
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda Regular Board Meeting Tuesday, November 13, 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. Conference With Legal Counsel—Anticipated Litigation		
<p>Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (one potential case – employee complaint of discrimination)</p>		
3.C. Evaluation of the Superintendent/President		
3.D. Conference with Labor Negotiator – (Government Code §54957.6)		
<p>Agency designated representatives: Dr. Paul Murphy Employee Association: Faculty Association</p> <p>Agency designated representative: Dr. Kevin Walthers Employee Association: Part-Time Faculty Association</p>		

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 October 9, 2018 regular board meeting. | 10 |

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| 10. | Presentation | |
| | 10.A. Sabbatical Presentation | |

Ms. Nancy Jo Ward, Graphics professor, will present her sabbatical topic about the study of Digital Fine Art, multicultural instruction and collaboration, and a deeper emphasis on world arts and culture through practice-based research, readings and lectures.

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| 10.B. | Changing the Odds | |
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Dr. Walthers will share a Changing the Odds moment.

	<u>Page</u>	<u>Tent. Time</u>
11. Consent Agenda		6:15 PM
<p>Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.</p>		
11.A. Register of Warrants Supplemental Payroll 9/01/18 and Regular Payroll 9/30/18	17	
<p>A recommendation that the board of trustees approve commercial warrants.</p>		
11.B. Acceptance of Donations	19	
<p>A recommendation that the board of trustees accept a 2012 Daimler Freightliner truck from Daimler Trucks North America LLC.</p>		
11.C. First Quarter Financial Status Report	20	
<p>A recommendation that the board of trustees accept the first quarter financial status report.</p>		
11.D. Authorization, Renew Lease Agreement with TVJ Sons I, Inc. dba Honda of Santa Maria	25	
<p>A recommendation that the board of trustees authorize renewal of the lease agreement between the district and TVJ Sons I, Inc. dba Honda of Santa Maria.</p>		
11.E. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	26	
<p>A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.</p>		
11.F. Appointment of Interim Management Position	34	
<p>A recommendation that the board of trustees approve the temporary educational management appointment of Mary Patrick, Ph.D., interim dean, academic affairs, effective January 1, 2019 through June 30, 2019, or earlier per district need.</p>		

REVISED

		<u>Page</u>	<u>Tent. Time</u>
	11.G. Equivalency Certification for Faculty	35	
	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.		
REVISED	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	
REVISED	A recommendation that the board of trustees approve the appointments of Jeffrey Thon, maintenance specialist – carpenter, facilities, effective November 14, 2018; Joshua Motenko, CAFYES/CARE specialist, Extended Opportunity Programs and Services (EOPS), effective November 14, 2018, and contingent upon continued funding; Joanna Davis, EOPS specialist/counseling assistant, Extended Opportunity Programs and Services (EOPS), effective November 14, 2018, and contingent upon continued funding; and Ashu Guru, application programmer, information technology services, effective January 1, 2019.		
	11.J. Out-of-Classification Assignments of Classified Service Employees	42	
	A recommendation that the board of trustees approve the out-of-classification assignments of Sandra Rodin, purchasing technician, business services, retroactive to September 25, 2018 through November 30, 2018, or earlier per district need; Daniel Avila, equipment specialist I, kinesiology, recreation & athletics, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need; and Armando Gonzalez-Diaz, equipment attendant/custodian, kinesiology, recreation & athletics, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need.		

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REVISED	11.K. Coaching Appointment and Stipend	44	
	A recommendation may be made that the board of trustees approve a coaching appointment and stipend. If a recommendation is made, a revised board agenda item will be presented.		
REVISED	11.L. New and/or Revised Management Job Description	45	
	A recommendation that the board of trustees approve the new educational management job description, director, children's center; and approve the revised educational management job descriptions director, public safety training; and associate dean, public safety, as presented.		
REVISED	11.M. Appointment of Management Position	56	
	A recommendation may be made that the board of trustees approve the appointment of director, institutional grants. If a recommendation is made, a revised board agenda item will be presented.		
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) Associated Student Body Government		
	2) AHC Foundation		
	3) Management Association		
	4) Part-Time Faculty Association		
	5) Faculty Association		
	6) Academic Senate		
	7) California School Employees Association		
13.	Action Items		7:15 PM
	13.A. Acceptance of Grants Approved	57	
	A recommendation to accept funded proposals.		

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13.B. Naming of Building M	58	
<p>A recommendation the board of trustees approve the renaming of building M to Marian Regional Medical Center Health, Science and Mathematics, in recognition of Marian’s strong commitment to Hancock’s nursing program and overall student success.</p>		
13.C. Authorized Signature Forms for the 2019 Calendar Year and Resolution 18-35, Delegation of Governing Board Powers and Duties	59	
<p>A recommendation that the board of trustees approve the authorized signature forms for the 2019 calendar year and adopt Resolution 18-35 Delegation of Governing Board Powers and Duties.</p>		
13.D. Resolution 18-36, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board	63	
<p>A recommendation that the board of trustees adopt resolution 18-36 appointing Eric D. Smith as the district’s representative and Jessica Blazer as the alternate to the Bay Area Community College Districts (JPA) Board.</p>		
13.E. Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility	65	
<p>Recommendation that the board of trustees adopt Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility certifying approval of designation of administrative responsibility for the Allan Hancock College Lompoc Valley Children’s Center Lab School to Magdalena Ramos, interim director.</p>		
13.F. Resolution 18-38 Undocumented Student Week of Action	67	
<p>A recommendation that the board of trustees adopt resolution 18-38 Support of Undocumented Students.</p>		

	<u>Page</u>	<u>Tent. Time</u>
13.G. Academic Policy and Planning Committee Curriculum Summary	69	
A recommendation that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee.		
13.H. Revised 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, Seniority Ranking, Article 12, Workload and Assignment	88	
A recommendation that the board of trustees approve the revised 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 bargaining unit members per Article 12, Workload and Assignment, as presented.		
14. Information		7:50 PM
14.A. Grant Proposals Submitted	92	
A report on grant proposals submitted		
14.B. Employee Resignations and Retirements	93	
REVISED	The superintendent president has accepted the retirements of Janet Hooghuis, admissions and records technician II, admissions and records, effective October 12, 2018; Dianne McMahan, dance program coordinator/instructor, fine arts, effective June 1, 2019; and Ann Lucas, music instructor, fine arts, effective July 1, 2019.	
14.C. First Reading: New Board Policy and Administrative Procedure 3900, Speech: Time, Place, Manner	94	
A recommendation to review new Board Policy and Administrative Procedure 3900, Speech: Time, Place, Manner.		
14.D. First Reading: Revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development	99	
A recommendation to review revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development.		

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14.E. First Reading: Revised Administrative Procedure 4260, Prerequisites, Corequisites, Advisories	107	
A recommendation to review revised Board Policy and Administrative Procedure 4260, Prerequisites, Corequisites, Advisories.		
14.F. First Reading: Revised Administrative Procedure 4900, Transfer of Credit and Course Waiver	116	
A recommendation to review revised Board Policy and Administrative Procedure 4900, Transfer of Credit and Course Waiver.		
14.G. Change of Status of Classified Service Employees	120	
A recommendation that the board of trustees approve the change of status of Lynn Mayer, career job placement services program specialist, career job placement and Adelina Pozos, career job placement services assistant, career job placement, retroactive to November 1, 2018.		
14.H. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	121	
14.I. Monthly Report, Associate Superintendent/Vice President, Student Services	122	
14.J. Monthly Report, Vice President, Institutional Effectiveness	124	
14.K. Monthly Report, Executive Director, College Advancement	126	
14.L. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	127	
12.M. A Status Report on Bond Measure I Projects and Fine Arts Phase II	150	
15. New Business		8:30 PM
16. Calendar	152	
17. Adjournment		

The next regular meeting of the board of trustees will be held on Tuesday, December 11, 2018. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

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



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, October 9, 2018

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

Allan Hancock College - Lompoc Valley Center
Public Safety Training Complex
Building 5 - Room 5-111 - Closed Session - 5:00 p.m.
Building 5 – Room 5-109 - Open Session - 6:00 p.m.
One Hancock Drive
Lompoc, CA 93436

1. Call to Order

Trustee Zacarías called the meeting to order at 5:05 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Zacarías adjourned the meeting to closed session at 5:05 p.m.

4. Reconvene to Open Session

Trustee Zacarías reconvened the meeting to open session at 6:05 p.m.

5. Action Taken in Closed Session

Trustee Zacarías reported no action was taken in closed session.

6. Pledge of Allegiance

Heidi Mendiola, Hancock College student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None
 Concur: Student Trustee

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A Approval of Minutes from the September 11, 2018 regular board meeting.

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board voted unanimously to approve the minutes for the September 11, 2018 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

9.B. Approval of Minutes from the September 20, 2018 special board meeting.

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board voted unanimously to approve the minutes for the September 20, 2018 special board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Sabbatical Presentation

Ms. Jennifer Jozwiak, English professor, shared the reasons why she chose Mindfulness in the college classroom as the topic for her sabbatical. She gave the history of mindfulness and how it has reduced stress, improved mental health and helped students. She went on to review her sabbatical goals. She reviewed the different schools she went to, workshops and retreats she attended. She explained how this knowledge helps students at Hancock College.

10.B. Mr. Mitch McCann, director, law enforcement training, explained how public safety must comply with Hancock College guidelines, POST, State Fire Marshal, and other state agencies. He gave an overview on the number of public safety training classes completed. He reviewed the different aspects of the law enforcement academy. He noted Hancock College is ranked number one among college academies. He noted the gun range is operational and went over three items that need upgrade or additional space.

10.C. Changing the Odds

Dr. Walthers shared two stories of students who have benefitted from the emergency fund. He read an email from a student expressing appreciation for the help Director Quaid-Maltagliati provided with their classes.

11. Consent Agenda

On a motion by Trustee Pensa, seconded by Trustee Lahr, the Board voted to approve the consent agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported he and Carmen Camacho, executive assistant to the president, participated in an accreditation visit for the College of the Canyons. He noted the enrollment numbers in community education at Hancock College have improved and acknowledged all the staff who helped accomplish this.

12.B. Board Member Reports

Student Trustee Serrano reported students won in the annual staff vs. students football game. He said ASBG students will attend a conference in Los Angeles.

Trustee Hilker said he was invited to watch high school students drive defensively at the Public Safety Training Center driving area. He enjoyed Chardonnay at a college wine tasting event and was able to attend the partnership signing with La Verne University.

Trustee Hall attended the President's Circle sponsored football game. He enjoyed attending the Dimensions in Dance show.

Trustee Lahr attended the Viticulture and Enology Foundation meeting, the Retirement Board of Authority meeting that oversees post-retirement benefits, and the quarterly city and schools meeting. He also attended the Hancock Promise Proclamation in Guadalupe. He commended staff for their work on the annual Career Exploration Day.

Trustee Pensa attended his first Community College of California Trustee meeting and was encouraged to be more involved in accreditation. He attended the Hancock Promise Proclamation in Buellton. He plans to attend a trustee conference in New York at the end of the month.

Trustee Zacarías congratulated staff on the selection of a new police chief. She held Trustee Open Hour at the Lompoc Valley Center and was reminded of old plans to add a performance theatre or amphitheater in Lompoc. She attended a conference of the Hispanic Association of Colleges and Universities and shared highlights of the workshops she attended.

12.C. Association Reports

1) AHC Foundation

No report was given.

2) Management Association

Richard Mahon thanked the board of trustees for approving the revised management salary schedule. He also acknowledged Liz Phillips and the staff in the Human Resources Office for their work in filling so many positions.

3) Part-Time Faculty Association

No report was given.

4) Faculty Association

No report was given.

5) Academic Senate

Marla Allegre read a joint resolution passed by Academic Senate and the Associated Student Body Government in support of undocumented students.

6) California School Employees Association

No report was given.

7) Associated Student Body Government

Heidi Mendiola reviewed recent student body activities that included a blood drive, food share events, and annual Career Exploration Day.

13. Action Items

13.A. Acceptance of Grants Approved

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

- 13.B. Award of Contract Utilizing Piggy-Back Contract for the Implementation of a Security Plan to RD Systems Inc.

On a motion by Trustee Lahr, seconded by Trustee Hall, the Board awarded the contract to RD Systems Inc. for the implementation of a security plan in the amount of \$382,000. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.C. Authorization to Use Reserved Mandate Block Grant Funding

On a motion by Trustee Pensa, seconded by Trustee Hilker, the Board authorized the transfer of \$200,000 from the Mandate Block Grant Reserve to the facilities budget for the replacement of vehicles and equipment identified in the list provided. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.D. Authorization to Borrow up to 60 Percent of the District's Net Equity in the Self-Insured Program for Employees (SIPE) Workers' Compensation Joint Powers Authority (JPA)

On a motion by Trustee Hilker, seconded by Trustee Pensa, the Board authorized the district to borrow up to 60 percent of the district's net equity in the SIPE workers' compensation JPA if needed for cash flow purposes. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.E. Adoption of the 2018-19 Education Protection Account Expenditure Plan

On a motion by Trustee Lahr, seconded by Trustee Pensa, the Board adopted the 2018-19 Education Protection Account Expenditure Plan. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

- 13.F. Faculty Emeritus Status

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

- 13.G. Appointment of Management Employees

On a motion by Trustee Pensa, seconded by Trustee Lahr, the Board approved the classified management appointments of Ruben Ramirez, director, human resources, effective November 1, 2018; Jon Hooten, Ph.D., executive director, college advancement, effective November 1, 2018; Lauren Milbourne, director, public affairs and communications, effective November 5, 2018; approve the promotion of Holly Nolan Chavez, director, Deputy Sector Navigator-Agriculture, Water and Environmental Technology, effective October 10, 2018 through June 30, 2023, and contingent upon continued funding; and approve the temporary management position of James Harvey, interim director, facilities, effective October 10, 2018 through June 30, 2019, or earlier per district need. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.H. Appointment of Executive Management Employee

On a motion by Trustee Lahr, seconded by Trustee Pensa, the Board approved the classified executive management appointment of Eric D. Smith, associate superintendent/vice president, finance and administration, effective November 1, 2018. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

13.I. 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, Seniority Ranking, Article 12, Workload and Assignment

On a motion by Trustee Hall, seconded by Trustee Lahr, the Board 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 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.J. 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 6, Grievance Procedure and Article 22, Parking Permits

On a motion by Trustee Lahr, seconded by Trustee Hilker, the Board 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 correct formatting in Article 6, Grievance Procedures, and to replace incorrect language for Article 22, Parking Permits, as presented. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14. Information Items

14.A. Grant Proposals Submitted

Executive Director Houghton gave an overview of the California Central Coast Bridges to the Baccalaureate Partnership Program.

14.B. Employee Resignations and Retirements

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

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

Associate Superintendent Curry thanked the departments for their work on changing the curriculum to meet Assembly Bill 705 implementation requirements.

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

Associate Superintendent Ornelas reported the book lending library has been expanded with the assistance of CalWORKs, EOPS, BSI, and Student Equity funds. She said Hancock College will host the Latina Leadership Network of the California Community Colleges Conference in March.

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

Dr. Murphy briefly reviewed the Data Sizzle newsletter information on student enrollment. He noted full-time students have increased and other changes in enrollment.

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

Executive Director Houghton reported the Bulldog Bound events were completely booked and thanked Marna Lombardi and Public Affairs staff for all their hard work.

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

Director Blazer assured the board of trustees that all expenses reported were expected.

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

Dr. Walthers briefly reviewed the fund balance for the One Stop Student Services buildings.

15. Calendar

Dr. Walthers shared events from the calendar. He encouraged everyone to see *An Iliad & Muthaland* at PCPA. He mentioned the week of October 15 in Support of Undocumented Student Week.

Trustee Hall requested additional information on board policy 7310 Favoritism.

16. Adjournment

Trustee Zacarias adjourned the meeting at 7:55 p.m.



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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Register of Warrants	Item Number: 11.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2 Full Warrant Register online

BACKGROUND:

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

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 1,669,402.40	
PAYROLL 9/1/18 – 9/30/18	5,127,926.32	
TOTAL GENERAL FUND		\$ 6,797,328.72
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	4,023.85	
PAYROLL 9/1/18 – 9/30/18	78,954.00	
TOTAL CHILD DEVELOPMENT FUND		82,977.85
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	0.00	
TOTAL GO BOND CLEARING FUND		0.00
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	60.00	
TOTAL GO BOND BUILDING FUND		60.00
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	36,313.27	
TOTAL CAPITAL OUTLAY PROJECTS FUND		36,313.27
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	69,403.00	
TOTAL SELF INSURANCE DENTAL FUND		69,403.00
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	0.00	
TOTAL SELF INSURANCE HEALTH FUND		0.00
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>\$ 6,986,082.84</u>

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25003643 through 25004094 for a subtotal of \$1,779,202.52, and payroll warrants in the amount of \$5,206,880.32, for a grand total of \$6,986,082.84.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

09/01/18 - 09/30/18

PAYROLL
FUND 9410**CERTIFICATED:**

1100	Academic Salaries, regular schedule, instructional time	961,478.09
1200	Academic Salaries, regular schedule, non-instructional time	559,110.27
1300	Certificated Salaries other than regular schedule teaching	885,604.19
1400	Certificated Salaries other than contract non-teaching	1,065.00
3100	State Teachers Retirement	320,419.64
3300	Medicare	54,828.00
3400	Health and Welfare Benefits	213,467.19
3500	State Unemployment Insurance	1,252.51
3600	Worker's Compensation Insurance	22,073.47
3700	State Teachers Retirement/Cash Balance Plan/PARS	35,246.14
3911	Academic Retirement Incentive	-
	SUB TOTAL	\$ 3,054,544.50

CLASSIFIED:

2100	Classified Salaries, regular schedule	1,300,490.90
2200	Classified Instructional Aide Salaries, regular schedule	90,907.34
2300	Classified Salaries, hourly	90,944.19
2300	Student Workers, regular	56,158.36
2400	Instructional Aides, hourly	47.07
2400	Student Workers, Tutors, Peer Counselors	37,487.19
3200	Public Employees Retirement	208,776.94
3300	Social Security/Medicare	82,483.80
3400	Health and Welfare Benefits	193,676.23
3500	State Unemployment Insurance	570.34
3600	Worker's Compensation Insurance	10,549.76
3700	PARS	1,289.70
4512	Uniform Allowance	-
5113	Externships (Grants Only)	-
8890	Income released for stale dated warrant	-
	SUB TOTAL	\$ 2,073,381.82
	TOTAL FUND 9410	\$ 5,127,926.32

FUND 9433

1200	Academic Salaries, regular schedule, non-instructional time	\$ 18,009.32
1300	Academic Salaries: non-regular schedule instructional time	-
1400	Academic Salaries, non-regular schedule, non-instructional time	-
2100	Classified Salaries, regular schedule	11,649.32
2300	Classified Salaries, hourly	6,038.34
2300	Student Workers, regular	33,019.39
2400	Classified Salaries, non-regular schedule instructional aides	929.16
3100	State Teachers' Retirement System	2,115.75
3200	Public Employees Retirement System (PERS)	1,390.80
3300	Social Security/Medicare	1,758.89
3400	Health and Welfare Benefits	3,434.65
3500	State Unemployment Insurance	20.59
3600	Workers' Compensation Insurance	587.79
3700	State Teachers' Retirement/Cash Balance Plan	-
	SUB TOTAL	\$ 78,954.00
	TOTAL FUND 9433	\$ 78,954.00

