degree with a major related to the subject of the course taught and sixty hours or four semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor, or~~

Criteria for Equivalency --A bachelor's degree in any discipline and two years of professional experience related to the subject of the course taught.

An associate degree in any discipline and either A or B

(A) four years of related professional experience, or

(B) 90 hours or eight semester units of coursework in understanding the needs of older adults.

Six years of continuous related experience related to the subject of the course taught and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Parent Education:

~~**Minimum Qualifications** — A bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies, and two years of professional experience in early childhood programs or parenting education.~~

Criteria for Equivalency -- A bachelor's degree in any discipline and 24 semester units credit in the designated major field, or

An associate degree in any discipline and four years professional experience related to the subject of the course taught, or

Recognized accomplishments which demonstrate expertise and skills in the field of study beyond that normally achieved through formal education and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

A bachelor's degree in Family and Consumer Sciences and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires specified hours of formal instruction and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Health and Safety:

~~**Minimum Qualifications** — A bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or
An associate degree in any of those subjects and four years of professional experience related to the subject of the course taught.~~

Criteria for Equivalency -- A bachelor's degree in any discipline or 12 semester units of coursework in the designated major field and four years of professional experience related to the subject of the course taught.

An associate degree in any discipline and four years of professional experience related to the subject of the course taught.

Licensure or certification in a discipline where the license or certification requires hours of formal instruction and four years of professional experience related to the area of assignment.

Short-term Vocational:

~~**Minimum Qualifications** — A bachelor's degree and two years of occupational experience related to the subject of the course taught, or~~

~~An associate degree, and six years of occupational experience related to the subject of the course taught, or~~

~~Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, or~~

~~For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.~~

Criteria for Equivalency – Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

Included as part of each category, except English as a Second Language:

Professional experience in the area of specialization may be used to balance course work.

EVIDENCE OF EQUIVALENCY

If an individual does not meet the State minimum qualifications, the applicant must submit appropriate evidence to the college that can be used in establishing equivalency. The documentation submitted by the applicant must be as reliable and objective as a transcript, and such documentation must provide conclusive evidence of equivalency per any of the following:

- A. Transcripts showing that appropriate courses were successfully completed at an accredited college** or an appropriate foreign institution***
- B. Publications that show a general command of the major in question, the general education of the candidate, or his or her writing ability
- C. Other work products that show a command of the discipline or occupation in question

Recency: An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- D. Verified professional experiences such as occupational experience, training, certification, and/or teaching experience in the discipline

In determining the equivalence for a year of specified professional service, the equivalent experience must include the performance of duties typical of the specified professional service for at least 50% of the work week with the remaining 50% of the work week in related duties.

- E. Participation, beyond mere attendance, in colloquia, symposiums, seminars, conferences, concerts, productions, projects, or other evidence of such a nature
- F. An employer statement and other evidence of work experience in the appropriate discipline
- G. Other evidence of recognized accomplishments which demonstrate levels of expertise and skill clearly beyond those that are usual. (See *Rare Cases* section.)

The submission of evidence by the candidate does not guarantee that the candidate will meet the equivalency for a given discipline under the equivalency procedures described.

**** College and university degrees and credits submitted for employment, including for the equivalency process or advancement, must be from United States Institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.**

***** All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Postsecondary Accreditation and the United States Secretary of Education including and foreign degrees and credits are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.**

APPLICATION PROCESS

POSITION ANNOUNCEMENTS

The following procedures will be used when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for employment, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedures are intended to ensure a fair, objective, and consistent process for determining when an applicant has the equivalent qualifications. They are not intended to grant waivers for lack of the required qualifications.

Announcements for full-time faculty positions shall include as required qualifications that the candidate must possess one of the following:

- Minimum qualifications for employment in that discipline as determined by the Board of Governors Disciplines List, or qualifications that are at least equivalent to the minimum qualifications determined by the Board of Governors, or
- An appropriate valid California Community College Credential.

REVIEW OF APPLICATIONS - FULL-TIME FACULTY POSITIONS

1. The screening and interview committee (except student member) shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected for an interview has met the minimum qualifications for hire in that discipline or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or possesses an appropriate valid credential. The committee will select the most qualified candidates to be interviewed.

2. If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Academic Senate Professional Standards Committee all application materials of the candidate in question.

The Human Resources Office or designee will notify the chair of the Academic Senate Professional Standards Committee to consider the *Petition for Equivalency, including the Certification form*. Only the materials provided by the candidate at the time of the application will be considered in the Committee's determination. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See *Evidence of Equivalency*.)

3. The Committee will render its written decision to Human Resource within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final.
4. If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the Superintendent/President, the committee shall provide him or her with the Academic Senate Professional Standards Committee's written report describing the basis for the granting of equivalency (i.e. specific education, experience, other accomplishments), and other evidence that the Academic Senate Professional Standards Committee used to determine equivalency.
5. The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior _____to or conditioned upon the approval of the equivalency. The Board of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

Once granted equivalency and hired, applicants retain their equivalency status for their entire careers in the district.

REVIEW OF APPLICATIONS - PART-TIME AND CONTRACT FACULTY POSITIONS

1. The appropriate dean and department chair, in consultation with instructors in the discipline, shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected to be interviewed for the position has met the minimum qualifications for hire in that discipline; or has qualifications at least equivalent to the minimum qualifications determined by the Board of Governors; or, possesses an appropriate valid credential.

In determining equivalency, the appropriate dean, department chair, and discipline faculty shall use the Equivalency Guidelines in reviewing evidence submitted by the applicant to

decide whether or not the candidate possesses qualifications at least equivalent to the minimum qualifications for the discipline. It is the applicant's responsibility to provide clear and convincing evidence in the form of transcripts, verification of professional experience and licensure, and documentation of general education competencies, if appropriate. (See *Evidence of Equivalency*.)

2. If there is agreement that the candidate meets equivalency, a Petition for Equivalency shall be forwarded to the chair of the Academic Senate Professional Standards Committee with the required documentation. Decisions will be based upon the documentation provided. The *Petition for Equivalency* and *Certification* packet must include the signature of the lead discipline faculty person or the petition for equivalency will not be reviewed.
3. The Committee will render a written decision and communicate it to Human Resources within five (5) working days. The decision of the Academic Senate Professional Standards Committee is final.
4. The granting of equivalency does not guarantee an interview or employment. A candidate who has petitioned for equivalency shall not be given a teaching assignment prior to or conditioned upon the approval of the equivalency. The Board of Trustees' approval of an employee's equivalency in a discipline shall serve as the date of hire within that discipline for the purposes of assignment.