FUND 9447

1200	Academic Salaries, regular schedule, non-instructional time	\$ -
1300	Academic Salaries: non-regular schedule instructional time	0.00
1400	Academic Salaries, non-regular schedule, non-instructional time	0.00
2100	Classified Salaries, regular schedule	0.00
2300	Classified Salaries, hourly	0.00
2300	Student Workers, regular	0.00
2400	Classified Salaries, non-regular schedule instructional aides	0.00
3100	State Teachers' Retirement System	0.00
3200	Public Employees Retirement System (PERS)	0.00
3300	Social Security/Medicare	0.00
3400	Health and Welfare Benefits	0.00
3500	State Unemployment Insurance	0.00
3600	Workers' Compensation Insurance	0.00
3700	State Teachers' Retirement/Cash Balance Plan	0.00
	SUB TOTAL	\$ -
	TOTAL FUND 9447	\$ -
	TOTAL DISTRICT PAYROLL	\$ 5,206,880.32

Allan Hancock College

Warrant Register

Check Dates from 9/1/2018 to 9/30/2018

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Acme Auto Leasing Llc	Lease payment for 2018 Dodge Police Charger	\$658.80	
	Lease payment for 2018 Dodge Police Charger	\$658.80	
	Lease payment for 2018 Dodge Police Charger	\$658.80	
		\$1,976.40	CT 25003643
Ahc - Part-Time Faculty Association	Reimbursement for rent per article 11.7	\$1,617.28	
	Reimbursement for phone per article 11.7	\$216.52	
	Reimbursement for utilities per article 11.7	\$80.94	
	Reimbursement for office supplies per article 11.7	\$158.75	
	Reimbursement comp. consultant per article 11.7	\$20.00	
	Reimbursement for consultant per article 11.7	\$100.00	
	\$2,193.49	CT 25003644	
AHC Foundation	Payroll Deduction 8.31.18	\$2,454.11	
		\$2,454.11	CT 25003645
Amazon	Operational Supplies	\$529.47	
		\$529.47	CT 25003646
	TRUCK COMPANY OPERATIONS HARDCOVER	\$96.27	
	FACING THE PROMOTIONAL INTERVIEW PAPERBACK	\$44.56	
	SHIPPING *ADD LINE ITEM ON 8.29.18*	\$9.77	
	Operational Supplies	\$35.96	
	Operational Supplies	\$10.50	
	Operational Supplies	\$66.26	
	Operational Supplies	\$11.82	
	Operational Supplies	\$27.17	
	Operational Supplies	\$138.23	
	Operational Supplies	\$9.58	
	Operational Supplies	\$12.80	
	Operational Supplies	\$28.16	
		\$491.08	CT 25003647
Howard Amborn	2% District Contribution 7-1-18 - 6-30-19	\$1,969.12	
		\$1,969.12	CT 25003648
American Building Automation Inc	Trouble Shoot Carrier Chiller CH-2 Network	\$250.00	
		\$250.00	CT 25003649
American Fidelity - Med Reimbursement	Payroll Deduction 8.31.18	\$11,056.84	
		\$11,056.84	CT 25003650
American Fidelity - VOL INS	Payroll Deduction 8.31.18	\$14,211.96	
		\$14,211.96	CT 25003651
American Star Tours, Inc.	Bus Service-AHC Football, 8-23-18 thru 11-3-18	\$2,356.00	
		\$2,356.00	CT 25003652
Amerigas	PROPANE FOR TRAINING COURSES INVOICE #3081663004	\$1,919.48	
	Hazmat Fee	\$10.99	
	Fuel Recovery Fee	\$6.25	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amerigas	State Sales Tax	\$116.21	
	County Sales Tax	\$24.21	
	Local Sales Tax	\$9.68	
		\$2,086.82	CT 25003653
Armstrong's Lock And Key	Key-Lock Supplies, 07-01-18 thru 05-31-19	\$59.94	
		\$59.94	CT 25003654
Aspire Financial Services	Payroll Deduction 8.31.18	\$4,415.00	
		\$4,415.00	CT 25003655
Assoc CA Community College Admin	Payroll Deduction 8.31.18	\$84.25	
		\$84.25	CT 25003656
Board Of Governors	Student Right to Know 2018-2019 reporting	\$5,900.00	
		\$5,900.00	CT 25003657
Bremer Auto Parts	Maintenance Repair Parts	\$20.20	
	Maintenance Repair Parts	\$11.49	
	Maintenance Repair Parts	\$33.43	
		\$65.12	CT 25003658
Burnham Insurance Services	ACA Consulting Services 7.1.18-6.30.19	\$3,250.00	
	ACA Consulting Services 7.1.18-6.30.19	\$3,250.00	
		\$6,500.00	CT 25003659
C.S.E.A. Victory Club	Payroll Deduction 08/31/2018	\$105.50	
		\$105.50	CT 25003660
Ca Dept Of Public Health	RENEWAL CLINICAL LAB ANNUAL REGISTRATION FY2018-19	\$141.00	
	Renewal Fee of Reportable Source of Radiation 2 YR	\$512.00	
		\$653.00	CT 25003661
Cal-Coast Machinery, Inc.	Parts Per Invoices 492220, 493917, 493631	\$85.80	
	Parts Per Invoices 492220, 493917, 493631	\$612.94	
	Parts Per Invoices 492220, 493917, 493631	\$170.24	
	Freight charges per Invoice 493631	\$8.00	
		\$876.98	CT 25003662
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$17.76	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$157.84	
		\$175.60	CT 25003663
Helen Carroll	2% District Contribution 7-1-18 - 6-30-19	\$1,610.19	
		\$1,610.19	CT 25003664
CDW Government Inc	Viewsonic PG705HD DLP Projector	\$4,717.38	
	Canon 052 H - High Capacity Black Toner Cartridge	\$206.51	
	Apple 27 iMac MNEA2LLA	\$2,040.67	
	Recycling Fee	\$6.00	
		\$6,970.56	CT 25003665
Channing Bete Company Inc	ECARD HEARTSAVER COURSE COMPLETION CARD	\$544.00	
	ECARD BLS PROVIDER COURSE COMPLETION CARD	\$110.00	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$654.00	CT 25003666
Cpp Inc	MBTI Self-Scorable (Form MStep I) Item 6165	\$4,859.79	
		\$4,859.79	CT 25003667
Demco Inc	Misc Office Supplies Aug 9, 2018-Dec 31, 2018	\$44.21	
	Misc Office Supplies Aug 9, 2018-Dec 31, 2018	\$451.12	
		\$495.33	CT 25003668
Dept Of Forestry & Fire Protection	FSTEP COURSE FIRE ACADEMY CLASS 141 CRN 40413	\$560.00	
	SHIPPING	\$8.00	
	FSTEP COURSE FIRE ACADEMY CLASS 141 CRN 40413	\$560.00	
	SHIPPING	\$8.00	
		\$1,136.00	CT 25003669
Virginia Domingues	2% District Contribution 7-1-18 - 6-30-19	\$1,719.72	
		\$1,719.72	CT 25003670
Drug Free Sport	2018-19 Program Administrative Fee	\$200.00	
		\$200.00	CT 25003671
ECMC	Payroll Deduction 8.31.18	\$289.35	
		\$289.35	CT 25003672
Elumen Collaborative	SAAS Products:Core - Annual Renewal	\$15,690.00	
		\$15,690.00	CT 25003673
Envoy Plan Services Inc.	Payroll Deduction 8.31.18	\$72,031.65	
		\$72,031.65	CT 25003674
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 8.31.18	\$481.50	
		\$481.50	CT 25003675
Faculty Association of AHCC	Payroll Deduction 8.31.18	\$6,602.06	
		\$6,602.06	CT 25003676
Fatte's Pizza of Santa Maria	Food for Puente Fuerte Fridays	\$140.80	
		\$140.80	CT 25003677
Fisher Floors Inc	Labor Charges, Bldg. L (upstairs)	\$148.75	
		\$148.75	CT 25003678
Fisher Scientific Co Llc	Spirit Blue agar, 100g, #DF0950-15-3	\$143.51	
		\$143.51	CT 25003679
John Forsmark	2% District Contribution 7-1-18 - 6-30-19	\$1,742.64	
		\$1,742.64	CT 25003680
Franchise Tax Board	Payroll Deduction 8.31.19	\$988.17	
		\$988.17	CT 25003681
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$3,036.02	
		\$3,036.02	CT 25003682
	Telephone Service 7.1.18-6.30.19	\$33.52	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$33.52	CT 25003683
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$154.62	
		\$154.62	CT 25003684
	Telephone Service 7.1.18-6.30.19	\$1,330.50	
	Telephone Service 7.1.18-6.30.19	\$332.62	
		\$1,663.12	CT 25003685
Garda CI West Inc	Armored Transportation Service 12 @ \$409.36	\$444.67	
		\$444.67	CT 25003686
Golden Pmi	Parts for Insulation for office cube in L201	\$350.00	
	Labor to install insulation in L201 cube	\$150.00	
		\$500.00	CT 25003687
Grainger Inc.	Maintenance Supplies, 07-01-18 thru 05-31-19	\$175.47	
	Maintenance Supplies, 07-01-18 thru 05-31-19	\$3.57	
		\$179.04	CT 25003688
Christine Grelck	Food Reimbursement for Information Tables	\$25.97	
		\$25.97	CT 25003689
Hardy Diagnostics	Science Lab Supplies July 1, 2018-May 31, 2019	\$295.89	
		\$295.89	CT 25003690
Christopher Hite	REIMBURSEMENT FOR OFFICE SUPPLIES MEDIA CARDS	\$53.97	
		\$53.97	CT 25003691
Innertainment Delivery Systems Llc	CA Dept of Corrections Contracts C16-0055 &	\$63,137.40	
	CA Dept of Corrections Contracts C16-0055 &	\$189,892.60	
		\$253,030.00	CT 25003692
Jobelephant.Com Inc	Job advertisement to promote diversity	\$0.00	
	Job advertisement to promote diversity	\$0.00	
	Job advertisement to promote diversity	\$100.00	
		\$100.00	CT 25003693
KCOY 12 TV	KCOY CBS 12- Community Ed Fall Class Ad	\$590.00	
		\$590.00	CT 25003694
Kelly Paper Co	Paper consumables for Campus Graphics	\$616.35	
	Paper consumables for Campus Graphics	\$1,110.67	
	Paper consumables for Campus Graphics	\$108.11	
		\$1,835.13	CT 25003695
KTAS-TV	50 SECOND SPOT PROMOTING COMMUNITY ED FALL CLASSES	\$800.00	
		\$800.00	CT 25003696
La Tapatia Bakery	Food for DACA-Immigration Information Session	\$64.50	
		\$64.50	CT 25003697
Steven Lewis	2% District Contribution 7-1-18 - 6-30-19	\$2,242.93	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,242.93	CT 25003698
Live Scan And Mobile Notary Solutions	Fall 2018 CNA LIVESCAN	\$900.00	
		\$900.00	CT 25003699
Marna Lombardi	Reimbursement for supplies needed for outreach	\$51.80	
		\$51.80	CT 25003700
Los Padres Fire Protection Inc	Fire Extinguisher, 5 lb.	\$210.44	
	Fire Extinguisher, 5 lb.	\$140.29	
		\$350.73	CT 25003701
M & M Restaurant Supply	Agua Stop Fill Valve	\$476.28	
	Freight Charges	\$45.00	
		\$521.28	CT 25003702
Linda Maxwell	2% District Contribution 7-1-18 - 6-30-19	\$1,874.76	
		\$1,874.76	CT 25003703
Mid State Container Sales Inc	Container Rental, 7-1-18 thru 12-31-18	\$135.00	
		\$135.00	CT 25003704
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 25003705
Eliseo Munoz	Reimbursement for Stock Tank Purchase	\$246.66	
		\$246.66	CT 25003706
Nicks Telecom	Serviced Campus Safety Officers P 2 vehicle plate	\$195.00	
	Installed used Federal Signal Interface lightbar	\$130.00	
	Federal Signal Interface	\$27.00	
		\$352.00	CT 25003707
Noble Power Equipment	Trimmer Line, .105 5# Spool, Item 12156	\$62.37	
		\$62.37	CT 25003708
Office Depot	Misc.Office Supp for Chldrms Cntr 7-1 to 8-3-18	\$71.55	
	Misc.Office Supp for Chldrms Cntr 7-1 to 8-3-18	\$16.11	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$61.69	
	OFFICE SUPPLIES July 6, 2018-May 31, 2019	\$84.59	
	OFFICE SUPPLIES July 6, 2018-May 31, 2019	\$76.12	
	Operational Supplies 7.1.18 - 5.31.19	\$172.76	
	Operational Supplies 7.1.18 - 5.31.19	\$247.18	
	Operational Supplies 7.1.18 - 5.31.19	\$233.18	
	Operational Supplies 7.1.18 - 5.31.19	(\$70.80)	
	Office Supplies for Electronics 7.1.18-5.31.19	\$11.62	
	Office Supplies for Industrial Tech 7.1.18-5.31.19	\$11.53	
	Office Supplies for Auto Tech 7.1.18-5.31.19	\$3.37	
	Office Supplies 7.1.18 - 5.31.19	\$98.80	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$19.97	
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$19.42	
	Operational Supplies 7/1/18-5/31/19	\$290.02	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Office Depot	Operational Supplies 8-1-18 to 5-31-19	\$77.40	
	Misc Office Supplies Aug 9, 2018-Dec 31, 2018	\$5.23	
	Misc Office Supplies Aug 9, 2018-Dec 31, 2018	(\$41.03)	
	GENERAL OFFICE SUPPLIES	\$50.65	
	Duracell Coppertop AAA Batteries, 242300	\$302.13	
	Misc Office Supplies Aug 9, 2018-Dec 31, 2018	\$109.26	
		\$1,850.75	CT 25003709
Okey La Revista	Registration Ad for Community Education	\$100.00	
	Ad for Community Education Insertion Dates:	\$100.00	
		\$200.00	CT 25003710
Panera Bread Cafe 3180	Food for Math Center Tutor Facilitator Training	\$140.50	
		\$140.50	CT 25003711
PARS Public Agency Retirement	Payroll Deduction 8.31.18	\$13,058.13	
		\$13,058.13	CT 25003712
Part Time Faculty AHC - Member	Payroll Deduction 8.31.18	\$12,340.75	
		\$12,340.75	CT 25003713
Party Place & Rental Center Inc.	Stage Rental for Hancock Hello Event on 8.14.18	\$143.64	
	Pickup-Delivery Charge	\$50.00	
	WC Srchg 3%	\$3.99	
		\$197.63	CT 25003714
PCPA Foundation	Payroll Deduction 8.31.18	\$45.00	
		\$45.00	CT 25003715
Pioneer Athletics	Paint ATHBL5 Brite Stripe Blue 5GL.	\$281.88	
	ATH0G5 Brite Stripe Old Gold 5GL.	\$281.88	
	ATHW5A Brite Stripe White 5GL. Airless	\$2,812.32	
	MAX5 MAX Supreme White 5GL.	\$874.81	
	QSBK12 Quik Stripe Black 12CS	\$442.26	
	QSW12 Quik Stripe Arctic White 12CS	\$434.70	
	Shipping Handling	\$196.66	
		\$5,324.51	CT 25003716
Postmaster	Postage for Hancock Hello Postcards	\$309.15	
		\$309.15	CT 25003717
PPG Architectural Finishes Inc	Paint Supplies, 07-01-18 thru 05-31-19	\$55.07	
		\$55.07	CT 25003718
Praxair Distribution Inc.	Instructional supplies for noncredit jewelry class	\$48.00	
	Instructional supplies for noncredit jewelry class	\$49.60	
		\$97.60	CT 25003719
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$1,741.05	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$1,267.52	
	Custodial Supplies-Lompoc, 07-01-18 thru 05-31-19	\$419.73	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,428.30	CT 25003720
Rayne Water Conditioning	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$25.95	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$163.95	
		\$189.90	CT 25003721
Redrock Software Corporation	ANNUAL SUPPORT, TUTOR TRAC 9-1-2018 TO 8-31-2019	\$849.00	
		\$849.00	CT 25003722
Kathryne Rich	2% District Contribution 7-1-18 - 6-30-19	\$1,108.39	
		\$1,108.39	CT 25003723
Rick M Motawakel	Course Review-Electronics Tech Program	\$6,000.00	
		\$6,000.00	CT 25003724
Santa Barbara Co Air	Notice of Violation 11253 Settlement Offer	\$2,750.00	
		\$2,750.00	CT 25003725
Santa Barbara County Sheriff's Office	Payroll Deduction 8.31.18	\$614.77	
		\$614.77	CT 25003726
Santa Ynez Valley Star	Ad Publication 8-21-18 noncredit cert programs	\$272.00	
		\$272.00	CT 25003727
Sars Software Products Inc	Annual Renewal of SARS Anywhere Support License	\$4,000.00	
	Annual Renewal SARS MSGS Support License	\$1,000.00	
	Annual Renewal SARS Track Support License	\$2,000.00	
		\$7,000.00	CT 25003728
Save Mart Supermarkets	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$71.39	
		\$71.39	CT 25003729
Scantron Corporation	Class Climate Level 3 Premium SN RCCCL-L3-11454	\$9,032.00	
		\$9,032.00	CT 25003730
Scholarship College Savings	Payroll Deduction 8.31.18	\$30.00	
		\$30.00	CT 25003731
Brian Shigenaka	2% District Contribution 7-1-18 - 6-30-19	\$1,531.68	
		\$1,531.68	CT 25003732
Siemens Industry Inc	SERVICE CALL TO ADD ALARM CODES TO BLDG S AND M	\$145.00	
		\$145.00	CT 25003733
Smart & Final	Food Supplies Aug 2, 2018- May 31, 2019	\$201.82	
	Custodial Supplies, 07-01-18 thru 05-31-19	\$45.30	
	UTC food/snacks for events 8-1-18 to 5-31-19	\$67.54	
		\$314.66	CT 25003734
Sms Designs	Helmet Shield Decals INVOICE #2337	\$352.50	
		\$352.50	CT 25003735
Sp Maintenance Services Inc	Sweeping Services at EVOC Track, South Campus	\$300.00	
		\$300.00	CT 25003736