RESUBMISSIONS OF EQUIVALENCY PETITIONS

Resubmissions will only be reviewed if new information has become available: for example, if a candidate completes an additional degree or is awarded a license that may affect the outcome of the original decision.

UNFORESEEN OR EMERGENCY SITUATIONS

For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full equivalency review process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

1. Vacancies that occur shortly before the beginning of a session.
2. Additional sections of a class added shortly before the beginning of a session or after the session begins.
3. An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

Equivalency processes for part-time and "emergency" hires should be no different from those for full-time faculty. If the emergency occurs during a time that regular faculty are off-contract, such as during intersession or summer session, it is best to hire faculty who meet the minimum qualifications to ensure professional standards are maintained consistently and fairly.

If a Petition for Equivalency arises in such a case, and the Academic Senate Professional Standards Committee chair or designee is not available, then the Vice President, Academic

Affairs may consult with the Academic Senate President or Vice President to approve the equivalency, subject to board approval, based on the AHC Equivalency Guidelines.

Also see BP/AP 7120 Recruitment and Hiring

BP and AP 7501 Faculty Internships

References: Education Code Sections 87001, 87003, 87359(a) and 87743.2;

Title 5 Sections 53400 et seq.;

~~BP and AP 7501 Faculty Internship~~

~~Agreement between Allan Hancock Joint Community School District and
the Faculty Association of Allan Hancock College~~

Approved: 4/3/06

Revised: 2/21/12

Revised: 7/22/14

Revised: 6/13/17

INFORMATION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: First Reading: Revised Board Policy 7218, Selection of Department Chair	Item Number: 14.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

BACKGROUND

Revised board policy 7218, Selection of Department Chair, is legally advised. The board policy addresses the district's process to select a department chair.

The revised board policy is recommended by the California Community College League's Policy and Procedure Services has been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7218 SELECTION OF DEPARTMENT CHAIR

Each department of the college has the choice of electing its department chair subject to the approval of the superintendent/president and appointment by the board of trustees, or requesting that administration appoint a department chair.

Adopted: 1/04

Revised:

(Replaces Board Policy 7300)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7218 SELECTION OF DEPARTMENT CHAIR

All elections for department chairperson shall be conducted by the Academic Senate Elections Committee and in the presence of a member of the Senate Elections Committee. No member of the Senate Elections Committee shall conduct an election for his/her own department.

Within the first four weeks of the fall semester, the Senate Elections Committee will send a campus-wide email indicating which departments are due for chair elections, and make available the procedure for the holding the elections.

All department members shall receive notice of the election at least two weeks in advance of the election. Notification to the department is the responsibility of the current department chair.

No later than the end of finals week ~~four weeks before the end~~ of the fall semester of the year of expiration of the term of office of the current department chair, each department should have completed the following:

- i. Choose between election and appointment of department chair.
- ii. Determine by majority vote whether the new chair shall serve for two or three years.
- iii. Hold an election, if selected.

Regular elections shall not be held before the 9th week of the fall semester.

~~Choosing, by secret ballot, between election of a department chair or appointment of a department chair with a simple majority of those voting determining the result.~~

~~Notifying administration if appointment has been chosen as the mode of selecting the new department chair.~~

In the event the department chooses appointment, the Senate Elections Committee chairperson shall immediately notify the college superintendent/president of the selection of the appointment option and whether the term shall be for two or three years.

A two-thirds quorum of eligible department faculty must be present to hold a department chair elections. All department chair elections shall be by secret ballot only. A simple majority of those voting will determine the result. Upon unanimous approval by all department members, when there is only one candidate an election may be held electronically, Electronic elections are to be done using a tool that enables secrecy and is tied to the voters' hancockcollege.edu email accounts.

Signed absentee ballots or proxies will be accepted. Electronic absentee ballots/proxies sent to the Senate Election Committee from the voter's hancockcollege.edu email address will also be accepted. A person teaching in more than one department shall vote only in that department to which the faculty member is permanently assigned.

If there is only one candidate, then the election shall nevertheless be conducted, using a YES or NO type response on the ballot. A majority affirmative vote shall be required to be elected.

~~The Senate Elections Committee shall conduct these elections. Committee members shall be appointed by the Executive Council of the Academic Senate. Should a member of this committee be a candidate for department chair, the member shall not conduct the election in candidate's department. At least two members of the committee must be present to conduct the elections.~~

~~Election of a department chair shall occur not later than the end of the fall semester. All elections will be by secret ballot, a simple majority of those voting to determine the result.~~

~~Eligibility to vote is limited to certificated "contract" (tenure-track) and "regular" (tenured) faculty employees in the department. Signed absentee ballots or proxies will be accepted. An employee teaching in more than one department shall vote only in that department in which the majority of the teaching load occurs.~~

~~Should a tie vote occur, a second vote election shall be taken held immediately. If the second vote election also ends in a tie, then another vote shall be taken a week later. If that vote is still a tie, another vote shall be taken immediately. If a tie vote still results, the results shall be forwarded to the college superintendent/president, who shall resolve the situation.~~

~~Criteria of eligibility for election and re-election may be established by each department. Length of term of office may be decided by each department, but such term shall not be for more than three years not less than two years.~~

~~Each department should adopt its own guidelines for implementing this procedure, keeping on file a record of such guidelines.~~

Should a vacancy occur during the summer, the superintendent/president shall appoint a department chair to serve during the fall semester. The Senate Elections Committee shall conduct an election for replacement during the fall semester with the term to be determined at the time of election. Should a vacancy occur during the fall or spring semester, the standard election/appointment process will be held as soon as possible. The term will begin with the subsequent spring semester.

Approved: 1/04

Revised:

(Replaces Administrative Procedure 7300.01)

INFORMATION ITEM

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: First Reading: New Board Policy 7310, Favoritism	Item Number: 14.E.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

New board policy 7310, Favoritism is legally advised. The board policy establishes that the district will make reasonable efforts to minimize any adverse impact on supervision, safety, security, morale, or personnel decisions.

The new board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7310 FAVORITISM

The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Sections 297 et seq. in the same department or division.