**Allan Hancock College
Warrant Register**

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Spectrum Reach	AHC Community Ed - :30 and :15 Testimonial	\$1,800.00	CT 25003737
	30-second spot promoting fall 2018 registration	\$1,096.00	
	30-second spot promoting fall 2018 registration	\$530.00	
		\$3,426.00	
Sport & Cycle Team Athletics Inc	F1003 GST Leather Footballs	\$905.65	CT 25003738
	Freight	\$42.55	
	Mens Warm Up Jacket #1314556 UNDER ARMOUR	\$1,585.98	
	Mens Warm Up Pant Blk #1320204	\$972.00	
	SHIPPING	\$165.50	
	Mens OTC Soccer Sock Royal 35/M 35/L - Gold 35/M	\$905.69	
	ARM BANDS 10/BLK 10/WHITE #A195	\$53.78	
	NCAA Stivale II Soccer balls #WTE9803	\$1,191.89	
	Cones 5-10 pks orange 5-10 pks yellow #134B	\$75.49	
	Training Bib 15/L capri 15/L sun bleach #1287906	\$232.96	
	FREIGHT	\$182.21	
	SHIPPING	\$275.49	
	T-shirt 35blk royal print 35royal wht print #N3142	\$744.66	
	SIG M SOC. JERSEY #1305842 Under Armour	\$2,467.80	
	Sig M Soccer Shorts #1305883 Under Armour	\$1,134.01	
	\$10,935.66		
STRS Cash Balance Plan, MS#20	Payroll Deduction 8.31.18	\$32,174.44	CT 25003739
		\$32,174.44	
Testa Catering	Coffee Service	\$32.41	CT 25003740
	Assorted Muffin-Pastry Tray	\$54.01	
	Boxed Lunches	\$322.90	
	Operation Fees	\$40.93	
	Breakfast catering for Presidents Leadership	\$348.98	
	\$799.23		
Texas Life Insurance Co.	Payroll Deduction 8.31.18	\$1,775.32	CT 25003741
		\$1,775.32	
TG	Payroll Deduction 8.31.18	\$1,045.20	CT 25003742
		\$1,045.20	
Tortilleria El Toro II, Inc.	Lunch for President Leadership Academy	\$605.30	CT 25003743
		\$605.30	
Total Compensation System Inc	Consulting Services for GASB Accounting Standards	\$1,530.00	CT 25003744
		\$1,530.00	
Trojan Petroleum, Inc	GASOLINE PURCHASES-SM, 07-01-18 THRU 06-30-19	\$9,334.21	CT 25003745
		\$9,334.21	
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$135.75	CT 25003746
		\$135.75	
United Way of the Central Coast	Payroll Deduction 8.31.18	\$40.00	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$40.00	CT 25003747
US Bank Corporate Payment System	Instructional supplies for Biology labs	\$306.34	
	Facebook ads for fall credit Comm Ed reg	\$191.52	
	Facebook ads for fall credit Comm Ed reg	\$407.79	
	Facebook ads fall credit and Comm Ed Registration	\$42.25	
	Facebook ads fall credit and Comm Ed Registration	\$108.44	
	Snapchat GEOfilter for Hancock Hello promotion	\$5.99	
	Snapchat GEOfilter Hancock Hello Promise promo	\$5.69	
	Facebook ads fall credit and Comm Ed registration	\$18.81	
	Facebook ads fall credit and Comm Ed registration	\$10.93	
	Facebook ads fall credit and Comm Ed registration	\$1.92	
	Facebook ads fall credit and Comm Ed registration	\$4.52	
	Santa Barbara News Press annual subscription	\$91.18	
	Santa Barbara News Press annual subscription	\$91.18	
	Smartsign hanging parking permits SYVC	\$321.68	
	Webflow.com Campus Graphics lite acct subscription	\$192.00	
	Webflow.com Campus Graphics hosting one year	\$192.00	
	Google Domain ahccampusgraphics.com	\$12.00	
	LCCN Santa Maria Times annual subscription	\$80.64	
	LCCN Santa Maria Times annual subscription	\$80.65	
	LCCN Lompoc Record annual subscription	\$72.60	
	WINDSHIELD REPLACEMENT ITEM #28819	\$131.95	
	freight and handling	\$12.99	
	ACBO Fall Conference Registration Fee	\$385.00	
		\$2,768.07	CT 25003748
US Dept of Education	Payroll Deduction 8.31.18	\$1,699.79	
		\$1,699.79	CT 25003749
West Coast Water Services Inc	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,066.00	
	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,400.00	
		\$2,466.00	CT 25003750
American Star Tours, Inc.	Bus Service - AHC Mens and Womens Soccer	\$1,408.00	
		\$1,408.00	CT 25003751
Aquapulse Chemicals	Aqua-Chlor Sodium Hypochlorite 12.5% Minibulk	\$1,030.32	
	Enviro Fee	\$20.03	
		\$1,050.35	CT 25003752
Dennis Bethke	2% District Contribution 7-1-18 - 6-30-19	\$2,263.90	
		\$2,263.90	CT 25003753
Brustein & Manasevit Pllc	Guide to the Federal Role in CTE Education- Book	\$99.90	
	Shipping and Handling	\$5.00	
		\$104.90	CT 25003755
Ca Dept Of Public Health	Renewal Fee of Reportable Source of Radiation 2 YR	\$512.00	
		\$512.00	CT 25003756
	RENEWAL CLINICAL LAB ANNUAL REGISTRATION FY2018-19	\$141.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$141.00	CT 25003757
Card Integrators	Heat Roller for XID 8300 Printer Order #0096087	\$609.12	
		\$609.12	CT 25003758
Carr's Boot Shop	Safety Boots July 1, 2018 through May 31, 2019	\$124.19	
	Safety Boots July 1, 2018 through May 31, 2019	\$100.97	
		\$225.16	CT 25003759
CDW Government Inc	TrippLite Display Wall Mount Swivel Tilt 60-100	\$152.93	
	Samsung QB65H Series - 65 LED Display	\$1,105.65	
	Recycle Fee	\$7.00	
	HP LaserJet M402n Printer	\$1,679.18	
		\$2,944.76	CT 25003760
City of Lompoc	Sanitary Landfill Fees 7.1.18 - 6.30.19	\$51.60	
	Commercial Light Electric 7.1.18 - 6.30.19	\$24,255.05	
	Water Services 7.1.18 - 6.30.19	\$5,140.47	
	Waste Disposal/Sewer Fees 7.1.18 - 6.30.19	\$1,797.98	
		\$31,245.10	CT 25003761
Clay'S Septic & Jetting Inc	Jetting Sewer Lines, Bldg O	\$1,220.00	
		\$1,220.00	CT 25003762
Coastal Reprographic Services	Campus Graphics Mounting, Foam Consumables	\$243.00	
		\$243.00	CT 25003763
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$316.10	
		\$316.10	CT 25003764
	Monthly Recurring Costs 7.1.18-6.30.19	\$236.05	
		\$236.05	CT 25003765
	Monthly Recurring Costs 7.1.18-6.30.19	\$36.10	
		\$36.10	CT 25003766
	Monthly Recurring Costs 7.1.18-6.30.19	\$2,351.18	
		\$2,351.18	CT 25003767
Constellation Newenergy Inc	Electricity Services 7.1.18-6.30.19	\$21,969.42	
	Electricity Services 7.1.18-6.30.19	\$5,492.35	
		\$27,461.77	CT 25003768
Kenneth Cope	REIMBURSEMENT FOR VIRUAL REALITY HARDWARE	\$429.92	
	OCULUS RIFT 3RD SENSOR	\$64.64	
	NEEWER TRIPOD LIGHTSTANDS	\$40.40	
		\$534.96	CT 25003769
Costco Wholesale Membership	Annual Membership for Oct 2018 to Oct 2019	\$120.00	
		\$120.00	CT 25003770
Culligan Of Lompoc	RENTAL REVERSE OSMOSIS JULY 1 2018 TO JUNE 30 2019	\$23.50	
		\$23.50	CT 25003771
Culligan/Central Coast Water Treatment	Filter exchange for Culligan tanks	\$100.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Culligan/Central Coast Water Treatment	Monthly rental for 9 mixed bed DI tank	\$25.00	
		\$125.00	CT 25003772
The Docuteam LLC	Confidential 32 Gal Bin, Picked up and Shredded	\$25.00	
		\$25.00	CT 25003773
Downs Government Affairs, LLC	Services for consortium proj. workforce training	\$2,000.00	
		\$2,000.00	CT 25003774
Travis English	Stale Dated Payroll WA #02-781449 reissue	\$56.78	
		\$56.78	CT 25003775
Facilities Planning And Consulting Services	Consulting Services for Space Inventory 2018-19	\$9,780.00	
	Consulting Services for the Fine Arts Complex	\$787.50	
		\$10,567.50	CT 25003776
Farm Supply Company	Landscape Supplies, 7-1-18 thru 5-31-19	\$116.61	
		\$116.61	CT 25003777
Fatte's Pizza of Santa Maria	Food for Puente Fuerte Fridays	\$140.80	
	Food for Athlete New Student Orientation	\$51.81	
	Food for Athlete New Student Orientation	\$70.59	
	Food for Athlete New Student Orientation	\$70.59	
		\$333.79	CT 25003779
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.18 - 6.30.19	\$97.62	
		\$97.62	CT 25003780
Flinn Scientific Inc	Laboratory Techniques, #AP6248, Quote# 186231	\$253.79	
		\$253.79	CT 25003781
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$311.50	
	Telephone Service 7.1.18-6.30.19	\$52.17	
	Telephone Service 7.1.18-6.30.19	\$373.77	
		\$737.44	CT 25003782
Harbor Freight Tools	Instr Supplies Welding Program	\$316.98	
		\$316.98	CT 25003783
Allen Hire	2% District Contribution 7-1-18 - 6-30-19	\$2,176.22	
		\$2,176.22	CT 25003784
Historic Santa Maria Inn	Hotel stay for guest speaker, Rajen Vurdien for	\$100.80	
	Hotel stay for guest speaker, Keith Curry for	\$100.80	
	Hotel stay for guest speaker, Dena Maloney for	\$100.80	
		\$302.40	CT 25003785
Home Depot	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$38.66	
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	\$7.53	
	Liquid Nails, Fuzeit All Surface	\$22.59	
	Trugrass Emerald Gold	\$52.03	
	INSTRUCTIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$226.85	
	Instr Supplies Welding Program	\$461.86	
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	\$68.99	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Home Depot	Maintenance Supplies - Lompoc, 7-1-18 thru 5-31-19	\$16.07	
	Instructional Supplies	\$55.44	
	Instructional Supplies	\$64.64	
	Instructional Supplies	\$37.65	
	Instructional Supplies	\$286.29	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$132.53	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$15.77	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$14.50	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$30.04	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$26.80	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$19.55	
	FT OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$160.55	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$34.62	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$30.13	
	Maintenance Supplies - SM, 7-01-18 thru 05-31-19	(\$6.00)	
		\$1,797.09	CT 25003786
Home Motors	Valve, 52458184 per Invoice 131771	\$6.12	
		\$6.12	CT 25003787
Industrial Medical Group Of Santa Maria Valley	Health & Physicals and TB tests for staff	\$3,695.00	
		\$3,695.00	CT 25003788
Johnson Plastics Plus	Campus Graphics Engraving Consumables	\$52.02	
		\$52.02	CT 25003789
Lazer Broadcasting Corp	Lazer Broadcasting Advertising	\$1,634.00	
		\$1,634.00	CT 25003790
Lowe's	Campus Graphics Shop Consumables	\$38.74	
	Campus Graphics Shop Consumables	\$143.70	
	Campus Graphics Shop Consumables	(\$143.70)	
	Campus Graphics Shop Consumables	\$143.70	
	Campus Graphics Shop Consumables	\$86.80	
	Campus Graphics Shop Consumables	\$4.30	
		\$273.54	CT 25003791
Moore Medical Llc	Guaicon DMS InstyDose item #88008	\$38.59	
	HotCold Pack Gel Therapy Item #80546	\$23.33	
	HotCold pack sleeve 4x7 item #80841	\$5.03	
	HotCold pack sleeve 6x10 item #80843	\$11.88	
	Elastic bandage 2x4.5yds item #80862	\$21.77	
	Strep A dipstick item #82792	\$50.24	
	Small soft white gloves item #85271	\$39.05	
	Medium Soft white gloves item #85272	\$39.05	
	Ibuprofen 200mg tab item #24805	\$60.27	
	Cough Suppressant Drops item #98008	\$55.21	
	Medi-First Sinus Decongestant item #81624	\$49.86	
	Loradamed 10mg item #77142	\$122.26	
	Nasal Spray Oxymetazoline item #76872	\$18.79	
Refresh tears item #89195	\$50.51		

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Moore Medical Llc	Irrigating Eye Wash item #77539	\$11.28	
	Sheer Spot Bandage item #68187	\$6.22	
	Sheer strip bandage item #68190	\$10.07	
	Cotton Balls item #89801	\$3.03	
	Procedure Mask item #82665	\$26.47	
	Sani-Cloth wipes item #13743	\$47.03	
	Eclipse needles 25g x 1 item #74516	\$30.78	
	True Metrix Test Strips item #38482	\$20.71	
	Smart Bundle pack cholesterol testing item # 28966	\$423.74	
	SunX SPF 30 Sunscreen item #17401	\$32.81	
	First Aid Cream item #51319	\$25.27	
	Bacitracin ointment item #82465	\$19.35	
	Antacid tabs item #87675	\$30.78	
	Fluticasone Nasal Spray item #94346	\$100.50	
	Tuberculin PPD 1ml item #10733	\$202.84	
	Diphen Antihistamine item # 98074	\$34.95	
		\$1,611.67	
Moxie Cafe	Food for Counseling Dept Retreat	\$515.05	
		\$515.05	CT 25003793
Niles Biological	Instructional supplies for Biology labs	\$42.75	
	Instructional supplies for Biology labs	\$56.31	
		\$99.06	CT 25003794
Office Depot	Campus Graphics Office Supplies	\$81.24	
	Office Supplies 7-1-2018 through 5-31-2019	\$21.59	
	GENERAL OFFICE SUPPLIES	\$52.74	
	Copy Paper 8.5 x 11" 20LB 7.1.18 - 6.30.19	\$12,087.36	
	Office Supplies, 08-01-18 thru 05-31-19	\$116.78	
	Office Supplies Aug 2- Dec 24. 2018	\$26.86	
	Campus Graphics Office Supplies	\$22.24	
	Operational supplies 7/1/18-5/31/19	\$378.79	
	Gel Pens, Pentel Energel pack of 3	\$7.98	
	Folding cart with lid, black, Office Depot brand	\$19.21	
	2018-2019 Academic Planner, 8 1/2 x 11	\$22.67	
Operational supplies 7/1/18-5/31/19	\$20.41		
	\$12,857.87		CT 25003795
Orchard Business/Syncb	Hardware Supplies, 07-01-18 thru 05-31-19	\$55.81	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$24.43	
	Hardware Supplies, 07-01-18 thru 05-31-19	\$16.60	
	Landscape Supplies, 07-01-18 thru 05-31-19	\$21.74	
	Dial Therm Large	\$55.39	
	INSTRUCTIONAL SUPPLIES 07.01.2018-05.31.2019	\$31.30	
	\$205.27		CT 25003796
Orcutt Burgers Inc	Food for AB540 Scholarship Recipient Orientation	\$189.00	
	Food for Hancock Hello Event	\$10,530.00	
		\$10,719.00	CT 25003797
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$80.88	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$20.22	
		\$101.10	CT 25003798
	Electricity Services 7.1.18-6.30.19	\$16.35	
	Electricity Services 7.1.18-6.30.19	\$4.09	
		\$20.44	CT 25003799
	Electricity Services 7.1.18-6.30.19	\$1,685.98	
	Electricity Services 7.1.18-6.30.19	\$421.50	
		\$2,107.48	CT 25003800
	Electricity Services 7.1.18-6.30.19	\$4,905.76	
	Electricity Services 7.1.18-6.30.19	\$1,226.44	
	\$6,132.20	CT 25003801	
Rays Auto Parts	Oil filter item # 7090 Invoice #504068	\$8.66	
	5W30 oil case item# 082	\$22.62	
		\$31.28	CT 25003802
Santa Maria Wash And Lube	Car wash service for units 070118 - 053119	\$18.00	
		\$18.00	CT 25003803
David Senior	2% District Contribution 7-1-18 - 6-30-19	\$2,487.48	
		\$2,487.48	CT 25003804
Sport & Cycle Team Athletics Inc	UA Royal Shorts Var. Szs. #1300160	\$291.43	
	FREIGHT	\$56.76	
		\$348.19	CT 25003805
Strata Information Group	DBA consulting for Banner 8.X and 9.X Student	\$2,247.50	
	DBA consulting for Banner Finance and HR Payroll	\$310.00	
		\$2,557.50	CT 25003806
The Hartford, Group Benefits	Payroll Deduction 8.31.18	\$36.18	
	Payroll Deduction 8.31.18	\$5,149.62	
		\$5,185.80	CT 25003807
Uline Inc	Sngl rolling clothes rack, #H-1546	\$96.12	
	Shipping Handling	\$17.83	
		\$113.95	CT 25003808
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$111.14	
		\$111.14	CT 25003809
US Bank Corporate Payment System	The Home Depot (Washer-Dryer Combo for Bldg. R1)	\$1,455.84	
	WAL-MART	\$27.41	
	SMART FINAL	\$79.37	
	PANERA BREAD	\$91.32	
	Amazon.com UPS Replacement Batteries	\$201.04	
	Apple Store Computer Repair	\$624.95	
	Apple Store Computer Repair	\$100.00	
	Crucial.com Memory Upgrade 8GB	\$194.39	
	Amazon.com Cables for Classrooms	\$115.09	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Amazon.com Electric DusterVacuum	\$78.30	
	Amazon.com AA Batteries	\$41.00	
	Amazon.com Cables, Graphic Cards, Stands, and HDMI	\$594.60	
	Amazon.com LED Rack Lights, Cables, Magenta Toner	\$404.97	
	VENTANA GRILL	\$50.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$595.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$595.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$595.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$595.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$595.00	
	BED BATH BEYOND	\$539.74	
	CUGINIS	\$215.52	
	SHAWS STEAKHOUSE	\$78.00	
	The Hitching Post	\$270.00	
	THE HITCHING POST	\$352.31	
	URBANE CAFE	\$395.20	
	SANTA MARIA COUNTRY CLUB	\$130.00	
	\$9,014.05		CT 25003810
Verizon	Long Distance Telephone Service 7.1.18 - 6.30.19	\$536.41	
		\$536.41	CT 25003811
	Long Distance Telephone Service 7.1.18 - 6.30.19	\$19.63	
	\$19.63		CT 25003812
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$22.52	
		\$22.52	CT 25003813
Verizon Wireless	Tax on Kyocera DuraXV LTE Cell Phone Upgrade	\$21.12	
		\$21.12	CT 25003814
Viking Fence Co Inc	Fence Repair - Landscape Maintenance Yard	\$200.00	
	Adjust Hinges on Gate Behind Softball Field	\$100.00	
		\$300.00	CT 25003815
Kevin Walthers	REIMBURSEMENT FOR DISTRICT BUSINESS LUNCH	\$80.00	
		\$80.00	CT 25003816
Academic Senate	Marla Allegre 10.31-11.3.18	\$530.00	
		\$530.00	CT 25003817
Amazon	Instr Supplies for Industrial Technology	\$31.22	
		\$31.22	CT 25003819
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$707.07	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$46.17	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$14.23	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$53.03	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$21.89	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$23.78	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$23.93	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$32.12	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$12.03	

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Vendor Name	Description	Amount	Warrant
Amazon	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$15.02	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$23.98	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$22.84	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$8.99	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$566.74	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$14.02	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$23.94	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$34.87	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$5.99	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$7.71	
	Books for Library, 7-20-18 to 5-31-19 DORITY FUND	\$31.34	
		\$1,689.69	CT 25003820
American Star Tours, Inc.	Bus Service to PCPA Solvang, 8-28-18 thru 9-2-18	\$4,260.00	
	Bus Service - AHC Volleyball	\$1,408.00	
		\$5,668.00	CT 25003821
AT&T	ATT Directory Listing July1, 2018-June 30, 2019	\$29.34	
		\$29.34	CT 25003822
B & B Steel & Supply	Instr Supplies Welding Program	\$1,787.40	
	Instr Supplies Welding Program	\$148.50	
		\$1,935.90	CT 25003823
Battery Systems Inc	12volt 12 amp batteries CB12120F1 Order#2791880	\$171.93	
	12volt 8amp batteries item #CB1280F1	\$180.45	
	12volt 35amp batteries item # CB12-35	\$385.35	
	12volt 55amp batteries item #CB12-55	\$673.53	
	12volt 105amp batteries item #CB12-105	\$1,671.34	
		\$3,082.60	CT 25003824
Loren Bradbury	ATG TechnicalTrainingSeminar	\$85.02	
		\$85.02	CT 25003826
Bremer Auto Parts	Maintenance Repair Parts	\$56.63	
	Maintenance Repair Parts	\$56.35	
	Maintenance Repair Parts	\$174.21	
	Maintenance Repair Parts	\$351.60	
	Maintenance Repair Parts	\$204.58	
	Maintenance Repair Parts	\$223.23	
	Maintenance Repair Parts	\$72.52	
	Maintenance Repair Parts	\$66.02	
	Maintenance Repair Parts	\$6.45	
	Maintenance Repair Parts	\$267.69	
	Maintenance Repair Parts	\$136.92	
	Maintenance Repair Parts	\$7.53	
	Maintenance Repair Parts	\$253.38	
	Maintenance Repair Parts	\$549.70	
	Maintenance Repair Parts	\$6.38	
	Maintenance Repair Parts	\$117.87	
	Maintenance Repair Parts	\$223.86	
	Maintenance Repair Parts	\$221.66	
	Maintenance Repair Parts	\$200.61	