The District will make reasonable efforts to assign job responsibilities rather than to reassign or transfer employees to minimize any adverse impact on supervision, safety, security, morale, or personnel decisions. In such case as an adverse impact occurs, the District retains the right to reassign or transfer any person.

References: Government Code Sections 1090 et seq. and 12940 et seq.;
Family Code Sections 297 et seq.

Adopted:

(This is a new policy)

**INFORMATION ITEM**

To:	Board of Trustees	Date:
From:	Superintendent/President	September 11, 2018
Subject:	First Reading: Revised Board Policy and Administrative Procedure 7501, Faculty Internships	Item Number: 14.F.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 5

BACKGROUND

Revised board policy and administrative procedure 7501, Faculty Internships is legally advised. The board policy and administrative procedure establish the guidelines and process that the district, in consultation with the Academic Senate, may establish a faculty internship program in accordance with the California Education Code Section 87487 and Title 5, Section 53500-53502.

The revised board policy and administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7501 FACULTY INTERNSHIP

The District may, in consultation with the Academic Senate, establish a faculty internship program and in accordance with the California Education Code Section 87487 and Title 5, Section 53500-53502 it is the intent of this policy to permit Allan Hancock College to employ graduate students enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education or, in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching experience, may also be included in internship programs to the extent authorized by the board of governors.

~~Graduate students (hereafter referred to as classroom faculty interns) must have completed at least seventy-five percent of the course work for the master's degree or the equivalent. Intern assignments may only be initiated by the department. Classroom faculty interns may only be assigned to teach in a discipline in which they would be legally qualified to teach upon completion of their graduate studies. Classroom faculty interns must serve under the direct supervision of a mentor (hereafter referred to as advisor mentor).~~

~~Glassroom faculty interns may be employed for one semester only and may be hired for successive terms/semesters only if their continuing progress as graduate students is reconfirmed and if they meet performance standards. A classroom faculty intern may only be employed in the Life, Physical and Health Sciences department or any other department recommended by the Academic Senate. A faculty intern shall be limited to one year maximum participation in the program.~~

Adopted: 4/17/01
Revised:

(Replaces Board Policy 4115)

References: California Education Code
87487; Title 5 Sections 53500-53502



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7501 FACULTY INTERNSHIP

The department, in consultation with discipline faculty, shall initiate the request for a faculty intern. Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies or associate degree and six years of industry experience in that discipline. Such assignment shall only be made after minimum qualifications have been confirmed by the Professional Standards Committee. (See Board Policy and Procedures 7211.)

A faculty intern shall be limited to two years of participation in the program. Reemployment after each semester is contingent upon continuing progress in the educational program or toward completing required work/teaching experience, as well as on meeting the District's performance standards.

A student employed as a faculty intern shall meet the following minimum qualifications: For those disciplines in which a master's degree is required, faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education, and shall have completed at least one-half of the coursework in that program.

For those disciplines for which a master's degree is not expected or required, the faculty intern shall possess any license or certificate required to do that work and (1) be within one year of completing the associate degree and have six years of industry experience in the discipline, or (2) have completed the associate degree and have completed five of years of industry experience in that discipline.

1. Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The appropriate dean, with input from the department chair and/or program coordinator, will approve the assignment of the advisor mentor.
- a. Each semester the appropriate dean will contact the college or university in which the classroom faculty intern is enrolled to verify the intern's academic status and

progress toward completion of degree, or the employer; in the case of progress toward work or teaching experience.

- b. Classroom faculty interns will be evaluated in accordance with the associate faculty evaluation process.
- c. The advisor mentor shall not take the place of the department chair and/or program coordinator with regard to orientation and evaluation of associate faculty.
- d. The duties of the advisor mentor shall include the following: (a) conduct a minimum of four scheduled meetings with the classroom faculty intern each semester, covering such topics as curriculum planning, teaching strategies and methodologies, assessment of student work, and review of course materials; (b) conduct a minimum of three one-hour classroom visitations with the a-classroom faculty intern each semester; and (c) prepare written documentation to include dates and topics of meetings, dates and summaries of classroom visits, and discussion summaries.
- e. The advisor mentor shall have no other assigned duties ~~during the time that the faculty intern is teaching or rendering service~~ and shall be available on campus during the time that the faculty intern is teaching or rendering service.
- f. The advisor mentor's extra assignment stipend ~~stipend~~ will be set in accordance with the agreement between the District and the faculty association.

Approved: 4/17/01

Revised:

(Replaces Administrative Procedure 4115.01)

*References: References: California Education
Code 87487, 94300 et seq.; Title 5 Sections
53500-53502*

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	September 11, 2018
Subject: Quarterly Report on Volunteer Aides	Item Number: 14.G.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 1

BACKGROUND

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

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Carnell, Carol	7/1/18 – 6/30/19	Mentorship program; student clubs; food share, student services
Cazares, Yaneth	8/1/18 – 10/31/18	Assist with daily operations of classroom completing tasks as needed, children's center
Infante, Belem Diaz	9/1/18 – 6/30/19	Counseling intern, noncredit counseling
Lamica, Tyler	6/8/18 – 6/30/18	General support to classified staff and faculty of the law enforcement program
Wilcox, Betsy	5/25/18 – 5/25/18	Assist admissions and records with commencement activities

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

To: Board of Trustees	Date:
From: Superintendent/President	September 11, 2018
Subject: Associate Faculty Status	Item Number: 14.H.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

In recognition of the service of long-standing part-time faculty members per Article 12 of the CFT/PFA Collective Bargaining Agreement, part-time faculty are eligible for Associate Faculty status when they meet the following criteria:

12.7.1 Part-time faculty who have completed fourteen (14) semesters of service at 0.40 or higher credit load per semester on average per academic year within a eight (8) year period within a specific credit discipline will become eligible to participate in the priority of assignment process in that discipline.

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

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

When eligibility and application requirements are met, Associate Faculty rights shall begin at the beginning of the employee's seventeenth semester. Associate Faculty status for each of the employees named below will begin spring semester 2018.

1. Helen Talkin Tye, Art
2. Paul LeSage, Physical Education
3. Michael Shaw, Early Childhood Studies
4. Monique Segura, Dance
5. Sharol Viker, Early Childhood Studies

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Employee Resignations and Retirements	Item Number: 14.I.
Enclosures: Page 1 of 1	

BACKGROUND:

The superintendent/president has accepted the following:

Resignation:

1. Michele Brandenburg, laboratory assistant, open access computer lab (OACL), learning resources, effective September 14, 2018.