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Vendor Name	Description	Amount	Warrant
Bremer Auto Parts	Maintenance Repair Parts	(\$26.08)	
	Maintenance Repair Parts	\$31.95	
		\$3,203.06	CT 25003827
Burnham Insurance Services	ACA Consulting Services 7.1.18-6.30.19	\$3,250.00	
		\$3,250.00	CT 25003828
Ca Schools Dental Coalition	Insurance premiums for Oct 2018	\$69,403.00	
		\$69,403.00	CT 25003829
California Carbide	Campus Graphics Guillotine Cutter Knife Sharpening	\$75.00	
		\$75.00	CT 25003831
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$329.40	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$178.75	
	600V TD TB Fuse #LPJ20SPI	\$188.24	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$11.04	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$94.00	
		\$801.43	CT 25003832
Canon Financial Services Inc	Duplo DC-616 Pro Slitter/Cutter/Creaser Lease	\$484.96	
	Campus Graphics Canon Copier Lease	\$4,504.23	
	Campus Graphics Canon Copier Lease	\$500.47	
	Campus Graphics Canon Copier	\$3,850.87	
	Campus Graphics Canon Copier	\$427.88	
		\$9,768.41	CT 25003833
Carolina Biological	Instructional supplies for Biology labs	\$38.71	
		\$38.71	CT 25003834
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	
	Uniforms for LE Staff 8-1-18 to 5-31-19	\$125.00	
		\$375.00	CT 25003835
Ccceopsa	Luis Ayala 10.28-31.18	\$645.00	
		\$645.00	CT 25003836
	Cynthia Diaz 10.28-31.18	\$645.00	
		\$645.00	CT 25003837
	Sandra Kramer 10.28-31.18	\$645.00	
		\$645.00	CT 25003838
	Lydia Maxwell 10.28-31.18	\$645.00	
		\$645.00	CT 25003839
	Alex Spiess 10.28-31.18	\$645.00	
		\$645.00	CT 25003840
Central City Leasing	Leasing 2016 Chevrolet Pickup, 7-1-18 thru 6-30-19	\$473.85	
	Leasing 2016 Chevrolet Pickup, 7-1-18 thru 6-30-19	\$473.85	
		\$947.70	CT 25003841
Coast Line Distributing	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$380.81	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$411.98	

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Vendor Name	Description	Amount	Warrant
		\$792.79	CT 25003843
College Board	Accuplacer Test Units - CA Approved Price	\$3,300.00	
		\$3,300.00	CT 25003844
Constellation Newenergy Inc	Electricity Services 7.1.18-6.30.19	\$0.02	
	Electricity Services 7.1.18-6.30.19	\$0.01	
		\$0.03	CT 25003845
Csso Association	CSSO Annual Membership Dues for VP Ornelas	\$300.00	
		\$300.00	CT 25003846
Custom Colors Auto Body Supplies, Inc.	Instr Supplies Auto Body Program	\$754.62	
	Instr Supplies Auto Body Program	\$145.21	
		\$899.83	CT 25003847
Joanna Davis	8.8-30.18 mileage reimbursement	\$216.85	
	8.8-30.18 mileage reimbursement	\$0.00	
		\$216.85	CT 25003848
Department Of Justice	DOJ FBI Clearance for staff and student workers.	\$3,824.00	
		\$3,824.00	CT 25003849
Electronic Parts Store	Instr Supplies for Electronics Program	\$505.74	
		\$505.74	CT 25003850
Ewing Irrigation Products Inc	Landscape Supplies, 07-01-18 thru 05-31-19	\$47.13	
		\$47.13	CT 25003851
Eyemed Vision Care	Insurance Premiums for Sept 2018	\$2,553.80	
		\$2,553.80	CT 25003852
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-18 thru 05-31-19	\$39.32	
	Plumbing Supplies, 07-01-18 thru 05-31-19	\$45.07	
		\$84.39	CT 25003853
Fisher Scientific Co Llc	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$18.89	
	Science Lab Supplies July 1, 2018-May 31, 2019.	\$60.30	
		\$79.19	CT 25003854
Follett Heg - Ahc Bookstore	Books and supplies for the following pre-paid	\$212.66	
		\$212.66	CT 25003855
	Books and supplies for students with 3rd party	\$2,415.80	
		\$2,415.80	CT 25003856
	Books and supplies for students with 3rd party	\$4,293.87	
		\$4,293.87	CT 25003857
Foodbank Of Santa Barbara County	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$58.33	
	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$49.60	
	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$34.76	
		\$142.69	CT 25003858
Ford Motor Credit Company Llc	Lease Payment for 3 2018 Ford Explorer	\$1,786.92	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$1,786.92	CT 25003859
Foundation for California Community Colleges	Student Assistant Internship Services per	\$1,548.03	
		\$1,548.03	CT 25003860
Gemma Garcia Bautista	9.10.18 mileage reimbursement	\$28.07	
	9.10.18 mileage reimbursement	\$0.00	
		\$28.07	CT 25003861
Garvey Equipment Company	Knife, MOR, 39233-621	\$151.20	
	Fan Blade, MOR, 30092-458	\$233.59	
	Complete Brake Assy (Left), DEX 23-458	\$118.74	
	Complete Brake Assy (Right), DEX 23-459	\$118.74	
		\$622.27	CT 25003862
GM Financial Leasing	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$764.58	
		\$764.58	CT 25003863
	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$764.58	
		\$764.58	CT 25003864
Graybar Electric	Ortronics OR-TG6A-36	\$275.59	
	Lynn Elec LCSDUPMM-10M	\$24.30	
	Erico Prod CAT16HPAB	\$109.48	
	Erico Prod CAT16HP	\$81.96	
		\$491.33	CT 25003865
Jeffery Hall	Trustee Compensation for Board Meeting Attendance	\$240.00	
	9.11.18 mileage reimbursement	\$28.01	
		\$268.01	CT 25003868
Harbor Freight Tools	Instr Supplies Auto Tech Program	\$34.50	
		\$34.50	CT 25003869
Hardy Diagnostics	Instructional Supplies for Biology labs	\$60.57	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$7.30	
		\$67.87	CT 25003870
Hayward Lumber Inc	Hardware-Lumber Supplies, 7-1-18 thru 5-31-19	\$21.21	
		\$21.21	CT 25003871
Henry Schein Inc	Medical Supplies per Attached Order#64627234 SQ	\$5,000.00	
	Medical Supplies per Attached Order#64627234 SQ	(\$69.53)	
		\$4,930.47	CT 25003872
Daniel Hilker	Trustee Compensation for Board Meeting Attendance	\$240.00	
	9.11.18 mileage reimbursement	\$7.74	
		\$247.74	CT 25003873
Hilton Garden Inn	Cynthia Diaz 10.28-31.18	\$542.64	
		\$542.64	CT 25003874
Hyatt Regency Monterey	Luis Ayala 10.28-31.18	\$578.16	
		\$578.16	CT 25003875

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Hyatt Regency Monterey	Lydia Maxwell 10.28-31.18	\$544.68	
		\$544.68	CT 25003876
	Alex Spiess 10.28-31.18	\$578.16	
		\$578.16	CT 25003877
Industrial Medical Group Of Santa Maria Valley	Medical Expenses July 1, 2018 - June 30, 2019	\$209.75	
	Medical Expenses July 1, 2018 - June 30, 2019	\$52.03	
	Medical Expenses July 1, 2018 - June 30, 2019	\$136.62	
		\$398.40	CT 25003878
Institute Of Beauty Culture Inc	AGREEMENT FOR COSMETOLOGY TRAINING	\$22,185.90	
	AGREEMENT FOR COSMETOLOGY TRAINING	\$14,790.60	
		\$36,976.50	CT 25003879
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$22.08	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$834.55	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$246.56	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$15.03	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$263.52	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$44.49	
	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$291.67	
		\$1,717.90	CT 25003880
KCOY 12 TV	Friday Football Focus 8-24-11-2-18	\$700.00	
		\$700.00	CT 25003881
Stacy Krelle	8.1-29.18 mileage reimbursement	\$106.28	
	8.1-29.18 mileage reimbursement	\$35.42	
		\$141.70	CT 25003882
Margaret Lau	Reimbursement for Food Supplies 8/16/18	\$80.47	
		\$80.47	CT 25003883
Lee Central Coast Newspapers	Legal Ads for Business Services Group	\$54.00	
		\$54.00	CT 25003884
	Quarter-page, color display ad SMT fall 2018 reg	\$617.00	
	Reveal Ad SMT 8-9-18 fall 2018 registration	\$350.00	
	Lompoc Record Ad Fall Classes 8-12-18	\$176.00	
	Santa Maria Times Ad Fall Classes 8-19-18	\$308.50	
	Monthly Online Ad July 1, 2018-Feb 28, 2019	\$800.00	
	2018 High School Football Sponsorship	\$900.00	
		\$3,151.50	CT 25003885
Lincoln Electric Company	Instr Supplies Welding Program	\$816.08	
		\$816.08	CT 25003886
Lowe's	Campus Graphics Shop Consumables	\$40.76	
		\$40.76	CT 25003888
Lynn Music	INSTRUMENT REPAIRS MAINTENANCE 7.1.2018 THROUGH	\$680.00	

**Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$680.00	CT 25003889
Mark Malangko	2% District Contribution 7-1-18 - 6-30-19	\$2,590.41	
		\$2,590.41	CT 25003890
Monica Maldonado Ramirez	7.23-8.21.18 mileage reimbursement	\$56.79	
	7.23-8.21.18 mileage reimbursement	\$0.00	
		\$56.79	CT 25003891
Marriott	Kiri Villa 10.1-3.18	\$279.46	
		\$279.46	CT 25003892
Jose Martin	7.2-9.10.18 mileage reimbursement	\$64.21	
		\$64.21	CT 25003893
Medco Supply Company	Lister Bandage Scissors, 5 1/2" 48005M	\$28.39	
	Mueller M-Tape 081057140 1 1/2" x 15yd white	\$208.65	
	Medco Sports Medicine Fanny Pack 267519	\$82.29	
	Flexible Fabric Strips 3/4" X 3" #261839	\$2.23	
	AMBU Lifekey Blue #267280	\$43.29	
	Muller M-TAPE 1 1/2" X10 YD Navy 240442	\$58.28	
		\$423.13	CT 25003894
Kirsten Mertz	7.3.18 mileage reimbursement	\$54.54	
		\$54.54	CT 25003895
Metlife Small Market	Ins Premium Aug 2018	\$173.92	
		\$173.92	CT 25003896
Metropolitan Life Insurance Co	Premium Aug 2018	\$6,102.41	
		\$6,102.41	CT 25003897
Mike Brown Grandstands Inc	48x8x10 high platform with stair	\$1,864.00	
	ADA platform w/ramp 10x78x36 high, handrailing as	\$1,750.00	
	204x11 row grandstand elevated 40" seating for	\$12,728.50	
		\$16,342.50	CT 25003898
Mission Linen & Uniform Service Inc	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
		\$33.39	CT 25003899
Angela Morrison	8.6-9.3.18 mileage reimbursement	\$392.40	
		\$392.40	CT 25003900
Office Depot	Misc. Office Supp for Chldrns Cntr 7-1 to 8-3-18	\$229.75	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$4.85	
	OFFICE SUPPLIES July 6, 2018-May 31, 2019	\$21.32	
	Office Supplies Aug 2- Dec 24. 2018	\$239.44	
	Office supplies for LPS dept, 7-6-18 - 5-31-19.	\$38.25	
		\$533.61	CT 25003901
Lilian Ojeda	8.13.18 mileage reimbursement	\$26.16	
		\$26.16	CT 25003902
Orchard Business/Syncb	INSTRUCTIONAL SUPPLIES 07.01.2018-05.31.2019	\$97.33	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$97.33	CT 25003903
Orcutt Burgers Inc	Food for Transfer Kickoff Event	\$3,951.60	
		\$3,951.60	CT 25003904
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$64.62	
	Electricity Services 7.1.18-6.30.19	\$16.16	
	Electricity Services 7.1.18-6.30.19	\$73.65	
	Electricity Services 7.1.18-6.30.19	\$18.42	
	Electricity Services 7.1.18-6.30.19	(\$79.32)	
	Electricity Services 7.1.18-6.30.19	(\$19.84)	
		\$73.69	CT 25003905
	Electricity Services 7.1.18-6.30.19	\$445.39	
	Electricity Services 7.1.18-6.30.19	\$111.35	
		\$556.74	CT 25003906
Panera Bread Cafe 3180	Food for High School Counselor Workshop	\$668.72	
		\$668.72	CT 25003907
Part Time Faculty AHC - Member	Payroll Deduction 9.10.18	\$767.91	
		\$767.91	CT 25003908
Greg Pensa	8.15-9.17.18 mileage reimbursement	\$101.26	
		\$101.26	CT 25003909
PPG Architectural Finishes Inc	Paint Supplies, 07-01-18 thru 05-31-19	\$85.50	
	Paint Supplies, 07-01-18 thru 05-31-19	\$57.22	
	Paint Supplies, 07-01-18 thru 05-31-19	\$6.39	
	Paint Supplies, 07-01-18 thru 05-31-19	\$99.03	
	Paint Supplies, 07-01-18 thru 05-31-19	\$27.86	
		\$276.00	CT 25003910
Praxair Distribution Inc.	Carbon Dioxide Liquid, 7-1-18 thru 6-30-19	\$241.65	
	Instr Supplies for Welding Program	\$381.25	
		\$622.90	CT 25003911
	Instr Supplies for Welding Program	\$649.74	
		\$649.74	CT 25003912
Premium Quality Lighting	LU200-Clear-Mog, Superior Life, Code 64217	\$101.09	
	PLC26-35K-G24D-3, SUPERIOR LIFE, CODE 81802	\$450.36	
	PLT26-30K-GX24Q 3 4 PIN, SUPERIOR LIFE, CODE 81817	\$170.10	
	PLC26-27K-G24Q-3 4 PIN, SUPERIOR LIFE, CODE 81806	\$166.86	
	PLT32-35K-GX24Q 3 4 PIN, SUPERIOR LIFE, CODE 81824	\$541.08	
	PLT 42-35K-GX24Q-4 4 PIN, SUP LIFE, CODE 81830	\$691.74	
	PLL24-35K-2G11-4 pin, SUPERIOR LIFE CODE 81748	\$213.30	
		\$2,334.53	CT 25003913
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$2,055.86	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$568.02	
		\$2,623.88	CT 25003914

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
ProCare Janitorial Supply, Inc.	White Board Eraser, Expo, SAN81505	\$351.48	
	Dry-Erase Marker, Expo, Low Odor, SAN80001	\$2,072.30	
		\$2,423.78	CT 25003915
Rays Auto Parts	Parts-Supplies, 7-1-18 thru 05-31-19	\$28.57	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$111.00	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$3.34	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$14.64	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$3.76	
	Parts-Supplies, 7-1-18 thru 05-31-19	\$49.83	
		\$211.14	CT 25003916
Laura Reynolds	8.1-24.18 mileage reimbursement	\$113.36	
		\$113.36	CT 25003917
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$22.94	
	Instructional supplies for Biology labs	\$12.35	
		\$35.29	CT 25003918
Santa Maria Chrysler Jeep Dodge Ram	Seat Belt Ext.	\$131.24	
	Seat belt Ext	\$124.07	
		\$255.31	CT 25003919
Save Mart Supermarkets	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$101.01	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$77.64	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$93.19	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$23.28	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$35.04	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$166.59	
	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$66.31	
		\$563.06	CT 25003920
Siemens Industry Inc	SM Fire Alarm Service 6-1-18 to 5-31-19	\$32,655.00	
	Lompoc Fire Alarm Service from 7-1-18 to 6-30-19	\$4,011.00	
	SM Security Alarm Services 6-1-18 to 5-31-19	\$5,760.00	
		\$42,426.00	CT 25003921
Signs Of Success Inc	Logo Decals Set - Vehicle 29	\$133.65	
	Unit Number Decals Set	\$4.56	
	Labor/Travel Charges	\$101.25	
		\$239.46	CT 25003922
Nathan Sims	8.11-9.6.18 mileage reimbursement	\$85.02	
		\$85.02	CT 25003923
SISC III	Premiums Sept 2018	\$482,569.00	
		\$482,569.00	CT 25003924
Smart & Final	Instructional Supplies 8-22-2018 thru 5-31-2019	\$17.98	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$80.78	
	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$71.18	
	Food Supplies For Children Cntr 8-4-18 to 12-13-18	\$96.95	

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Vendor Name	Description	Amount	Warrant
		\$266.89	CT 25003925
Smith Pipe & Supply Inc	PVC T Cap	\$55.85	
	PVC T Plug	\$39.47	
	Insert Coup, Netafim 17mm	\$6.15	
		\$101.47	CT 25003926
Alexandra Spiess	7.24.18 mileage reimbursement	\$34.88	
		\$34.88	CT 25003927
Sport & Cycle Team Athletics Inc	Titan Pop Up Dummy #410341	\$684.18	
	O.D. Scrimmage Line #410343	\$559.41	
	Freight	\$168.50	
		\$1,412.09	CT 25003928
Sprint Communications Company Lp	Cellphone service from July 2018 to June 2019	\$47.17	
	Cellphone service from July 2018 to June 2019	\$41.03	
		\$88.20	CT 25003929
Janet Stollberg	2% District Contribution 7-1-18 - 6-30-19	\$1,454.42	
		\$1,454.42	CT 25003930
STRS Cash Balance Plan, MS#20	PR Ded Supplemental & Adjustments	\$2,777.80	
		\$2,777.80	CT 25003931
Symplicity Corporation	Advocate GME with Title IX (0-5k FTE) Inv# 100631	\$9,950.00	
		\$9,950.00	CT 25003932
Sysco Food Services Of Ventura	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$1,936.46	
		\$1,936.46	CT 25003933
Tableau Software Inc	Desktop - Professional User - License	\$1,200.00	
	Desktop - Professional User - Maintenance	\$150.00	
		\$1,350.00	CT 25003934
Cecelia Teniente	8.20.18 mileage reimbursement	\$26.16	
		\$26.16	CT 25003935
The Docu Team	Destruction of Documents WO #00249446	\$76.00	
	Destruction of Documents WO #00254228	\$38.00	
		\$114.00	CT 25003936
Trojan Petroleum, Inc	DIESEL PURCHASES-SM, 07-01-18 THRU 06-30-19	\$746.59	
		\$746.59	CT 25003937
Colby Turnquist	8.15-16.18 mileage reimbursement	\$56.68	
		\$56.68	CT 25003938
United Health Care Insurance Co	Premiums Oct 2018	\$1,338.00	
		\$1,338.00	CT 25003939
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$141.83	