Ms. Brandenburg has been employed with the district since August 20, 2014.

Retirement:

2. Steven Lopez, maintenance specialist – electrician, facilities, effective November 27, 2018.

Mr. Lopez has been employed with the district since January 17, 1980.

Separation from Service:

3. Irma Reyes, office services technician II (grants), community education, effective September 8, 2018.

Ms. Reyes has been employed with the district since November 15, 2017.

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

To:	Board of Trustees	Date:	
From:	Superintendent/President	September 11, 2018	
Subject:	Employee Climate Survey	Item Number:	14.J.
Strategic Goal:	Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures:	Page 1 of 2

BACKGROUND

Employee Climate and Engagement Survey Update (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) As initially reported during the June 2018 Board meeting, the office of Institutional Effectiveness facilitated administration of an employee climate and engagement survey developed by the Korn Ferry Hay Group (KFHG). KFHG is a consulting firm that works with businesses and educational institutions to transform organizations into more productive and vital environments. The survey was administered to establish a baseline set of data to evaluate the LEAP Mentoring Program as well as provide an overall sense of college strengths and opportunities for improvement. The primary dimensions of analysis are based on high performing work environments and include **engagement** and **enablement**. **Engagement** is the “want to” of work – are employees **committed** to the organization, and are they willing to put in **extra effort** for the good of the organization? **Enablement** is the “can do” of work – are employee **skills and abilities** fully utilized in their roles, and does the organizational **environment** support them in getting work done?

Subsequent to administration of the survey, results were shared with the following shared governance councils:

- Human Resources Council (HRC)
- Institutional Effectiveness Council (IEC)
- College Council (CC)

The Academic Senate also received a report of the results. The shared governance councils include representatives from all of the constituency groups who were encouraged to share the results among members. Dr. Murphy offered to provide additional information and clarification about the survey and results as requested. The survey results are posted on the Institutional Effectiveness website, Academic Senate site, and College Council member site.

Activities are planned for the 2018-19 academic year to follow up on the survey and develop initiatives to build off successes and address institutional challenges. Oversight of the activities, data collection, and implementation of strategies will be coordinated through the college governance processes. IEC will review data from the survey along with additional data collected during the process (e.g. focus groups and staff activities); HRC began discussing strategies to address training needs identified in the survey during the end of the spring semester and will continue to work on those initiatives. Key activities planned to facilitate additional data gathering include the following:

- All-Staff day brainstorming activity. On Friday August 16, faculty, staff, and managers were invited to join small groups and asked to participate in a facilitated conversation addressing some of the key survey findings. Groups responded to the following questions:

Question 1: What Institutional Strategies can AHC explore to ensure staff actively engage in quality instruction and service equal to pay? How do current evaluation processes positively or negatively impact continuous improvement efforts?

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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Question 2: In addition to efforts like LEAP, what ~~b7d~~ practices can AHC adopt to properly onboard and train new employees or staff accepting new roles within the organization?

Question 3: What institutional systems are in place or could be implemented to promote interdepartmental collaboration with internal and external stakeholders?

Question 4: What improvement mechanisms could AHC consider implementing in order to strengthen current communication systems and shared governance?

Results from this activity will be discussed with IEC for recommendation for possible action items.

- Continuation of Climate and Engagement Survey with part-time faculty. The survey will be administered to part-time faculty with an invitation from the PFA leadership to participate during the third week of the fall semester. Results will be aggregated and reported back to the PFA.
- AHC will bring in professional facilitators/researchers to conduct confidential focus groups with members of all constituency groups during the end of September or beginning of October. Participants stratified by employee group will be randomly chosen to voluntarily participate in focus groups to delve further into topics identified from the survey. Results of the focus groups will be reported back to IEC, HRC, CC, and Academic Senate.
- In order to ensure college-wide awareness of the survey and focus group results, Dr. Murphy will present the results at an open forum where participants will be able to provide additional input, suggestions, or ask questions about the process.
- Suggestions for strategies to improve the institution will be gathered and shared as data are collected.

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	September 11, 2018	
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	14.K.
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:

Cooperative Work Experience (CWE) (*Goal SLS6: Engage students.*) CWE has transitioned from an administrative-led program to a faculty-led program supported and coordinated by administration. In the first week of the transition in Term 1, over 100 students have enrolled in CWE courses taught by 8 different Instructors of Record. By the start of spring semester, we anticipate doubling the number of Instructors of Record and enrolled CWE students. The transition has been supported by the addition of the part time, temporary Program Assistant V, Christine Espinoza, who currently provides technical and programmatic support to faculty and their respective departments. The full time, permanent job description for this job description is projected to be reviewed by CSEA, ratified and to the board for final approval this fall. Strong Work Force funds have been identified as the primary funding source to fund the position.

ExpoFest 2018: Business, Agriculture, and Energy Industry Expo and Festival (*Goal II: Community Integration*) Holly Nolan Chavez, deputy sector navigator, agriculture, Erin Krier, agriculture instructor and Alfredo Koch, agribusiness professor collaborated with the Santa Maria Valley Chamber of Commerce to support the 2018 Business, Agriculture, and Energy Expo and Festival held at Allan Hancock College on August 25. Over 1,000 people attended the event which featured over 85 local businesses and showcased the energy and agriculture industries. https://santamariatimes.com/news/local/expofest-draws-over-people-to-hancock-college/article_d6ed4c2e-115d-550b-acf3-a20aa18bf53d.html?utm_medium=social&utm_source=email&utm_campaign=user-share.

Student Athlete Learning Community (*Goal SLS6: Engage students.*) The pilot program for the student athlete learning community cohort is underway. In November of 2017, academic counselor, Lainey Campos, English faculty, Rob Senior, and Speech faculty, Andrea Sanders, met to discuss the feasibility of initiating a student athlete cohort, addressing English and Speech transfer requirements for under-prepared, time-constrained students-athletes. Collaboration between participating faculty and the coaching staff took place in the spring of 2018 in order to establish parameters and agree on how to identify potential student-athlete participants. During the spring and summer of 2018, Rob Senior and Andrea Sanders reviewed English 101 with the English 112 support course and Speech 101, in order to develop content that would engage the population and create crossover of content to increase student learning outcome success in both courses. There are 15 student athletes participating in the program who are taking all three courses and are supported by the athletic counselor. We hope this will pave the way for future cohorts and the program will have a strong impact on student success.

Administrator Initiating Item: Robert Curry	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 14.L.
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:

Student Information Tables (*Goal SLS5: Nurture students.*) On August 20 and August 21, 2018, information tables located around campus served 1,463 students. Students received directions to classes, information regarding AHC programs and upcoming events, and found answers to a multitude of questions. Coffee, hot chocolate, juice, and snacks were available to students. Many thanks to our hardworking staff, faculty, administrators, student workers, and student ambassadors who stepped up to be “Agents of Change” by taking time to volunteer. It was a diverse and collaborative effort by all. The event was coordinated through Student Activities and funded by Student Equity.

Scholarship Foundation of Santa Barbara (*Goal SLS2: To support student access, achievement, and success.*) Bi-weekly drop-ins will be offered October 16, 2018 through December 11, 2018 to assist AHC students with the Santa Barbara Foundation Scholarship application process. This collaborative effort between financial aid staff and the staff of Santa Barbara Foundation benefits current and incoming AHC students.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date: September 11, 2018
From:	Superintendent/President	
Subject:	Monthly Report, Vice President, Institutional Effectiveness	Item Number: 14.M.
Strategic Goal:	Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures: Page 1 of 1

BACKGROUND

Roadmaps to Success (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) On Friday, August 31, 2018, over 50 faculty and staff gathered for the Roadmaps to Success (guided pathways) fall kick-off workshop. During the morning session, Dr. Al Solano, with the Institutional Effectiveness Partnership Initiative, facilitated the discussion about guided pathways perspectives, beliefs and concerns; what it means to redesign the institution, and evidence of existing guided pathways structure. He also addressed why it is important to students and their success. During the afternoon session, participants worked on project planning for each of the six design teams.

Accreditation team training (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) On Wednesday, September 5, 2018, Dr. Paul Murphy attended accreditation team training in Los Angeles. The all-day team training was in preparation for his accreditation visit to Windward Community College in Honolulu, Hawaii in October.

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

To: Board of Trustees	Date: September 11, 2018
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.N.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 2

BACKGROUND

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

Foundation's Launch of the Community Ambassador's Program - (*Goal E1: 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 Foundation launched the second class of Community Ambassadors on Thursday, August 16, 2018. The Ambassador Program is designed specifically for community leaders and business executives to provide an overview of campus operations, programs, and student success. There are 22 Community Ambassadors for the 2018-2019 year, who will meet on campus for six half-day sessions. Each session will offer special insight in one area of the college.

Foundation's Launch of the Employee Giving Campaign - (*Goal E2: Employee Integration: ensure that every member of the campus actively participates in fostering student success. AHC will provide opportunities to build mutual respect, collaboration, innovation, and creativity in an effort to build student success.*) The Foundation will launch its second annual *Employee Giving Campaign* in mid-September with the message to all staff to "*Be the Change You Want to See in the World*" - Gandhi. This campaign provides staff with the opportunity to pay it forward and continue the college's culture of giving and philanthropy at the college. There are many campus programs to support including the Hancock Promise—One Student/One Year, Art on Campus, CARE Turkey Drive, MESA, etc.

Campus Graphics Update: Campus Graphics started the 2018-19 fiscal year busier than ever. Retail revenue in July was up 59 percent compared to last year, and 7 percent more in August of this year. August is Campus Graphics' biggest month and the department billed more than \$30,000. During the 2017-18 academic year, Campus Graphics institute a new chargeback system that provided equal pricing for all customers from the college and allowed the department to recoup costs to fund the operation.



Rabobank Launches Promise Campaign: Rabobank is about to launch a two-phase campaign to promote The Hancock Promise and its impact on the community. They hope to inform the public about the Promise, as well as inspire other businesses to support our program. Their ads feature actual Promise students, like Miguel, a Santa Ynez High School graduate. The ads will be used in branch digital signage, ATM screens, newspapers, as well as on the bank's website and social media channels. Another ad features a group of four female Promise students, who are Ernest Righetti High School graduates.

(continued)

Administrator Initiating Item: Susan Houghton	Final Disposition:
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Hancock Promise Day: The Lompoc City Council proclaimed Tuesday, August 21, Hancock Promise Day in recognition of the college's efforts to create a college-going culture in our community. The city of Solvang did the same on Monday, August 27. The Solvang City Council presented a check for \$1,200 to sponsor the first year of a Hancock Promise student. This fall, the college welcomed nearly 300 Promise students from the Lompoc Valley and 55 first-time students from the Santa Ynez Valley. Together, they represent an increase of 54 percent compared to the number of first-time students from the Lompoc and Santa Ynez valleys registered for fall classes last year. The cities of Guadalupe (September 11), Buellton (September 13), and Santa Maria (September 18) will issue similar proclamations and declare Hancock Promise Days.

**INFORMATION ITEM**

To:	Board of Trustees	Date:
From:	Superintendent/President	September 11, 2018
Subject:	A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.O.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 21

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
 Associated Students Trust Fund
 Student Representation Fee Trust Fund
 Student Body Center Fee Trust Fund
 Student Financial Aid Trust Fund
 Scholarship and Loan Trust Fund
 District Trust Fund
 Student Clubs Agency Fund
 Foundation Agency Fund
 AHC Viticulture & Enology Foundation Agency Fund

The statements reflect year-to-date budgets and financial data. Beginning funds balances will not be reflected until fiscal year 2017-2018 is closed.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Allan Hancock College Governmental Funds Group