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Vendor Name	Description	Amount	Warrant
		\$141.83	CT 25003940
United Refrigeration Inc	HVAC Supplies, 07-01-18 thru 05-31-19	\$69.82	
		\$69.82	CT 25003941
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-18 thru 6-30-19	\$344.70	
		\$344.70	CT 25003942
US Bank Corporate Payment System	Urban Cafe - Host luncheon 6-25-18	\$81.65	
	CA Del Grevino Restaurant-Host VPSS Staff Retreat	\$81.65	
	Credit card payment - Central Coast Shuttle for	\$160.00	
		\$323.30	CT 25003943
Alicia Valdiviezo	8.9-9.12.18 mileage reimbursement	\$121.54	
	8.9-9.12.18 mileage reimbursement	\$0.00	
		\$121.54	CT 25003944
Kiri Villa	10.1-3.18T	\$80.00	
		\$80.00	CT 25003945
Virtual Vri	TypeWell Services for hard-of-hearing student	\$1,462.50	
		\$1,462.50	CT 25003946
VTC Enterprises	Collection of Recycling Paper on Main Campus, Delivery of AHC Fall 2018 Credit Schedules 8-2-18	\$825.00	
		\$206.55	
		\$1,031.55	CT 25003947
Nancy Ward	8.24.18 mileage reimbursement	\$42.04	
	8.24.18 mileage reimbursement	\$56.06	
		\$98.10	CT 25003948
Western Exterminator Company	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - CBC Bldg.	\$95.00	
		\$209.00	CT 25003949
Western Ways	Janitorial/Grounds Services, 7-1-18 thru 6-30-19	\$2,100.00	
		\$2,100.00	CT 25003950
Adobe Systems Inc	Campus Graphics Adobe Stock Images	\$2,399.88	
		\$2,399.88	CT 25003951
Assoc Of Chief Human Resources Officers	Stefanie Aye 10.9-12.18	\$200.00	
		\$200.00	CT 25003952
Stefanie Aye	Pre-travel airfare reimbursement	\$130.40	
		\$130.40	CT 25003953
Enterprise Rent-A-Car	Vehicle Rental Charges, 9-1-18 thru 06-30-19	\$93.63	
	Vehicle Rental Charges, 9-1-18 thru 06-30-19	\$93.63	
	Car Rental for user D. Perez 7/1/18 - 5/31/19	\$143.10	
		\$330.36	CT 25003954
Hyatt Regency Sacramento	Stefanie Aye 10.9-12.18	\$653.00	

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Vendor Name	Description	Amount	Warrant
		\$653.00	CT 25003955
Belinda Lombardo	Re-Energize/Focus/Engage Leadership	\$205.27	
		\$205.27	CT 25003956
Toby McLaughlin	7.16-9.10.18 mileage reimbursement	\$0.00	
	7.16-9.10.18 mileage reimbursement	\$98.92	
		\$98.92	CT 25003957
Radisson Santa Maria	CCC MakerspaceStrategicPlanningSession	\$996.56	
		\$996.56	CT 25003958
Maria Solis	3CSN Habits of Mind Training	\$238.90	
		\$238.90	CT 25003959
Alexandra Spiess	7.26.18 mileage reimbursement	\$28.34	
		\$28.34	CT 25003960
Karolyn Addington	Reimburse for instructional supplies for noncredit	\$273.43	
		\$273.43	CT 25003961
AHC Foundation	Foundation Advancement Specialist Salary - 7.2018	\$3,347.00	
	Foundation Advancement Specialist Salary - 7.2018	\$2,304.38	
		\$5,651.38	CT 25003962
Air Test And Balance Inc.	Fume Hood Testing, Santa Maria Campus, 18 ea.	\$4,200.00	
	Fume Hood Testing, Lompoc Campus, 6 ea.	\$1,500.00	
		\$5,700.00	CT 25003963
Amazon	EMT STAR OF LIFE TACTICAL PATCH BLACK WHITE	\$6.85	
	LIGHTNING X MODULAR TRAUMA MEDICAL BACKPACK	\$209.99	
	Philips External Manikin Adapter	\$126.48	
	Operating Supplies 7-18-18 to 5-31-19	\$8.67	
	Instructional Supplies 7-1-2018 to 5-31-2019	\$179.13	
	Prepac Elite 54 Wall Cabinet	\$285.10	
	HDMI to VGA Cable Gold-plated 1080P HDMI	\$10.99	
	SHIPPING	\$5.99	
	MASK WITH VENT, TUBING, NOSE CLIP, RESERVOIR BAG	\$17.25	
	SQDeal 1080P HDMI Female to VGA Male	\$9.99	
	Operational Supplies	\$696.16	
	Misc. operational supplies; 9.20.18 - 5.31.19	\$83.44	
	Misc. operational supplies; 9.20.18 - 5.31.19	(\$58.77)	
	Misc. operational supplies; 9.20.18 - 5.31.19	\$44.76	
	Misc. operational supplies; 9.20.18 - 5.31.19	(\$11.13)	
	Misc. operational supplies; 9.20.18 - 5.31.19	(\$15.83)	
	Instructional Supplies Aug. 10 - Dec. 24.2018	\$205.42	
	Operational Supplies	(\$455.44)	
	Operational supplies	\$455.44	
	Instructional Supplies Aug. 10 - Dec. 24.2018	\$57.96	
	Instructional Supplies Aug. 10 - Dec. 24.2018	\$187.59	
	Instructional Supplies Aug. 10 - Dec. 24.2018	\$104.97	
		\$2,155.01	CT 25003965

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Vendor Name	Description	Amount	Warrant
American Business Machines	Campus Graphics Copier Consumables and Staples	\$612.36	
		\$612.36	CT 25003966
American Star Tours, Inc.	Bus Service - AHC Mens and Womens Soccer	\$3,460.00	
	Bus Service-AHC Football, 8-23-18 thru 11-3-18	\$2,356.00	
	Bus Service to PCPA Solvang, 9-4-18 thru 9-9-18	\$4,260.00	
		\$10,076.00	CT 25003967
Julie Andrews-Scott	RMB Instructional Sup CFK Cooking for Kids 10313	\$242.79	
		\$242.79	CT 25003968
Aramark Uniform Services	TOWEL RENTAL-PS JULY 1, 2018-JUNE 30, 2019	\$38.00	
		\$38.00	CT 25003969
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 25003971
B & B Steel & Supply	Instr Supplies Welding Program	\$113.40	
		\$113.40	CT 25003972
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$51.73	
		\$51.73	CT 25003973
Brownells	GunKote Aerosol, Gloss Black Invoice #15840159.01	\$143.94	
		\$143.94	CT 25003974
CA Campus Compact/CSU East Bay	2018-19 Membership Dues	\$1,000.00	
		\$1,000.00	CT 25003976
Cal Poly State University	Yr. 9 Sub Recipient Agreement 7.1.18 - 12.31.18	\$6,893.75	
		\$6,893.75	CT 25003977
California Electric Supply	600V RK TD Fuse #FRSR30 Quote#1138014	\$111.78	
	Fuse Reducer 1PR #216R	\$96.55	
	12-10 INS Spade Term #RC1010FL	\$43.62	
	Fuse Reducer 1PR #663R	\$110.52	
Ca Electric Supply	Lamp, Phila, CPO-TW140W728	\$903.44	
	Lamp, Phila, CDM210T9942UE	\$1,196.98	
	Lamp, Sylva, MCP70PAR30LNU930	\$451.79	
	Lamp, Sylva, MP50UMed	\$351.35	
		\$3,266.03	CT 25003978
Carolina Biological	Instructional supplies for Biology labs	\$8.36	
	Instructional supplies for Biology labs	\$53.13	
		\$61.49	CT 25003979
Carr's Boot Shop	Safety Boots July 1, 2018 through May 31, 2019	\$107.99	
	Safety Boots July 1, 2018 through May 31, 2019	\$107.99	
	Safety Boots July 1, 2018 through May 31, 2019	\$125.00	
		\$340.98	CT 25003980
Central City Tool Supply	COLD SAW SHARPEN-PER BLADE INCH INVOICE # 83009	\$67.20	

**Allan Hancock College
Warrant Register**

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$67.20	CT 25003981
City of Lompoc	False alarm charges for LVC on 07-10-18	\$170.00	
		\$170.00	CT 25003982
City Of Santa Maria	Disposal Site Landfill 7.1.18 - 6.30.19	\$26.40	
	PCPA Disposal Site Landfill 7.1.18 - 6.30.19	\$98.02	
		\$124.42	CT 25003983
Click For Savings LLC	Emotional Survival for Law Enforcement shipping	\$1,506.60	
		\$34.00	
		\$1,540.60	CT 25003984
Coast Clutch & Brake Supply	Seals Per Invoice 114631	\$24.80	
	Labor Charges	\$70.00	
		\$94.80	CT 25003985
Coastal Reprographic Services	Large format black white printing 30x42 bind	\$264.77	
		\$264.77	CT 25003986
Columbia Business Center Partners Lp	LEASE OF 890 E. STOWELL CBC 2018-19	\$23,283.00	
		\$23,283.00	CT 25003987
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$147.14	
		\$147.14	CT 25003988
Community College Facility Coalition	Membership Dues 11.01.2018 - 10.31.2019	\$950.00	
		\$950.00	CT 25003989
Computerland Of Silicon Valley	Desktop for Education with Enterprise CALS	\$14,035.68	
	Desktop for Education with Enterprise CALS	\$22,900.32	
	Visio Pro per device	\$275.00	
	Visual Studio Pro w/MSDN per user	\$192.00	
	Windows Remote Desktop Services (RDS) CAL per dev	\$250.00	
	Azure Monetary Commitment for usage	\$2,640.00	
	Core Infrastructure Server (CIS) Suite Datacenter	\$1,120.00	
	Exchange Server Standard	\$276.00	
	SharePoint Server (requires SQL Svr)	\$2,630.00	
	SQL Server Standard Core - 2 Core License pack.	\$13,224.00	
	Windows Server Datacenter Core	\$5,040.00	
	Windows Server Standard Core	\$1,300.00	
		\$63,883.00	CT 25003990
Consolidated Electrical Distributor	INSTRUCTIONAL SUPPLIES 7.1.2018 THROUGH 5.31.2019	\$32.40	
		\$32.40	CT 25003991
Constellation Newenergy Inc	Electricity Services 7.1.18-6.30.19	\$119.75	
	Electricity Services 7.1.18-6.30.19	\$29.94	
		\$149.69	CT 25003992
Culligan/Central Coast Water Treatment	Campus Graphics Drinking Water	\$48.75	
	Water Rental Stand	\$11.00	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$59.75	CT 25003993
Deliver-It	PU Lompoc PM, deliver Santa Ynez with return	\$140.00	
		\$140.00	CT 25003994
DLR Group	Architectural Services for Fine Arts Complex	\$34,461.00	
		\$34,461.00	CT 25003995
Dovelewis Animal Hospital	Access to atdove.org up to 50 users Doc No 0304	\$449.10	
		\$449.10	CT 25003996
Ewing Irrigation Products Inc	Landscape Supplies, 07-01-18 thru 05-31-19	\$160.32	
	Irrigation Supplies Per Invoice 6144397	\$120.50	
		\$280.82	CT 25003997
Fatte's Pizza of Santa Maria	Food for Mens Support Group Kick Off	\$399.82	
		\$399.82	CT 25003998
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.18 - 6.30.19	\$15.43	
	Overnight Service for Student Equity	\$109.74	
		\$125.17	CT 25003999
Fisher Scientific Co Llc	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$174.79	
	Goggles, #17-253	\$196.78	
	Fuel Surcharge Fee	\$4.95	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	(\$58.26)	
	6 watt tube, 254 nm, #UVP34001301	\$54.13	
	6 watt tube, 365 nm, #UVP34003401	\$26.73	
	Isopropanol, 70%, 4L, 1 case of 4, #S25371A	\$120.38	
	Watch glasses, 12 pack, 12.5 cm, #S99383	\$30.28	
		\$549.78	CT 25004000
James Forrester	2% District Contribution 7-1-18 - 6-30-19 + adj PY	\$1,909.87	
		\$1,909.87	CT 25004001
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$801.18	
		\$801.18	CT 25004002
	Telephone Service 7.1.18-6.30.19	\$16.27	
		\$16.27	CT 25004003
GM Financial Leasing	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$769.79	
		\$769.79	CT 25004005
	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$769.79	
		\$769.79	CT 25004006
Grainger Inc.	Belt Key Holder, Clip On, Silver, 25PA32	\$13.83	
	Canvas Drop Cloth, 5H910	\$14.57	
	Fire Extinguisher Cabinet, Blk, 20 lb., 6ATL5	\$239.05	
		\$267.45	CT 25004007
Griego Pool Service	Pool Service, 07-01-18 thru 06-30-19	\$1,200.00	
		\$1,200.00	CT 25004008
Hardy Diagnostics	Instructional Supplies for Biology labs	\$16.39	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$16.39	CT 25004009
Hayward Lumber Inc	Plywood, 4x8	\$170.44	
	Ca Lbr Fee	\$1.58	
		\$172.02	CT 25004010
Henry Schein Inc	Gatorade Packet Glacier 51oz	\$104.58	
	Gatorade Pwd Fruit Puch 6 gal	\$104.58	
		\$209.16	CT 25004011
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 07-01-18 THRU 05-31-19	\$181.10	
		\$181.10	CT 25004013
J.E. Halliday Sales Inc	Campus Graphics OKI Envelope Press Consumables	\$897.20	
		\$897.20	CT 25004014
Jack'S Repair & Sales Inc	Bearing and Shaft Asly	\$61.24	
	Fiber Blade Washer	\$8.85	
	Steel Blade Washer	\$11.45	
	Steedfeed 400	\$38.87	
		\$120.41	CT 25004015
JH Technologies	Leica L2 Base plate #10446377	\$52.92	
	Shipping and Handling	\$10.37	
		\$63.29	CT 25004016
JMPE Electrical Eng Lighting Design	Electrical Engineering Services for the PROP 39	\$800.00	
		\$800.00	CT 25004017
Jobelephant.Com Inc	Job advertisement to promote diversity	\$100.00	
	Job advertisement to promote diversity	\$0.00	
	Job advertisement to promote diversity	\$0.00	
		\$100.00	CT 25004018
Johnson Plastics Plus	Campus Graphics Engraving Consumables	\$550.42	
		\$550.42	CT 25004019
Kaman Industrial Technologies	Ball Bearing, Radial, Fag 6205-2RSR-LO38-C3	\$29.40	
	Ball Bearing, Radial, Fag 6206-2RSR-L038-C3	\$30.59	
		\$59.99	CT 25004020
Kincares Inc	Independent Contract-Kincares	\$1,454.55	
		\$1,454.55	CT 25004021
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-18 thru 6-30-19	\$806.02	
		\$806.02	CT 25004022
Liebert Cassidy Whitmore	General Legal Services 7/1/18 - 6/30/19	\$1,426.50	
	General Legal Services 7/1/18 - 6/30/19	\$338.00	
		\$1,764.50	CT 25004023
Lompoc High School Athletics	Full-page ad in LHS 2018-19 Sports Programs (3)	\$425.00	
		\$425.00	CT 25004025
Lynn Music	INSTRUMENT REPAIRS MAINTENANCE 7.1.2018	\$90.00	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Lynn Music	THROUGH INSTRUMENT REPAIR MAINTENANCE 7.01.2018-5.31.2019	\$185.00	
		\$275.00	CT 25004026
Muriel Machin	RMB CFK Chemistry in the Kitchen instructional	\$240.00	
		\$240.00	CT 25004027
Metropolitan Life Insurance Co	Premium for July 2018	\$6,102.41	
		\$6,102.41	CT 25004028
Mid State Container Sales Inc	Container Rental, 7-1-18 thru 12-31-18	\$135.00	
		\$135.00	CT 25004029
Mission Linen & Uniform Service Inc	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$33.39	
	Laundry services for Auto Tech Program	\$32.15	
	Laundry services for Auto Tech Program	\$32.15	
	Laundry services for Auto Tech Program	\$32.15	
	Laundry services for Auto Body Program	\$8.67	
	Laundry services for Auto Body Program	\$8.67	
	Laundry services for Auto Body Program	\$8.67	
		\$155.85	CT 25004030
Moxie Cafe	Food for HS Counselor Workshop	\$1,788.75	
		\$1,788.75	CT 25004031
Musson Theatrical	DANCE CONCERT SUPPLIES 7.1.18 THRU 5.31.19	\$206.39	
		\$206.39	CT 25004032
MyBinding	Campus Graphics Wall cutter replacement blades	\$255.07	
		\$255.07	CT 25004033
Noble Power Equipment	Wheel, 8"x 2.75	\$44.50	
	Axle Bolt for 8"	\$4.96	
	Guard Assy, Complete	\$67.61	
		\$117.07	CT 25004035
Office Depot	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	(\$5.90)	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$93.79	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$56.97	
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$59.88	
	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	\$882.46	
	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	\$374.48	
	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	\$6.24	
	PAPER AND TONER SUPPLIES, 7-18-2018 TO 5-31-2019	\$12.43	
	Office Supplies 7.1.18 to 5.31.19	\$33.82	
	Office Supplies 7.1.18 to 5.31.19	\$319.85	
	Office supplies for LPS dept, 7-6-18 - 5-31-19.	\$121.12	
	Office supplies for LPS dept, 7-6-18 - 5-31-19.	\$30.65	
	Operational Supplies 7.1.18 - 5.31.19	\$104.73	
	Operational Supplies 7.1.18 - 5.31.19	\$126.79	
	Operational Supplies 7.1.18 - 5.31.19	\$233.18	
	Office Supplies July 1, 2018 - May 31, 2019	\$110.47	
	Office Supplies July 1, 2018 - May 31, 2019	\$165.09	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant	
Office Depot	Office Supplies 7-1-2018 through 5-31-2019	\$25.48		
	Office Supplies 7-1-2018 through 5-31-2019	\$30.23		
	Operational Supplies July 16, 2018-May 31, 2019	\$16.18		
	OFFICE OPERATIONAL SUPP JULY 1 2018 TO MAY 31 2019	\$30.11		
	Office Supplies July 1, 2018-May 31, 2019 JGabriel	\$155.47		
	office supplies July 31 2018 - May 31 2019	\$144.40		
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$39.74		
	Operational Supplies 7/1/18-5/31/19	\$132.46		
	Operational Supplies 7/1/18-5/31/19	\$12.59		
	INSTRUCTIONAL SUPPLIES 7.1.18 THRU 5.31.19	\$332.62		
	GENERAL OFFICE SUPPLIES	\$64.38		
	office supplies 8/27/18 - 5/31/19	(\$18.35)		
	office supplies 8/27/18 - 5/31/19	\$88.75		
	HP 83A Black Toner Cartridge, Item# 287444	\$162.64		
	Energizer Max Alkaline AAA Batteries	\$8.01		
	Instructional Materials 9-12-18 to 5-31-19	\$97.52		
	INSTRUCTIONAL SUPPLIES 7-25-18 TO 5-31-19	\$5.83		
	Instructional Supplies 7-1-2018 to 5-31-2019	\$262.48		
	Instructional Supplies 7-1-2018 to 5-31-2019	\$32.40		
	Office Supplies 7-1-2018 to 5-30-2019	\$213.99		
	Office Supplies 7-1-2018 to 5-30-2019	\$8.22		
	Human Resources office supplies 7.1.18 - 5.31.19	\$497.27		
	Human Resources office supplies 7.1.18 - 5.31.19	\$66.59		
	\$5,135.06		CT 25004036	
Old Town Quilt Shop	Rental Quilting 10338/10339 U18 48x\$13.50=\$648	\$648.00		
		\$648.00	CT 25004037	
Old Town Shirt Factory	Shirts and Jackets for Facilities Staff	\$400.00		
	Shirts and Jackets for Facilities Staff	\$400.00		
	Shirts and Jackets for Facilities Staff	\$1,119.57		
	Shirts and Jackets for Facilities Staff	\$400.00		
		\$2,319.57		CT 25004038
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$1,949.95		
	Electricity Services 7.1.18-6.30.19	\$487.49		
		\$2,437.44		CT 25004039
	Electricity Services 7.1.18-6.30.19	\$168.96		
	Electricity Services 7.1.18-6.30.19	\$42.24		
	\$211.20		CT 25004040	
Panera Bread Cafe 3180	Food for Foster Youth Advisory Committee 9.6.18	\$150.18		
		\$150.18	CT 25004041	
Pharmedix	Prescription medication July 1, 2018- May 31, 2019	\$313.21		
	Prescription medication July 1, 2018- May 31, 2019	\$438.00		
		\$751.21		CT 25004042
Pioneer Valley Booster Club	Full-page ad fall media guide and stadium banner	\$300.00		