General Fund

Income Statement by Fund

For Period Ending 07/31/18

	<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	0	0.00	1,781,884	0	0.00
State Revenues	42,273,312	2,454,781	5.81	13,339,010	2,080,040	15.59
Local Revenues	22,546,073	1,466,568	6.50	2,053,260	266,963	13.00
Total REVENUES	64,853,585	3,921,349	6.05	17,174,154	2,347,002	13.67
EXPENDITURES						
Academic Salaries	24,808,427	790,667	3.19	3,017,808	126,285	4.18
Classified Salaries	15,823,217	1,048,265	6.62	4,672,648	232,957	4.99
Employee Benefits	13,197,697	571,304	4.33	2,183,173	98,184	4.50
Supplies and Materials	1,451,510	51,784	3.57	1,895,978	10,531	0.56
Other Operating Exp. and Services	7,354,991	585,330	7.96	4,589,693	24,691	0.54
Capital Outlay	910,484	2,214	0.24	1,220,702	0	0.00
Total EXPENDITURES	63,546,327	3,049,565	4.80	17,580,002	492,649	2.80
Excess of Revenues over (Under) Expenditures	1,307,258	871,784		-405,848	1,854,353	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	481,573	0	0.00	79,657	0	0.00
Total OTHER FINANCING	481,573	0	0.00	79,657	0	0.00
OPERATING TRANSFERS OUT						
Other Outgo	1,963,556	74,372	3.79	772,068	4,693	0.61
Total OPERATING TRANSFERS OUT	1,963,556	74,372	3.79	772,068	4,693	0.61
Excess of Revenues and Other Financing Sources Over/(Under)	(174,725)	797,411		(1,098,259)	1,849,660	

Allan Hancock College
 Child Development Fund
Income Statement by Fund
 For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	229,740	0	0.00
State Revenues	490,699	0	0.00
Local Revenues	854,371	0	0.00
Total REVENUES	1,574,811	0	0.00
EXPENDITURES			
Academic Salaries	254,605	11,044	4.34
Classified Salaries	286,830	15,785	5.50
Employee Benefits	131,982	4,784	3.62
Supplies and Materials	425,455	0	0.00
Other Operating Exp. and Services	180,896	0	0.00
Capital Outlay	298,094	0	0.00
Total EXPENDITURES	1,577,862	31,612	2.00
Excess of Revenues Over (Under) Expenditures	(3,051)	(31,612)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	25,000	0	0.00
Total OTHER FINANCING	25,000	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	21,949	(31,612)	

Allan Hancock College
 Other Special Revenue Fund
Income Statement by Fund
 For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,919,823	317,696	10.88
Total REVENUES	2,919,823	317,696	10.88
EXPENDITURES			
Classified Salaries	2,063,244	8,471	0.41
Employee Benefits	659,849	34,522	5.23
Supplies and Materials	464,165	27,763	5.98
Other Operating Exp. and Services	590,916	36,041	6.10
Capital Outlay	38,800	0	0.00
Total EXPENDITURES	3,816,974	106,797	2.80
Excess of Revenues Over (Under) Expenditures	(897,151)	210,899	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,501,949	0	0.00
Total OTHER FINANCING	1,501,949	0	0.00
OPERATING TRANSFERS OUT			
Other Outgo	604,798	733	0.12
Total OPERATING TRANSFERS OUT	604,798	733	0.12
Excess of Revenues and Other Financing Sources Over/(Under)	0	210,166	

Allan Hancock College
Capital Outlay Project Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	708,000	1,818	0.26
Local Revenues	585,033	0	0.00
Total REVENUES	1,293,033	1,818	0.14
EXPENDITURES			
Supplies and Materials	2,015	0	0.00
Other Operating Exp. and Services	8,939	0	0.00
Capital Outlay	4,087,550	129,881	3.18
Total EXPENDITURES	4,098,504	129,881	3.17
Excess of Revenues Over (Under) Expenditures	(2,805,470)	(128,063)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	237,960	0	0.00
Total OTHER FINANCING	237,960	0	0.00
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00
Total OPERATING TRANSFERS OUT	0	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	(2,567,510)	(128,063)	

Allan Hancock College
General Obligation Bond Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	5,000	0	0.00
Total REVENUES	5,000	0	0.00
EXPENDITURES			
Other Operating Exp. and Services	0	0	0.00
Capital Outlay	302,391	0	0.00
Total EXPENDITURES	302,391	0	0.00
Excess of Revenues Over (Under) Expenditures	(297,391)	0	
Excess of Revenues and Other Financing Sources Over/(Under)	(297,391)	0	

Allan Hancock College
Dental Self Insurance Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	787,000	49,326	6.27
Total REVENUES	787,000	49,326	6.27
EXPENDITURES			
Other Operating Exp. and Services	775,000	65,451	8.45
Total EXPENDITURES	775,000	65,451	8.45
Excess of Revenues Over (Under) Expenditures	12,000	(16,125)	
Excess of Revenues and Other Financing Sources Over/(Under)	12,000	(16,125)	

Allan Hancock College
Self - Insurance Health Exam Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	0	0.00
Total REVENUES	500	0	0.00
EXPENDITURES			
Employee Benefits	13,311	300	2.25
Total EXPENDITURES	13,311	300	2.25
Excess of Revenues Over (Under) Expenditures	(12,811)	(300)	
OPERATING TRANSFERS OUT			
Other Outgo	200,000	0	0.00
Total OPERATING TRANSFERS OUT	200,000	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	(212,811)	(300)	

Allan Hancock College
Self Ins - Property & Liab. Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	10,000	0	0.00
Total REVENUES	10,000	0	0.00
EXPENDITURES			
Other Operating Exp. and Services	10,000	0	0.00
Total EXPENDITURES	10,000	0	0.00
Excess of Revenues Over (Under) Expenditures	0	0	
Excess of Revenues and Other Financing Sources Over/(Under)	0	0	

Allan Hancock College
Post Employment Benefits Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	151,000	8,185	5.42
Total REVENUES	151,000	8,185	5.42
EXPENDITURES			
Employee Benefits	309,124	0	0.00
Total EXPENDITURES	309,124	0	0.00
Excess of Revenues Over (Under) Expenditures	(158,124)	8,185	
Excess of Revenues and Other Financing Sources Over/(Under)	(158,124)	8,185	

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number 07/01/2018 through 07/31/2018
115150007100