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$300.00	CT 25004043
Adelina Pozos	Reimbursement for Operational Supplies	\$29.15	
		\$29.15	CT 25004044
PPG Architectural Finishes Inc	Paint Supplies, 07-01-18 thru 05-31-19	\$18.46	
	Paint Supplies, 07-01-18 thru 05-31-19	\$26.77	
		\$45.23	CT 25004045
ProCare Janitorial Supply, Inc.	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$57.35	
	Custodial Supplies-Lompoc, 07-01-18 thru 05-31-19	\$702.76	
	CUSTODIAL SUPPLIES, SM, 7-1-18 THRU 5-31-19	\$2,720.28	
		\$3,480.39	CT 25004046
Public Agency Law Group	Legal Mediation Services for One Stop Student	\$60.00	
		\$60.00	CT 25004047
RAMIREZ, RUBEN	INTERVIEW	\$286.88	
		\$286.88	CT 25004048
Righetti High School Football	Ad in 2018 Football program stadium Banner	\$700.00	
		\$700.00	CT 25004049
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$19.29	
		\$19.29	CT 25004050
Santa Maria Arts Council, Inc	MEMBERSHIP FEES JUNE 2018 - MAY 2019	\$35.00	
		\$35.00	CT 25004051
Santa Maria Sun	Full Page Ad Promoting Career Development 9/13/18	\$913.00	
		\$913.00	CT 25004052
Santa Ynez High School Football Boosters	2018 Rio Special Football Sponsorship	\$850.00	
		\$850.00	CT 25004053
Santa Ynez Valley Star	Quarter-page ad fall 2018 Reg to run 7-17-18	\$272.00	
	Ad Publication 9-18-18 Noncredit Certificate Prog.	\$272.00	
		\$544.00	CT 25004054
Save Mart Supermarkets	Food Supplies for Children Cntr 8-4-18 to 12-13-18	\$31.92	
		\$31.92	CT 25004055
Craig Shafer	Voice Recording monthly message on hold SM campus	\$100.00	
	Voice Recording monthly message on hold LVC	\$100.00	
		\$200.00	CT 25004056
Skutt Ceramics Products Inc	TERMINAL STRIP REPLACE W/TABS 1519-000	\$69.00	
	P&B 12V DC RELAY (CE-KM) 2139C01094	\$133.36	
		\$202.36	CT 25004057
Smart & Final	Instructional Supplies 8-22-2018 thru 5-31-2019	\$126.87	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$36.41	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$124.89	
	Food supplies Aug 2-Dec 24. 2018	\$129.87	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$418.04	CT 25004058
Smith Pipe & Supply Inc	LANDSCAPE SUPPLIES, 7-1-18 thru 05-31-19	\$63.89	
		\$63.89	CT 25004059
Southern California Gas Co	Gas Supply 7.1.18-6.30.19	\$4,794.04	
	Gas Supply 7.1.18-6.30.19	\$1,198.51	
		\$5,992.55	CT 25004060
Sport & Cycle Team Athletics Inc	SILVER FOOTBALL GAME JERSEY UNDER ARMOUR	\$516.25	
	BLUE FOOTBALL GAME JERSEY UNDER ARMOUR	\$774.36	
	SHIPPING	\$19.75	
	U.A. M Locker Tees Grey W.Royal	\$43.18	
	F	\$280.66	
	Freight	\$16.75	
	HOODIE PC90H	\$2,328.91	
	Dri Fit Tee N3142	\$776.62	
	Dri Fit 10 Pocketed Work Out Short N5370	\$1,262.63	
	Wind Directional Flags Pr.	\$114.49	
	Freight	\$174.32	
	U.A. Victor Polo #1293909	\$785.53	
	U.A. Triumph Cage Jkt. Long Sleeve #1287620	\$778.53	
	U.A. Triumph Cage Jkt Short Sleeve #1287619	\$736.94	
	Freight	\$85.22	
		\$8,694.14	CT 25004061
Strategic Vitality Llc	Service Contract	\$2,000.00	
		\$2,000.00	CT 25004062
Uline Inc	Round Trip Totes, 19.8 x 13.8 x 15.8, Gray	\$259.20	
	Estimated Shipping and Handling	\$46.81	
		\$306.01	CT 25004063
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$97.86	
		\$97.86	CT 25004064
United Refrigeration Inc	Charging Hose Set , NRP 60	\$92.09	
	Acetylene Tool, MAGNOB	\$16.20	
	NRP Flints	\$1.85	
	HVAC Supplies, 07-01-18 thru 05-31-19	(\$121.50)	
	HVAC Supplies, 07-01-18 thru 05-31-19	\$84.85	
		\$73.49	CT 25004065
VTC Enterprises	Fee Agreement for Fall 2018	\$8,700.00	
		\$8,700.00	CT 25004066
Washington, Nikki	INTERVIEW	\$495.60	
		\$495.60	CT 25004067
Wayco Disaster Training and Consulting	Wayco Disaster Training and Consulting Services	\$10,000.00	
		\$10,000.00	CT 25004068
Waypoint Coaching &	Service contract for climate survey follow-up,	\$5,000.00	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Consulting		\$5,000.00	CT 25004069
West Covina Nurseries	Cistus Purpureus	\$60.06	
	Anigozanthus Bush Ranger	\$41.83	
	Buddleja Buzz Purple	\$60.06	
	Westringia Blue Gem	\$62.20	
		\$224.15	CT 25004070
Western Exterminator Company	Pest Control Services - Bldg. D (PCPA theater)	\$275.00	
		\$275.00	CT 25004071
Theresa Avila	8.10-17.18 mileage reimbursement	\$2.40	
	8.10-17.18 mileage reimbursement	\$16.57	
		\$18.97	CT 25004072
Emily Baker	Corning Museum of Glass networking	\$700.00	
		\$700.00	CT 25004073
Josephine Cabanas	9.21.18 mileage reimbursement	\$36.19	
		\$36.19	CT 25004074
Carmen Camacho	Accreditation Pre-visit meeting	\$167.83	
		\$167.83	CT 25004075
Caped	Julia Townsend	\$0.00	
	Julia Townsend	\$540.00	
		\$540.00	CT 25004076
	Nancy Hernandez 10.19-22.18	\$331.37	
	Nancy Hernandez 10.19-22.18	\$133.63	
		\$465.00	CT 25004077
Casfaa	Lori Doty	\$435.00	
		\$435.00	CT 25004078
Andrew Densmore	CFTDA Meeting	\$665.03	
		\$665.03	CT 25004079
Sara Galindo	7.16-8.31.18 mileage reimbursement	\$203.29	
	7.16-8.31.18 mileage reimbursement	\$0.00	
		\$203.29	CT 25004080
Petra Gomez	CAN-TRIO congressional/educational updates	\$925.00	
	CAN-TRIO congressional/educational updates	\$2,580.79	
		\$3,505.79	CT 25004081
Laura Harris	3CSN Habits of Mind workshop	\$445.82	
		\$445.82	CT 25004082
Elaine Healy	3CSN Habits of Mind workshop	\$170.04	
		\$170.04	CT 25004083
Thomas Lamica	CJPC/UTC Planning Retreat	\$68.31	

Allan Hancock College
Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$68.31	CT 25004084
Matthew Macpherson	Level 2 Six Sigma Training	\$549.36	
		\$549.36	CT 25004085
Monica Maldonado Ramirez	8.21-30.18 mileage reimbursement	\$37.93	
	8.21-30.18 mileage reimbursement	\$0.00	
		\$37.93	CT 25004086
Marriott	Julia Townsend 10.19-22.18	\$567.00	
	Julia Townsend 10.19-22.18	\$0.00	
		\$567.00	CT 25004087
	Nancy Hernandez 10.19-22.18	\$455.75	
	Nancy Hernandez 10.19-22.18	\$183.79	
		\$639.54	CT 25004088
	Lori Doty 10.27-30.18	\$633.70	
		\$633.70	CT 25004089
Kara Mushegan	9.14.18 mileage reimbursement	\$26.27	
	9.14.18 mileage reimbursement	\$0.00	
		\$26.27	CT 25004090
Ricardo Navarrette	Puente Counselor Summit	\$328.71	
		\$328.71	CT 25004091
Holly Nolan-Chavez	State Ag/Natural Resources Advisory meeting	\$587.72	
		\$587.72	CT 25004092
Julia Raybould-Rodgers	3CSN Habits of Mind workshop	\$242.61	
		\$242.61	CT 25004093
Deborah Strance	3CSN Habits of Mind workshop	\$409.77	
		\$409.77	CT 25004094

Warrant Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$1,669,402.40
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$4,023.85
Total for Capital Outlay Project Fund 9441	\$36,313.27
Total for General Obligation Bond Fund 9447	\$60.00
Total for Dental Self-Insurance Fund 9461	\$69,403.00
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/>
	\$1,779,202.52

Reversals:

Total for General Fund 9410	\$1,305.80
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/>
	\$1,305.80

Allan Hancock College

Check Register

Check Dates from 9/1/2018 to 9/30/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
Jennifer Abend	Basic Electricity Training	\$292.85	
	Basic Electricity Training (Con'd)	\$118.15	
	Basic Electricity Training (con't)	\$0.44	
		\$411.44	RC 40000132
AVID Center	Lynn Becerra-Valencia 9.20-21.18T	\$150.00	
		\$150.00	RC 40000133
Caped	Lisa Marsalek 10.19-22.18T	\$465.00	
		\$465.00	RC 40000134
Holiday Inn	Alex Spiess 9.18-20.18	\$109.44	
	Alex Spiess 9.18-20.18	\$109.44	
		\$218.88	RC 40000135
Los Angeles Comm College Dist	Julia Raybould-Rodgers 9.13-14.18	\$130.12	
	Mayte Solis 9.13-14..18	\$130.12	
	Laura Harris 9.13-14.18	\$130.12	
	Elaine Healy 9.13-14.18	\$130.12	
	Sherry Loomis 9.13-14.18	\$130.12	
	Deborah Strance 9.13-14.18	\$130.12	
		\$780.72	RC 40000136
Marriott	Lisa Marsalek 10.19-22.18T	\$635.00	
		\$635.00	RC 40000137
Scott Nickason	6.13-7.25.18T	\$81.75	
		\$81.75	RC 40000138
Sheraton Pasadena Hotel	Pam Storie 9.25-26.18T	\$263.81	
		\$263.81	RC 40000139
Alexandra Spiess	9.18.18 CA ADV	\$40.00	
	9.18.18 CA ADV	\$40.00	
		\$80.00	RC 40000140
Pamela Storie	9.25-26.18T Cash Advance	\$180.39	
		\$180.39	RC 40000141
Cecelia Teniente	8.1.18 Mileage reimbursement	\$26.16	
		\$26.16	RC 40000142
Alameda County Sherriffs Office	Marc Hammill 9.25-28.18	\$638.00	
	Marc Hammill 9.25-28.18	\$0.00	
		\$638.00	RC 40000143
	Marc Hammill 9.30-10.5.18	\$1,098.00	
	Marc Hammill 9.30-10.5.18	\$0.00	
		\$1,098.00	RC 40000144
	Tim Neumann 9.30-10.5.18	\$1,098.00	
	Tim Neumann 9.30-10.5.18	\$0.00	

Allan Hancock College
Check Register

Check Dates from 9/1/2018 to 9/30/2018
Bank Code: RC

Vendor Name	Description	Amount	Check
		\$1,098.00	
Alameda County Sherriff's Office	Tim Neumann 9.25-28.18	\$638.00	RC 40000145
	Tim Neumann 9.25-28.18	\$0.00	
		\$638.00	RC 40000146
Doubletree By Hilton Hotel	Marc Hammill	\$0.00	
	Marc Hammill	\$936.36	
		\$936.36	RC 40000147
	Marc Hammill	\$0.00	
	Marc Hammill	\$561.82	
		\$561.82	RC 40000148
Christine Grelck	8.7-31.18 mileage reimbursement	\$62.80	
	8.7-31.18 mileage reimbursement	\$8.05	
		\$70.85	RC 40000149
Edwin Hodges	9.16-20.18T	\$66.00	
	9.16-20.18T	\$66.00	
		\$132.00	RC 40000150
Holiday Inn	Edwin Hodges 9.16-20.18	\$218.88	
	Edwin Hodges 9.16-20.18	\$218.88	
		\$437.76	RC 40000151
Holiday Inn Express	Tim Neumann 9.30-10.5.18	\$0.00	
	Tim Neumann 9.30-10.5.18	\$1,391.99	
		\$1,391.99	RC 40000152
	Tim Neumann 9.25-28.18	\$0.00	
	Tim Neumann 9.25-28.18	\$811.31	
		\$811.31	RC 40000153
	Diana Perez 9.18-19.18	\$0.00	
	Diana Perez 9.18-19.18	\$141.00	
		\$141.00	RC 40000154
Margaret Lau	7.20-8.24.18 mileage reimbursement	\$0.00	
	7.20-8.24.18 mileage reimbursement	\$269.78	
	7.20-8.24.18 mileage reimbursement	\$0.00	
	7.20-8.24.18 mileage reimbursement	\$0.00	
		\$269.78	RC 40000155
Holly Nolan-Chavez	8.1-30.18 mileage reimbursement	\$76.30	
		\$76.30	RC 40000156
David Whitham	8.201-26.18 mileage reimbursement	\$94.83	
		\$94.83	RC 40000157
American River College	Joseph Martinez 9.30-10.5.18	\$120.00	
		\$120.00	RC 40000161

Allan Hancock College

Check Register

Check Dates from 9/1/2018 to 9/30/2018

Bank Code: RC

Vendor Name	Description	Amount	Check
American River College	Mark LaCasse 9.30-10.5.18	\$120.00	
		\$120.00	RC 40000162
	Stephan Mason 9.30-10.5.18	\$120.00	
		\$120.00	RC 40000163
Crowne Plaza	Joseph Martinez 9.30-10.5.18	\$542.69	
		\$542.69	RC 40000164
	Mark LaCasse 9.30-10.5.18	\$542.69	
		\$542.69	RC 40000165
	Stephan Mason 9.30-10.5.18	\$542.69	
		\$542.69	RC 40000166
Mark Lacasse	9.30-10.5.18	\$220.00	
		\$220.00	RC 40000167
Joseph Martinez	9.30-10.5.18	\$220.00	
		\$220.00	RC 40000168
Stephen Mason	9.30-10.5.18	\$220.00	
		\$220.00	RC 40000169
		Total: \$14,337.22	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
November 13, 2018	
ACRONYMS	
AHC Foundation	Allan Hancock College-Foundation
AHC - Part-Time Faculty Association	Allan Hancock College - Part Time Faculty Association
American Fidelity - VOL INS	American Fidelity - Voluntary Insurance
AT&T	American Telephone & Telegraph
AVID Center	Advancement Via Individual Determination Center
CA Campus Compact/CSU East Bay	California Campus Compact/California State University East Bay
Caped	California Association on Postsecondary Education and Disability
Casfaa	California Association of Student Financial Aid Administrators
Cceopsa	CA Comm College Extended Opportunities Program Services Association
CDW Government Inc	Computer Discount Warehouse Government Inc
Cpp Inc	Consulting Psychologists Press Inc
C.S.E.A. Victory Club	California School Employees Association Victory Club
Csso Association	Chief Student Services Officers Association
DLR Group	Dana Larson Roubal Group
The Docuteam LLC	The Document Team LLC
ECMC	Education Credit Management Corporation
FACCC Fac Assoc CA Comm Colleges	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
Follett Heg - Ahc Bookstore	Follett Higher Education Group-Allan Hancock College Bookstore
Garda CI West Inc	Garda Cash Logistics West Inc
GM Financial Leasing	General Motors Financial Leasing
Golden Pmi	Golden Project Management Installations
JH Technologies	John Hubacz Technologies
JMPE Electrical Eng Lighting Design	John Maloney Professional Engineer Electrical Engineering Lighting Design
Orchard Business/Syncb	Orchard Business/Synchrony Bank
PARS Public Agency Retirement	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
Sars Software Products Inc	Scheduling and Reporting Software Products
SISC III	Self Insured Schools of California
STRS Cash Balance Plan, MS#20	State Teachers Retirement System Cash Balance Plan, MS#20
TG	Texas Guaranteed Student Loan Corporation
The Docu Team	The Document Team
VTC Enterprises	Vocational Training Center Enterprises

CONSENT ITEM

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

BACKGROUND

Daimler Trucks North America LLC donated a 2012 Daimler Freightliner truck. This donation will be used to support the behind-the-wheel driving component of the new noncredit commercial truck driving program. This valuable donation will assist the college in addressing the shortage of commercial truck drivers locally, regionally, and across the nation.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept a 2012 Daimler Freightliner truck from Daimler Trucks North America LLC.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**CONSENT ITEM**

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

BACKGROUND

The first quarter financial status report is a routine report, which must be submitted to the state Chancellor's Office on a quarterly basis. It is used to monitor the financial health of a district as to cash flow and fiscal solvency.

FISCAL IMPACT

None

RECOMMENDATION

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

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2018-2019

District: (610) ALLAN HANCOCK

Quarter Ended: (Q1) Sep 30, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	62,766,254	61,348,035	65,081,979	64,867,143
A.2	Other Financing Sources (Object 8900)	1,710,704	148,300	309,432	481,573
A.3	Total Unrestricted Revenue (A.1 + A.2)	64,476,958	61,496,335	65,391,411	65,348,716
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	54,610,446	57,345,851	60,562,532	63,767,191
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,025,742	2,235,443	3,140,555	2,024,576
B.3	Total Unrestricted Expenditures (B.1 + B.2)	61,636,188	59,581,294	63,703,087	65,791,767
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,840,770	1,915,041	1,688,324	-443,051
D.	Fund Balance, Beginning	5,957,365	8,698,135	10,613,176	12,301,500
D.1	Prior Year Adjustments + (-)	-100,000	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,857,365	8,698,135	10,613,176	12,301,500
E.	Fund Balance, Ending (C. + D.2)	8,698,135	10,613,176	12,301,500	11,858,449
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.1%	17.8%	19.3%	18%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	8,494	10,022	8,554	9,000
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		23,863,088	28,363,208	32,848,960
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	14,766,269	23,863,088	28,363,208	32,848,960

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	64,843,588	64,867,143	13,944,817	21.5%
I.2	Other Financing Sources (Object 8900)	210,000	481,573	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	65,053,588	65,348,716	13,944,817	21.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	62,909,143	63,767,191	13,834,697	21.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,963,556	2,024,576	190,418	9.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	64,872,699	65,791,767	14,025,115	21.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	180,889	-443,051	-80,298	
L.	Adjusted Fund Balance, Beginning	12,316,748	12,301,500	12,301,500	
L.1	Fund Balance, Ending (C. + L.2)	12,497,637	11,858,449	12,221,202	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	19.3%	18%		

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

NO

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

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

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

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

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

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2018-2019

District: (610) ALLAN HANCOCK

Quarter Ended: (Q1) Sep 30, 2018

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Eric D. Smith

CBO Phone: 805-922-6966

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Kevin G. Walthers

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 11/01/2018

District Contact Person

Name: Shelly Allen

Title: Budget Analyst

Telephone: 805-922-6966

Fax: 805-349-3929

E-Mail: sallen@hancockcollege.edu

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

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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Allan Hancock College Governmental Funds Group
General Fund

Income Statement by Fund
For Period Ending 09/30/18

	<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	865	2.53%	1,781,884	2,930	0.16%
State Revenues	42,273,315	11,605,242	27.45%	13,339,010	5,933,097	44.48%
Local Revenues	22,536,073	2,338,710	10.38%	2,053,260	794,372	38.69%
Total REVENUES	<u>64,843,588</u>	<u>13,944,817</u>	<u>21.51%</u>	<u>17,174,154</u>	<u>6,730,399</u>	<u>39.19%</u>
EXPENDITURES						
Academic Salaries	24,774,427	5,355,071	21.62%	3,015,573	617,036	20.46%
Classified Salaries	15,838,217	3,501,577	22.11%	4,692,544	906,178	19.31%
Employee Benefits	13,191,347	2,630,181	19.94%	2,176,771	406,986	18.70%
Supplies and Materials	1,433,796	264,262	18.43%	1,899,427	129,162	6.80%
Other Operating Exp. and Services	6,846,562	1,919,768	28.04%	4,607,013	507,927	11.03%
Capital Outlay	824,794	163,838	19.86%	1,219,568	33,431	2.74%
Total EXPENDITURES	<u>62,909,143</u>	<u>13,834,697</u>	<u>21.99%</u>	<u>17,610,896</u>	<u>2,600,720</u>	<u>14.77%</u>
Excess of Revenues over (Under) Expenditures	1,934,445	110,120		(436,742)	4,129,679	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	210,000	0	0.00%	79,657	13,047	16.38%
Total OTHER FINANCING	<u>210,000</u>	<u>0</u>	<u>0.00%</u>	<u>79,657</u>	<u>13,047</u>	<u>16.38%</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,963,556	190,418	9.70%	766,068	113,916	14.87%
Total OPERATING TRANSFERS OUT	<u>1,963,556</u>	<u>190,418</u>	<u>9.70%</u>	<u>766,068</u>	<u>113,916</u>	<u>14.87%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	180,889	(80,298)		(1,123,153)	4,028,810	
FUND BALANCE						
Fund balance, July 1	<u>12,316,748</u>	<u>12,301,500</u>		<u>13,542,399</u>	<u>13,230,044</u>	
Current Balance	<u>12,497,637</u>	<u>12,221,202</u>		<u>12,419,246</u>	<u>17,258,854</u>	

**CONSENT ITEM**

To:	Board of Trustees	Date:	
From:	Superintendent/President	November 13, 2018	
Subject:	Authorization, Renew Lease Agreement with TVJ Sons I, Inc. dba Honda of Santa Maria	Item Number:	11.D.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 1

BACKGROUND

TVJ Sons I, Inc., a California corporation, dba Honda of Santa Maria, (“Santa Maria Honda”) has requested renewal of the current lease agreement with the district. Santa Maria Honda is currently leasing a portion of the College Drive parking lot to Santa Maria Honda for storage of vehicles offered for sale.