Summary Of Fund

MARKET VALUE AS OF 07/01/2018

EARNINGS

NET INCOME CASH RECEIPTS
FEES AND OTHER EXPENSES
REALIZED GAIN OR LOSS
UNREALIZED GAIN OR LOSS
TOTAL EARNINGS

89,378.31

TOTAL MARKET VALUE AS OF 07/31/2018

9,114,688.65

9,204,066.96

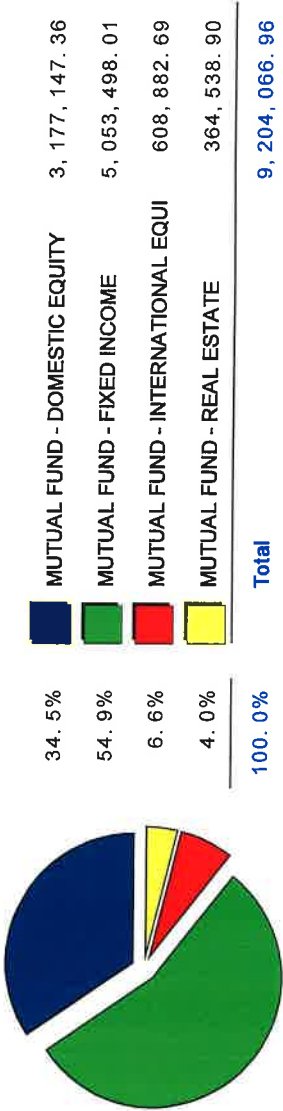
TRUST EB FORMAT

Statement Period
Account Number
07/01/2018 through 07/31/2018
115150007100

Asset Summary As Of 07/31/2018

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,053,498.01	5,127,891.88	55
MUTUAL FUND - DOMESTIC EQUITY	3,177,147.36	2,886,241.82	35
MUTUAL FUND - INTERNATIONAL EQUITY	608,882.69	507,121.73	7
MUTUAL FUND - REAL ESTATE	364,538.90	363,161.32	4
TOTAL INVESTMENTS	9,204,066.96	8,884,416.75	
CASH	11,885.50		
DUE FROM BROKER	0.00		
DUE TO BROKER	11,885.50		
TOTAL MARKET VALUE	9,204,066.96		

Ending Asset Allocation



Allan Hancock College
Associated Students Trust Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	29,415	0	0.00
Total REVENUES	29,415	0	0.00
EXPENDITURES			
Supplies and Materials	110,464	500	0.45
Other Operating Exp. and Services	64,858	0	0.00
Total EXPENDITURES	175,322	500	0.29
Excess of Revenues Over (Under) Expenditures	(145,907)	(500)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	157,047	50,000	31.84
Total OTHER FINANCING	157,047	50,000	31.84
OPERATING TRANSFERS OUT			
Other Outgo	7,900	0	0.00
Total OPERATING TRANSFERS OUT	7,900	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	3,240	49,500	

Allan Hancock College
 Student Representation Fee Trst Fnd
Income Statement by Fund
 For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	18,010	9,527	52.90
Total REVENUES	18,010	9,527	52.90
EXPENDITURES			
Other Operating Exp. and Services	15,900	0	0.00
Total EXPENDITURES	15,900	0	0.00
Excess of Revenues Over (Under) Expenditures	2,110	9,527	
Excess of Revenues and Other Financing Sources Over/(Under)	2,110	9,527	

Allan Hancock College
Student Body Center Fee Trust Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	28,500	14,408	50.55
Total REVENUES	28,500	14,408	50.55
EXPENDITURES			
Capital Outlay	27,000	0	0.00
Total EXPENDITURES	27,000	0	0.00
Excess of Revenues Over (Under) Expenditures	1,500	14,408	
Excess of Revenues and Other Financing Sources Over/(Under)	1,500	14,408	

Allan Hancock College
Student Financial Aid Trust Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	10,377,221	360,299	3.47
State Revenues	984,995	58,413	5.93
Total REVENUES	11,362,216	418,712	3.69
OPERATING TRANSFERS OUT			
Other Outgo	11,362,216	385,354	3.39
Total OPERATING TRANSFERS OUT	11,362,216	385,354	3.39
Excess of Revenues and Other			
Financing Sources Over/(Under)	0	33,358	
FUND BALANCE:			

Allan Hancock College
 Scholarship and Loan Trust Fund
Income Statement by Fund
 For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	0	0.00
Total REVENUES	1,000	0	0.00
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00
Total OPERATING TRANSFERS OUT	1,000	0	0.00
Excess of Revenues and Other			
Financing Sources Over/(Under)	0	0	

Allan Hancock College
District Trust Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	179,866	2,615	1.45
Total REVENUES	179,866	2,615	1.45
EXPENDITURES			
Academic Salaries	1,400	0	0.00
Classified Salaries	1,600	0	0.00
Supplies and Materials	70,477	0	0.00
Other Operating Exp. and Services	49,074	0	0.00
Capital Outlay	1,275	0	0.00
Total EXPENDITURES	123,826	0	0.00
Excess of Revenues Over (Under) Expenditures	56,040	2,615	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,240	0	0.00
Total OTHER FINANCING	3,240	0	0.00
OPERATING TRANSFERS OUT			
Other Outgo	62,700	0	0.00
Total OPERATING TRANSFERS OUT	62,700	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	(3,420)	2,615	

Allan Hancock College
Student Clubs Agency Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	39,728	0	0.00
Total REVENUES	39,728	0	0.00
EXPENDITURES			
Supplies and Materials	19,756	199	1.01
Other Operating Exp. and Services	10,687	0	0.00
Capital Outlay	350	0	0.00
Total EXPENDITURES	30,793	199	0.65
Excess of Revenues Over (Under) Expenditures	8,935	(199)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	2,300	0	0.00
Total OTHER FINANCING	2,300	0	0.00
OPERATING TRANSFERS OUT			
Other Outgo	11,235	0	0.00
Total OPERATING TRANSFERS OUT	11,235	0	0.00
Excess of Revenues and Other Financing Sources Over/(Under)	0	(199)	

Allan Hancock College
Foundation Agency Fund
Income Statement by Fund
For Period Ending 07/31/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	3,387,020	81,606	2.41
Total REVENUES	3,387,020	81,606	2.41
EXPENDITURES			
Classified Salaries	228,923	19,379	8.47
Employee Benefits	23,185	1,519	6.55
Supplies and Materials	65,000	1,098	1.69
Other Operating Exp. and Services	1,118,750	29,676	2.65
Capital Outlay	3,500	0	0.00
Total EXPENDITURES	1,439,358	51,673	3.59
Excess of Revenues Over (Under) Expenditures	1,947,662	29,933	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	199,940	750	0.38
Total OTHER FINANCING	199,940	750	0.38
OPERATING TRANSFERS OUT			
Other Outgo	1,029,940	1,675	0.16
Total OPERATING TRANSFERS OUT	1,029,940	1,675	0.16
Excess of Revenues and Other Financing Sources Over/(Under)	1,117,662	29,008	