The principal terms of the lease are:

1. Lease term of one (1) year with option to renew term for one (1) year.
2. Lease area of approximately 18,000 square feet.
3. Monthly rent at \$1,620 (\$0.09 per square foot) for initial term; monthly rent at \$1,668.60 (\$0.093 per square foot) during the renewal term.
4. Santa Maria Honda pays for temporary fencing along the open areas of the College Drive parking lot. At expiration of the term, Santa Maria Honda will remove the temporary fence at its costs.
5. District has the right to terminate on 30 days advance notice.

FISCAL IMPACT

No fiscal impact to renew this lease.

RECOMMENDATION

Staff recommends that the board of trustees authorize renewal of the lease agreement between the district and TVJ Sons I, Inc. dba Honda of Santa Maria.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.E.
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 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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FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COOPERATIVE WORK EXPERIENCE		
Campos, Lainey	21955	CWE 149	Coop. Work Exp. Occupational	.064
Campos, Lainey	21953	CWE 149	Coop. Work Exp. Occupational	.024
Campos, Lainey	22073	CWE 302	Coop. Work Exp. General	.008
Campos, Lainey	21964	CWE 302	Coop. Work Exp. General	.016
Campos, Lainey	21966	CWE 302	Coop. Work Exp. General	.024
Seidenberg, Richard	22061	CWE 149	Coop. Work Exp. Occupational	.032

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ART		
Shaw, Susan	22099	ART 380	Art Lab 1 (Ceramics)	.088
		COUNSELING		
Teniente, Cecelia	Assigned	Counseling	CARE	.006
Teniente, Cecelia	Assigned	Counseling	EOPS	.005
Wright-Morgan, Christina	Assigned	Counseling	CalWORKs	.003
Wright-Morgan, Christina	Assigned	Counseling	CARE	.001
Wright-Morgan, Christina	Assigned	Counseling	CAFYES	.003
Wright-Morgan, Christina	Assigned	Counseling	EOPS	.004
		ENGINEERING		
Gerrity, John	21037	ENGR 124	Excel in Science/Engineering	.047
		ENGLISH		
Halderman, Anthony	20755	ENGL 103	Critical Thinking & Composition	.216
McMahon, Michael	21749	ENGL 306	Writing Laboratory	.465
		FILM		
Smith, Robin	20930	FILM 380	Film Production Lab	.221
		FIRE TECHNOLOGY		
Baker, David	20458	FT 308	Firefighter 1 Academy 1B	.147
Burch, William	20458	FT 308	Firefighter 1 Academy 1B	.147
Camacho, Jeremy	20458	FT 308	Firefighter 1 Academy 1B	.029
Champion, Leonard	20458	FT 308	Firefighter 1 Academy 1B	.046
Cocks, Arthur	20458	FT 308	Firefighter 1 Academy 1B	.235
Crotty, John	20458	FT 308	Firefighter 1 Academy 1B	.214
Dickson, Douglas	20940	FT 307	Firefighter 1 Academy 1A	.029
Dickson, Douglas	20458	FT 308	Firefighter 1 Academy 1B	.135
Dodds, Kyle	20458	FT 308	Firefighter 1 Academy 1B	.032
Gonzales, Richard	20548	FT 308	Firefighter 1 Academy 1B	.264
Hart, Stanley	20458	FT 308	Firefighter 1 Academy 1B	.239
Janatsch, Bruce	20940	FT 307	Firefighter 1 Academy 1A	.029
Janatsch, Bruce	20458	FT 308	Firefighter 1 Academy 1B	.046
Markley, John	20458	FT 308	Firefighter 1 Academy 1B	.088
Martinez, Christopher	20458	FT 308	Firefighter 1 Academy 1B	.118
Martinez, Essex	20458	FT 308	Firefighter 1 Academy 1B	.059
Mcmann, Scott	20458	FT 308	Firefighter 1 Academy 1B	.088
Paige, Brandon	20458	FT 308	Firefighter 1 Academy 1B	.067
Shay, Kevin	20940	FT 307	Firefighter 1 Academy 1A	.029
Shay, Kevin	20458	FT 308	Firefighter 1 Academy 1B	.151
		HEALTH EDUCATION		
Weare, Myrna	21552	HED 100	Health and Wellness	.200
		LAW ENFORCEMENT		
Abbas, Hussein	20740	LE 320	Basic Law Enforcement Academy	.021

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2018

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Cox, Corey	20740	LE 320	Basic Law Enforcement Academy	.069
Day, Alan	20740	LE 320	Basic Law Enforcement Academy	.125
Dillard, Bryan	20740	LE 320	Basic Law Enforcement Academy	.038
Douglas, Jeremy	20740	LE 320	Basic Law Enforcement Academy	.033
Gerber, Sonny	20740	LE 320	Basic Law Enforcement Academy	.106
Gotschall, Christopher	20740	LE 320	Basic Law Enforcement Academy	.035
Hollis, Michael	20740	LE 320	Basic Law Enforcement Academy	.066
Lehman-Moreno, Romni	20740	LE 320	Basic Law Enforcement Academy	.026
Lehman-Moreno, Romni	22029	LE 330	Core Custody Academy	.100
Linver, Solomon	20740	LE 320	Basic Law Enforcement Academy	.033
Lovato, Chris	20740	LE 320	Basic Law Enforcement Academy	.048
McBeth, Jerald	20740	LE 320	Basic Law Enforcement Academy	.033
Miller, Cristofer	20740	LE 320	Basic Law Enforcement Academy	.017
Miller, Steven	20740	LE 320	Basic Law Enforcement Academy	.125
Neumann, Timothy	20740	LE 320	Basic Law Enforcement Academy	.083
Neumann, Timothy	22028	LE 357	Instructor Development	.167
Olmstead, Brian	20740	LE 320	Basic Law Enforcement Academy	.075
Perkins, Michael	20740	LE 320	Basic Law Enforcement Academy	.208
Purcell, Mark	20740	LE 320	Basic Law Enforcement Academy	.125
Rauchhaus, Kristina	20740	LE 320	Basic Law Enforcement Academy	.050
Reid, Robert	20740	LE 320	Basic Law Enforcement Academy	.142
Ruth, Ross	20740	LE 320	Basic Law Enforcement Academy	.033
Rylant, Chuck	20740	LE 320	Basic Law Enforcement Academy	.170
Vasquez, Frank	20740	LE 320	Basic Law Enforcement Academy	.033
Vega, Woodrow	20740	LE 320	Basic Law Enforcement Academy	.033
Vega, Woodrow	21548	LE 329	State Hospital Peace Officer	.059
LIBRARY				
Reid, Carol	Assigned	Librarian	SM/LVC	.109
PHILOSOPHY				
Heiges, Kenneth	22095	PHIL 121	Religions of the Modern World	.200

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Aleman, Tino	Creating STEM based curriculum and planning activities at the Santa Maria Valley Discovery Museum. Per the CCC Maker Grant Work Plan, this assignment was effective July 1, 2018 (7/1/18 - 5/1/19).	\$15,826.80
Becerra-Valencia, Lynn	Note taker of assessment team, to complete and submit an ILO Assessment Report (10/1/18 - 6/15/19).	\$800.00
Bianchi, Catherine	Non Instructional: Attend POST de-escalation workshop fall 2018 (10/8/18 - 10/11/18).	\$1,166.40
Camarena, Juan	Delivered not-for-credit perishable skills training via contract education (10/23/18).	\$492.48
Camarena, Juan	Delivered not-for-credit perishable skills training via contract education (10/18/18).	\$492.48
Camarena, Juan	Delivered not-for-credit perishable skills training via contract education (10/11/18).	\$492.48
Camarena, Juan	Delivered not-for-credit perishable skills training via contract education (10/3/18).	\$492.48
Camarena, Juan	Provide behind-the-wheel driving instruction to High School students as part of the Teen Driver Program in conjunction with the San Luis Obispo Sheriff's Department (9/28/18).	\$293.68
Camarena, Juan	Delivered not-for-credit perishable skills training via contract education (9/15/18).	\$492.48
Chaudhari, Rajni	Stipend for large class: fall 2018, GEOG 102, CRN 20632 had 76 students at census. \$338 per unit x 3 units = \$1,014, per faculty agreement 12.14 (8/20/18 - 12/13/18).	\$1,014.00
Clark, Jada	Execute softball coaching duties in the absence of the head coach (10/1/18).	\$333.33
Contreras, Jason	Execute softball coaching duties in the absence of the head coach (10/1/18 - 10/30/18).	\$333.33
Cooper, Anthony	Assist with all operations of Men's Basketball Program (10/11/18 - 5/15/19).	\$832.00
Devine, Domenica	Stipend for large class: fall 2018, BIOL 100, CRN 20174, linked with CRNs 20182 and 20935, which had 86 students total at census. \$390 per unit x 4 units = \$1,560. Per faculty agreement 12.14 (8/20/18 - 12/13/18).	\$1,560.00
Diaz, Christopher	3E Bulldog Bound- Music Workshop for 5th - 6th graders on the Santa Maria Campus, (10/26/18 & 3/15/19).	\$500.00
Gerber, Sonny	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/9/18).	\$224.68
Gerrity, John	Teaching Programmable Logic Controllers (PLC) Workshop (10/19, 10/26, & 11/2/18).	\$420.72
Gottlieb, Sean	3E Bulldog Bound: CHEM DOGS Workshops for fifth and sixth graders. (Santa Maria campus: 10/26/18, 12/7/18, & 3/15/19. LVC: 11/16/18).	\$1,000.00
Hall, Roger	Honorarium from the Friends of the Library to R. Hall for four free lectures for the community. The Friends would like to thank Roger for all his hard work through	\$400.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	the honorarium of \$400, or \$100 per each of the four lectures (10/5, 10/12, 10/26, & 11/9/18).	
Johnson, Chastity	Execute softball coaching duties in the absence of the head coach (10/1/18).	\$333.33
Johnson, Chastity	Orientation for athletes on drug: alcohol testing policies, and procedures for drug testing program (8/30 & 9/6/18).	\$119.44
Jorstad, Robert	Stipend for large class: fall 2018, PHYS 163, CRN 20847, linked with CRN 20849, which had 61 students total at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$1,200.00
Keiser, Andria	As per Douglas Grant stipulations, work on the marketing and outreach plan along with the instructor doing outreach recruitment, interviewing, and hiring the instructor; coordinating with Pro Literacy Inc. in determining technical/administrative needs, including number of licenses; scheduling classes, including site coordination with off-campus locations; and assist with "Leamos" assessment (summer 2018).	\$3,325.00
Koch, Alfredo	Class for Santa Barbara Vintners Association (8/28/18 - 11/13/18).	\$750.00
Kopecky, Susanna	Plan and instruct Makerspace activities at the Allan Hancock College Library (7/1/18 - 3/1/19).	\$7,150.00
Krier, Erin	Research and acquire instructional supplies needed for four new courses and one new certificate program which are being submitted for curriculum approval. Assist in the development of new program outreach materials (10/1/18 - 1/31/19).	\$841.44
Krier, Erin	Coordinate the NSF/ATE grant for FY 2018-2019; this activity is grant supported and by agreement will not count as load. This assignment is distinct from and does not supplant ongoing .400 reassigned time to act as ag program coordinator (8/20/18 - 6/30/19).	\$31,493.00
Lang, Mark	To provide not-for-credit Welding training via Contract Education to FCC inmates (10/2/18 - 3/28/19).	\$19,080.00
Manalo, Larry	Report Writer, assessment team, to complete and submit an ILO Assessment Report (6/1/18 - 6/15/18).	\$1,500.00
McComas, Megan	Provided orientations, advising, and tours to noncredit students during the Estudiantes Unidos event (2/22, 2/28, & 3/1/18).	\$800.00
Miller, Steve	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/23/18 - 10/26/18).	\$2,046.40
Miller, Steve	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/16/18 - 10/19/18).	\$2,046.40
Miller, Steve	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/9/18).	\$511.60
Miller, Steve	Delivered perishable skills training via not-for-credit contract education (10/4/18).	\$255.80
Miller, Steve	Delivered perishable skills training via not-for-credit contract education (10/2/18 - 10/3/18).	\$1,023.20

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Miyahara, Leonard	Stipend for large class: fall 2018, BIOL 124, CRN 20194, linked with CRN 20195, which had 65 students total at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$1,200.00
Morris, Jennifer	Stipend for large class: fall 2018, BIOL 100, CRN 20176, linked with CRN 20190, which had 61 students at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 12.6.2 (8/20/18 - 12/13/18).	\$1,200.00
Morris, Jennifer	Stipend for large class: fall 2018, BIOL 124, CRN 20201, linked with CRN 20205, which had 61 students at census. \$300 per unit x 4 units = \$1,200. Per faculty agreement 12.6.2 (8/20/18 - 12/13/18).	\$1,200.00
Nouri, Dustin	Stipend for large class: fall 2018, CHEM 120, CRN 20237, linked with CRNs 20238 and 21329, which had 94 students total at census. \$464 per unit x 4 units = \$1,856. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$1,856.00
Olmstead, Brian	Delivered EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/26/18).	\$556.24
Olmstead, Brian	Delivered perishable skills training via not-for-credit contract education (9/15/18).	\$556.24
O'Neill, Stephen	Stipend for large class: fall 2018, CHEM 150, CRN 20245, linked with CRNs 20246 and 20794, which had 93 students total at census. \$580 per unit x 4 units = \$2,320. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$2,320.00
Passage, Trevor	Plan and instruct Makerspace activities at the Allan Hancock College Library (7/1/18 - 2/1/19).	\$6,200.00
Patrick, Mary	To provide a Writing Center workshop. Assignment includes research and development of resource materials (10/10/18).	\$141.54
Perkins, Michael	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/23/18 - 10/26/18).	\$2,046.40
Perkins, Michael	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/19/18).	\$191.85
Perkins, Michael	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/16/18 - 10/18/18).	\$1,534.80
Perkins, Michael	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/9/18).	\$511.60
Perkins, Michael	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/2/18 - 10/4/18).	\$1,534.80
Perkins, Michael	Provide perishable skills training for SBSO as a Not-for-Credit class via contract education (9/29/18).	\$511.60
Perkins, Michael	Provide perishable skills training for PG&E as a not-for-credit class via contract education (9/27/18).	\$319.75
Perkins, Michael	Provide perishable skills training for PG&E as a not-for-credit class via contract education (9/24/18 - 9/26/18).	\$1,534.80
Perkins, Michael	Provide perishable skills training for SB Search & Rescue via contract education (9/15/18).	\$511.60

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Peters, Dawn	Instructor must shop locally for her class every week, often visiting multiple stores. The extra assignment covers time and mileage for this purpose (8/20/18 - 12/13/18).	\$534.90
Purcell, Mark	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/23/18 - 10/26/18).	\$2,119.36
Purcell, Mark	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/16/18 - 10/19/18).	\$2,119.36
Purcell, Mark	Delivered perishable skills training via not-for-credit contact education (10/2/18 - 10/4/18).	\$1,589.52
Purcell, Mark	Provide perishable skills training for SBSO as a Not-for-Credit class via contract education (9/29/18).	\$529.84
Raybould-Rodgers, Julia	Provide a Writing Center faculty workshop. Assignment includes research and development of resource materials (10/9/18).	\$75.00
Reid, Robert	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/22/18 - 10/26/18).	\$2,422.00
Reid, Robert	Deliver EVOC training for Rio Hondo Academy via Not-for-Credit Contract Education (10/15/18 - 10/19/18).	\$2,422.00
Reid, Robert	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/9/18).	\$242.20
Reid, Robert	Non-instructional: Coordination and scheduling for Perishable Skills Program not-for-credit classes, fall 2018 (10/8/18 - 10/9/18).	\$311.68
Reid, Robert	Delivered not-for-credit perishable skills training via contract education (10/2/18 - 10/4/18).	\$1,453.20
Reid, Robert	Provide Perishable Skills Training for PG&E as a not-for-credit class via contract education (9/25/18 - 9/27/18).	\$1,453.20
Romo, Alina	Provide a writing center workshop. Assignment includes research and development of resource materials (9/19/18).	\$97.54
Rylant, Chuck	Deliver Perishable Skills Training via Not-for-Credit Contract Education (10/9/18).	\$278.12
Senior, Robert	Provide a Writing Center workshop. Assignment includes research and development of materials (10/17/18).	\$150.00
Tobin, Vince	Stipend for large class: fall 2018, ASTR 100, CRN 20169, which had 98 students total at census. \$464 per unit x 3 units = \$1,392. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$1,392.00
Tobin, Vince	Stipend for large class: fall 2018, ASTR 100, CRN 20170, which had 62 students total at census. \$300 per unit x 3 units = \$900. Per faculty agreement 14.6.2 (8/20/18 - 12/13/18).	\$900.00
West, Liz	Chair, assessment team, to complete and submit an ILO Assessment Report (6/1/18 - 6/15/18).	\$1,500.00

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Appointment of Interim Management Position	Item Number: 11.F.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

Temporary Educational Management Appointment

Mary Patrick, Ph.D., interim dean, academic affairs, full time, 12 months, range 7-A, management salary schedule, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Reason: Dr. Patrick will temporarily fill the vacancy of Dr. Robert Curry, who was promoted to associate superintendent/vice president, academic affairs, effective July 1, 2018.