Allan Hancock College
 Viticulture & Enology Foundation Fund
 Income Statement by Fund
 For Period Ending 7/31/2018

REVENUES	<u>Budget</u>	<u>Actual</u>	% Budget
Contributed Gifts/Grants/Endw	7,500	0	0.000
Non-Cash Contributions	0	0	0.000
Other Local Revenues	0	0	0.000
Net Revenue	7,500	0	0.000
WINE OPERATION			
Sales & Commissions	30,000	980	0.033
Less: Returns & Allowances	0	0	0.000
Less: Sales Discounts	-3,500	-205	0.059
Net Sales	26,500	775	
Less: Cost of Goods Sold	-12,000	0	0.000
Gross Profit	14,500	775	
Total REVENUES	22,000	775	0.0352
EXPENDIURES			
Supplies and Materials	29,950	0	0.000
Inventory Allocation Expense	-37,425	0	0.000
Other Operating Exp and Services	21,840	66	0.003
Capital Outlay	2,000	0	0.000
Total EXPENDITURES	16,365	66	0.004
Excess of Revenues Over/(Under) Expenditures	5,635	709	
OPERATING TRANSFERS OUT			
Other Outgo	2,500	0	0
Total OPERATING TRANSFERS OUT	2,500	0	
Excess of Revenues and Other Finances Sources Over/(Under)	3,135	709	

INFORMATION ITEM

To:	Board of Trustees	Date:	September 11, 2018
From:	Superintendent/President		
Subject:	A Status Report on Bond Measure I and Fine Arts Phase II	Item Number:	14.P.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures:	Page 1 of 2

STATUS

Bond Measure I Technology Projects							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Technology and Instructional Equipment Modernization	\$11,357,446	0	0	\$11,357,446	\$0	100%	Summer 2018
Total		0	0	\$11,357,446	\$0		

Bond Measure I Fine Arts Complex (Initial Phase)							
Project Name & Phase	BMI Funding	Other Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Fine Arts Complex I	\$2,824,223	0	0	\$2,824,223	\$0	N/A	See phase II
Total		0	0	\$2,824,223	\$0		

Fine Arts Complex Phase II							
Project Name & Phase	Proposed Bond Funding TBD	State and Patricia Boyd Funding	Encumbered	Expended	Balance	Project Percentage Complete	Projected Occupancy or Completion
Fine Arts Complex II	\$14,000,000	\$34,000,000	\$2,133,300	\$1,024,890	\$44,841,810	4%	October 2021
Total		\$34,000,000	\$2,133,300	\$1,024,890	\$44,841,810		

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Bond Measure I Capital Construction Projects					
Project Name	BMI Funding	Other Funding	Encumbered	Expended	Balance
Public Safety Complex	\$37,930,509	\$5,000 Private Donation	0	\$39,512,147	(\$1,576,638)
One Stop Student Services Center	20,560,907	16,558,250 State Funding	31,314	37,901,394	(813,551)
Childcare Center Addition	8,371,957	150,000 Orfalea Grant	0	8,521,475	482
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 Capital Project Fund	0	25,010,222	543,298
Total Capital Projects	\$92,279,140	\$17,213,250	\$32,155	\$111,249,449	(\$1,789,211)

Bond Measure I 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



SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 <i>Arcadia</i> through September 9 Solvang Festival Theater "Images of Africa" Art Exhibit Ann Foxworthy Gallery through October 9
2	3 Labor Day Holiday College Closed	4 4:00 p.m. Women's Soccer vs. Citrus College	5 10:00 a.m. Bulldog Bow WOW Rabobank Student Center	6	7 4:00 p.m. Women's Soccer vs. Pasadena City College	8
9	10	11 4:00 p.m. Men's Soccer vs. College of the Sequoias 6:00 p.m. Board of Trustees Meeting	12 10:00 a.m. Bulldog Bow WOW LVC	13 6:00 p.m. Women's Volleyball vs. Contra Costa College	14 2:00 p.m. Women's Soccer vs. L.A. Harbor College 4:00 p.m. Men's Soccer vs. L.A. Harbor College	15 2:00 p.m. Football vs. Ventura College Bulldog Bound Youth Football Day
16	17	18 2:00 p.m. Women's Soccer vs. West Hills College 4:00 p.m. Men's Soccer vs. West Hills College	19	20	21 3:00 p.m. Women's Soccer vs. West Los Angeles College 5:00 p.m. Men's Soccer vs. Cerritos College	22 2:00 p.m. Football vs. West Los Angeles College
23	24	25	26 6:00 p.m. Women's Volleyball vs. West Los Angeles College	27 7:00 p.m. Dimensions in Dance through September 30 Marian Theatre	28	29
30						

ALLAN HANCOCK COLLEGE



OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 "Images of Africa" Art Exhibit Ann Foxworthy Gallery through October 9	4 <i>An Iliad and Muthaland</i> in rotating repertory through October 21 Severson Theatre 5:00 p.m. College Achievement Now (CAN-TRIO) Family & Friends Open House A-211 7:00 p.m. Dimensions in Dance through October 6 Marian Theatre	5 2:00 p.m. Women's Soccer vs. LA Valley College 4:00 p.m. Men's Soccer vs. Citrus College 6:00 p.m. Women's Volleyball vs. Santa Barbara City College	6 2:00 p.m. Football vs. Antelope Valley College
7	8	9 6:00 p.m. Board of Trustees Meeting Lompoc Valley Center	10	11	12	13
14	15	16 2:00 p.m. Women's Soccer vs. Moorpark College 4:00 p.m. Men's Soccer vs. L.A. Mission College	17	18	19 2:00 p.m. Women's Soccer vs. Santa Barbara City College 4:00 p.m. Men's Soccer vs. Oxnard College 6:00 p.m. Women's Volleyball vs. Antelope Valley College	20
21	22	23 2:00 p.m. Women's Soccer vs. Oxnard College	24	25	26 2:00 p.m. Women's Soccer vs. Ventura 4:00 p.m. Men's Soccer vs. Santa Barbara City College 6:00 p.m. Women's Volleyball vs. Moorpark College	27 2:00 p.m. Football vs. Santa Barbara City College Military Appreciation Day
28	29	30 2:00 p.m. Women's Soccer vs. Cuesta College 4:00 p.m. Men's Soccer vs. Santa Monica college	31			