Dr. Patrick earned a Ph.D. in English/literature from University of Louisiana at Lafayette, Lafayette, Louisiana; she earned a Master of Fine Arts degree and a Master of Arts degree at McNeese State University, Lake Charles, Louisiana; and she earned a Bachelor of Arts degree and a Bachelor of Science degree from Central Michigan University, Mount Pleasant, Michigan. She has been a part-time faculty member in English at Allan Hancock College since August 2018. She was department chair/full-time faculty, English, at South Louisiana Community College, Lafayette, Louisiana from August 2016 to May 2018; she was assistant professor at South Louisiana Community College, Lafayette, Louisiana from August 2014 to May 2016; and she was adjunct instructor at South Louisiana Community College, Lafayette, Louisiana from August 2012 to August 2014.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$74,099 (50 percent) for the 2018-2019 fiscal year and is included in the 2018-2019 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary educational management appointment of Mary Patrick, Ph.D., interim dean, academic affairs, effective January 1, 2019 through June 30, 2019, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**CONSENT ITEM**

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

BACKGROUND

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

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

Regular Equivalency CertificationNameDiscipline

Kellie Claverie

Health and Safety (Noncredit)

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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Equivalency Certification for Noncredit Health and Safety

Name: Kellie Claverie Department: Community Education

Semester/Year: Spring 2019 Discipline/Area: Health and Safety

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

Minimum Qualifications

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

and four years of professional experience related to the subject of the course taught. four years of professional experience related to the subject of the course taught.

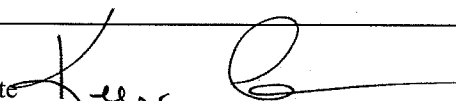
An associate degree in any discipline and four years of professional experience related to the subject of the course taught.

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.

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

I have a BA in dance. I worked as a professional dancer for 14 years. I taught various forms of dance for around 30 years (20 of those years have been at Hancock in the credit classes teaching all levels of tap, modern, jazz, hip hop, stretch and now ballet). I continued my college education studying physical therapy (anatomy, physiology, chemistry, medical terminology, abnormal psychology) while working at Lynn McGuire's Physical Therapy in Las Vegas for 2 years. I taught clients various exercises for strength, flexibility and recovery from surgery, performed therapeutic massage, and modalities. I began teaching exercise classes about 35 years ago (20 of those years at Hancock in the credit PE department). My classes have included, high/low impact aerobics, step, cardio strength, hip hop abs, water aerobics, cardio kickboxing, senior fitness, yoga, a healthy back class, and spin. I also recently received my certificate to teach PIYO, though I haven't started teaching that yet. When I started attending college, my major was dietetics, but I switched to dance. I still have a very strong desire to learn about health through nutrition and have been studying that subject on my own.

Signature of Candidate





Date

7/20/18

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

11/13/18

Signature of Department Chair	Date	Signature of Dean	Date
	10/9/18		7/23/18
Signature of Appropriate Academic Vice President	Date	Signature of Committee Chair Professional Standards Committee	Date
			9/10/18

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
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 3

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>
Brown, Bailey	Program Assistant III	10/18/18 – 6/30/19	Statistician; score board keeper; clock operator; announcer; video/camera operator; event manager; broadcasting, kinesiology, recreation and athletics	\$15.59
Campisi, Marianela	Instructional Aide V	10/29/18 – 4/12/19	Assist with NESL classes as per the Dougan grant	\$25.00
Davis, Stacy	Program Assistant V	11/1/18 – 4/30/19	Temporary help to cover athletic contests and support for health and safety of students serving in the sports medicine program	\$25.00

(Continued)

FISCAL IMPACT

Assignments for the 2018-2019 fiscal year are 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: Ruben Ramirez	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>
Campos, Eric	Equipment Attendant/Custodian	10/29/18 – 12/31/18	Substitute up to 100 days during recruitment	\$18.28
Ensing, Diana	Program Assistant II	12/1/18 – 1/31/19	Temporarily assist admissions and records department due to employee retirement	\$14.00
Ortega, Lauren	Laboratory Assistant, Writing Center	11/14/18 – 12/31/18	Substitute for employee on leave	\$17.08
Stewart, Silandia	Cashier Technician	*11/1/18 – 6/30/19	Substitute up to 100 days for employee on leave	\$18.94

*Corrected ending date

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

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

On-Call: Program Assistant I, III, IV, V, and VI:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Lockwood, Christopher	Instructional Aide V	11/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Miranda, Paul	Instructional Aide VI	9/24/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Monette, Kai	Instructional Aide IV	11/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

Revisions/Additions**Substitutes:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Gomez, Edgar	Custodial Substitute II (Late Night)	11/5/18 – 6/30/19	On-call substitute for vacation, sick leave, or vacancy	\$11.80

(Continued)

Short-Term/On-Call:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Comanescu, Alexandros	Program Specialist	11/14/18 – 5/31/19	Tutorial support for Bridges to the Baccalaureate program	\$20.00
Johnson, Naomi	Program Specialist	11/14/18 – 5/31/19	Tutorial support for Bridges to the Baccalaureate program	\$20.00
Navarro, Arturo	Program Specialist	11/14/18 – 5/31/19	Tutorial support for Bridges to the Baccalaureate program	\$20.00
Zevallos Barboza, Alvaro	Program Specialist	11/14/18 – 5/31/19	Tutorial support for Bridges to the Baccalaureate program	\$20.00

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

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

On-Call: Program Assistant I, III, IV, V, and VI:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Salmon, Aaron	Instructional Aide IV	12/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cruz, Christopher	Instructional Aide IV	12/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Grooms, Ry	Instructional Aide IV	12/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Skinner, Daniel	Instructional Aide IV	12/1/18 – 6/30/19	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
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 actions are recommended:

APPOINTMENTS

1. Jeffrey Thon, maintenance specialist – carpenter, facilities, full time, 12 months, 37 hours weekly, range 21-B, classified bargaining unit salary schedule 55, effective November 14, 2018.

Reason: New position

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$47,661 for the 2018-2019 fiscal year.
2. The cost is approximately \$22,873 to CAFYES (50 percent), approximately \$11,437 (25 percent) to the Extended Opportunity Program and Services (EOPS) and approximately \$11,437 (25 percent) to Cooperative Agencies Resources for Education (CARE) for a total cost of approximately \$45,747 for the 2018-2019 fiscal year.
3. The cost is approximately \$23,371 to the Extended Opportunity Program and Services (EOPS) (50 percent); the cost to Cooperative Agencies Resources for Education (CARE) is approximately \$5,843 (12.5 percent); and the cost to CalWORKs is approximately \$17,529 (37.5 percent), for a total cost of approximately \$46,743, for the 2018-2019 fiscal year.
4. The cost to the unrestricted general fund is approximately \$72,511 for the 2018-2019 fiscal year.

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

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Jeffrey Thon, maintenance specialist – carpenter, facilities, effective November 14, 2018; Joshua Motenko, CAFYES/CARE specialist, Extended Opportunity Programs and Services (EOPS), effective November 14, 2018, and contingent upon continued funding; Joanna Davis, EOPS specialist/counseling assistant, Extended Opportunity Programs and Services (EOPS), effective November 14, 2018, and contingent upon continued funding; and Ashu Guru, application programmer, information technology services, effective January 1, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Joshua Motenko, CAFYES/CARE specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-B, classified bargaining unit salary schedule 55, effective November 14, 2018, and contingent upon continued funding.

Reason: Mr. Motenko fills the vacancy of Joscelynn Murdock, who resigned, effective September 16, 2017.

3. Joanna Davis, EOPS specialist/counseling assistant, Extended Opportunity Programs and Services (EOPS), full time, 12 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule 55, effective November 14, 2018, and contingent upon continued funding.

Reason: Ms. Davis fills the vacancy of Robin Dungan, who resigned, effective July 10, 2017.

4. Ashu Guru, application programmer, information technology services, full time, 12 months, 40 hours weekly, range 9-C, classified bargaining unit salary schedule 56, effective January 1, 2019. This is an FLSA exempt position.

Reason: New position.

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 11.J.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

1. Sandra Rodin, FROM purchasing technician, business services, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55 TO purchasing technician, business services, full time, 12 months, 37 hours weekly, range 20-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to September 25, 2018 through November 30, 2018, or earlier per district need.

Reason: Ms. Rodin is performing duties outside of her job description while an employee is on leave. Ms. Rodin will return to her regular assignment effective December 1, 2018, or earlier per district need.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$639 for the 2018-2019 fiscal year.
2. The cost to the unrestricted general fund is approximately \$271 for the 2018-2019 fiscal year.
3. The cost to the unrestricted general fund is approximately \$233 for the 2018-2019 fiscal year.

These costs are included in the 2018-2019 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Sandra Rodin, purchasing technician, business services, retroactive to September 25, 2018 through November 30, 2018, or earlier per district need; Daniel Avila, equipment specialist I, kinesiology, recreation & athletics, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need; and Armando Gonzalez-Diaz, equipment attendant/custodian, kinesiology, recreation & athletics, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Daniel Avila, FROM equipment specialist I, kinesiology, recreation & athletics, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55 TO equipment specialist I, kinesiology, recreation & athletics, full time, 12 months, 37 hours weekly, range 18-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need.

Reason: Mr. Avila is performing duties outside of his job description during the recruitment to replace Teresa Duran, athletic equipment manager, kinesiology, recreation & athletics, who is retiring, effective December 14, 2018. Mr. Avila will return to his regular assignment effective November 1, 2018, or earlier per district need.

3. Armando Gonzalez-Diaz, FROM equipment attendant/custodian, kinesiology, recreation & athletics, full time, 12 months, 37 hours weekly, range 15-E, classified bargaining unit salary schedule 55 TO equipment attendant/custodian, kinesiology, recreation & athletics, full time, 12 months, 37 hours weekly, range 15-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to October 1, 2018 through October 31, 2018, or earlier per district need.

Reason: Mr. Gonzalez-Diaz is performing duties outside of his job description during the recruitment to replace Teresa Duran, athletic equipment manager, kinesiology, recreation & athletics, who is retiring, effective December 14, 2018. Mr. Gonzalez-Diaz will return to his regular assignment effective November 1, 2018, or earlier per district need.



CONSENT ITEM

To: Board of Trustees	Date: November 13, 2018
From: Superintendent/President	
Subject: New and/or Revised Management Job Descriptions	Item Number: 11.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 11 Pages 50-52 only

BACKGROUND

Additional revisions to the Director, Public Safety Training have been made and are shown in **bold** on the attached job description, pages 50 and 51.

After review by the appropriate administrators, the following new and revised educational management job descriptions are being presented for approval:

New:

Director, Children’s Center Management – Range 18

Revised:

Director, Public Safety Training Management – Range 13
 Replaces: Director, Law Enforcement Training Management – Range 13
 and Director, Fire, Safety and EMS Education Management – Range 13

Associate Dean, Public Safety Management – Range 9
 Replaces: Associate Dean, Public Safety Department Management – Range 9

FISCAL IMPACT

To be determined when the positions are filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the new educational management job description, director, children’s center; and approve the revised educational management job descriptions director, public safety training; and associate dean, public safety, as presented

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock College
Human Resources

Management
Range 18

NEW
DIRECTOR, CHILDREN'S CENTER

DEFINITION:

Under the general direction of the Dean, Academic Affairs, and in cooperation with the staff, parents, and the Early Childhood Studies faculty, plans, organizes, and coordinates the operations, activities, and facilities of the Children's Center. Ensures the health and safety of children in attendance, as well as that of staff, parents, and volunteers on site. This position is also the contingent liaison with state, local, and college agencies and personnel. Values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS:

This is a classified management position and independently performs professional work involving judgment in the development, maintenance, interpretation, and application of policies and procedures. The incumbent will have a high frequency of responsible contact with administrative and instructional staff, students, and other public/private agencies requiring tact and excellent oral and written communication skills. The incumbent in this classification is a working manager who coordinates and directs personnel and ensures fiscal compliance and a high level of internal and external customer service.

ESSENTIAL FUNCTIONS:

1. Provides overall administration of all children's center lab schools, including annual assessment of program philosophy, goals and objectives; preparation of annual strategic plan that coordinates annual program self-assessment; and develops/maintains annual master calendar for center operations.
2. Supervises all aspects of the operation of the Children's Center, and serve as primary contact to other college departments, including student services, facilities and operations, student health, business services, and others.
3. Ensures that the Children's Center philosophy, policies, program and methods follow educational guidelines and pedagogy of the Early Childhood Studies (ECS) program through ongoing communication and collaboration with ECS faculty.
4. Oversees the development and maintenance of appropriate classroom environments and child-centered curriculum at all; including language and cultural values that reflect and support the ECS instructional program.
5. Certifies each child as eligible for enrollment according to the guidelines of the State Department of Education for Federal/State-funded children's centers.
6. Facilitates positive interpersonal relations with parents and staff through education, accessibility, individual conferences, group meetings, positive dialogue, and daily parent communication.
7. Develops, reviews, and updates center policies and procedures, including a staff manual, with input from staff, ECS faculty, and parent advisory committee.
8. Trains, oversees, and coordinates volunteers, parents, and staff, including in-service training and professional development; assigns staff duties and reviews work to ensure accuracy and compliance with established standards, requirements, and procedures.

9. Collaborates with the ECS faculty in the training of student teachers and in providing an optimal laboratory experience.
10. Seeks opportunities to expand accreditation including maintaining NAEYC Accreditation standards.
11. Advocates for and represents the Children's Center on campus and in the community; provide ongoing reports to the ECS advisory committee, ECS faculty, dean, and other related campus and community interest groups.
12. Annually establishes a Parent Advisory Committee; coordinates and facilitates ongoing parent education programs and parent involvement activities including parent orientations.
13. Recruits and maintains for full enrollment in the center's programs; coordinates lab school outreach on and off campus; maintains files for children attending the program and staff for licensing purposes.
14. Develops and maintains the Children's Center annual budget; develops alternative funding proposals outside the State Department of Education, to maintain or improve program quality.
15. Maintains health and safety standards, including nutritional programs, universal health precautions, emergency procedures, and facility and equipment safety for children, parents, staff, and students.
16. Arranges for timely maintenance and repair of Children's Center facilities and plans for equipping indoor/outdoor learning environments.
17. Ensures compliance with campus, state, and county regulations concerned with the operation of the centers; maintain records and submit reports as required by licensing and the district.
18. Schedules, supervises, and assists in the selection of staff, faculty, student workers, and substitute staff; coordinates annual evaluations as required.
19. Advises and assists program staff in the resolution of work-related problems.
20. Prepares, completes, and submits weekly, quarterly, bi-annual, and annual reports; attends board meetings and prepares related agenda items as directed.
21. Performs related functions as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fiscal management policies;
- Application of laws, regulations, guidelines, and contracts, such as California Education Code, related to area of assignment;
- Planning, organizing, coordinating, and implementing the operations, activities, and facilities of a children's center;
- Health and safety standards for children, staff, parents, students, and volunteers associated with the children's center lab school;
- Title XXII Licensing Regulations for Childcare Facilities;
- Title 5 Regulations for Child Development Services;
- California laws regarding mandated reporting;
- Theories, practices, and current developments in the field of child development;
- Federal, state, and local grant accounting and compliance;

- Principles of administration, supervision and staff development;
- Interpersonal skills, including tact, patience, and diplomacy.

Demonstrated Ability to:

- Prepare concise and complete oral and written reports;
- Review and interpret financial statements and reports, budget preparation, reporting, and control;
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out complex oral and written directions;
- Communicate effectively orally and in writing;
- Use current technologies, personal computer, and associated office software, such as word processing, spreadsheet, presentation, and/or database software;
- Establishes and maintains cooperative working relationships with those contacted in the performance of duties.

EDUCATION AND EXPERIENCE:

Bachelor's degree or higher in child development (24 core units), early childhood studies, human development, or equivalent. Three (3) units of infant toddler coursework required but six (6) units preferred. Possess a valid Child Development Program Director permit to meet the provisions of AB792, Albert Bill, First Aid and adult/child CPR certification.

Preferred Experience:

- Current experience in administering and supervising an early childhood center-based program with multiple funding sources (5 years of experience within the last ten years)
- Experience in a college lab school setting, including personnel management and the promotion of positive relations; development and supervision of infant/toddler, preschool, and school-age children.
- Supervision of parent-child-teacher programs; integration of research theory into early childhood center-based programs; ability to motivate and support innovation in early childhood center-based programs.

OTHER REQUIREMENTS:

- A valid California driver's license and ability to qualify for district vehicle insurance coverage.
- TB Test and immunizations required by the State of California.

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 a contact, in person, with staff and the general public.
- Work may require travel to off-campus meetings or conferences.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, via email, and in person.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.
- Able to reach above shoulders.
- Able to perform hand movements to include grasping, pulling, pushing, touching, pulling, and eye hand coordination.
- Able to lift 50 pounds from the floor to a waste high table when needed.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch at a child's height and sit on the floor and get back up.
- Able to determine cognitive, social, physical needs of children.

Special Qualifications:

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

Allan Hancock College
Human Resources

Range 13 Management
Management Range 13

REVISED
DIRECTOR, LAW ENFORCEMENT PUBLIC SAFETY TRAINING

DEFINITION

Under general direction, plans, develops, directs, and implements state and federal requirements for ~~law enforcement~~ public safety training. Supervises faculty, clerical and other support personnel, and performs other related administrative duties as required; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

This is an academic administrative position responsible for developing, planning, directing and supervising the ~~law enforcement~~ public safety training programs. The administrator appointed to this position will employ tact and good communication skills with college administrators, faculty, staff, students and external agencies, and will coordinate and develop educational opportunities that meet state and national standards. The administrator will oversee the successful implementation of these standards and will exercise good judgment in the interpretation and application of policy and procedures; and value and promote the mission and vision of the college.

ESSENTIAL FUNCTIONS

1. Directs and supervises current and future academic programs in ~~law enforcement~~ public safety training.
2. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for the ~~law enforcement~~ public safety training program.
3. ~~Acts as a law enforcement training program~~ Assists the Associate Dean as a public safety training liaison between the college, professional organizations, and the community.
4. Works with the Foundation to coordinate fundraising efforts for grants and donations.
5. Under the direction of the Associate Dean, ~~Develops~~ an annual ~~law enforcement~~ public safety training budget, monitors expenditures in a fiscally responsible manner, and contributes to the annual planning processes.
6. Supervises program coordinators on matters related to curriculum, program development, and staffing.
7. Supervises ~~law enforcement~~ public safety training staff and monitors the use, maintenance, and security of equipment and facilities.
8. Monitors faculty certifications necessary to meet state and national standards for ~~law enforcement~~ public safety programs' curriculum and instructor qualifications.
9. Collaborates with the college's Public Affairs office to develop and implement effective marketing and outreach campaigns.
10. Provides leadership to the program staff by monitoring external trends and regulations affecting ~~law enforcement~~ public safety agencies in our district.
11. Develops agreements and memoranda of understanding with public service agencies and private industries.
12. Participates in the college's shared governance process through service on various councils and

committees.

13. Assists in the hiring of ~~law enforcement~~ public safety faculty and classified staff.
14. Conducts outreach to local agencies for program support with equipment and personnel.
15. Supervises and evaluates faculty and classified staff.
16. Performs other related ~~duties~~ functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Governmental agencies involved in regulation of law enforcement and FSEMS training and education;
- Public and private funding sources for grants and donations of equipment and other resources;
- California Peace Officers Standards and Training requirements for facilities, faculty and curriculum;
- Requirements of the California State Fire Marshall, California Office of Emergency Services, California Specialized Training Institute and the California Emergency Medical Services Authority for facilities, faculty, and curriculum;
- Educational philosophy with a primary emphasis on student learning in the design, delivery, and evaluation of courses;
- Applicable sections of the California Education Code and federal and state regulations;
- College policies and procedures.

Demonstrated Ability to:

- Supervise and coordinate the activities of large groups of people toward a common purpose;
- Direct, evaluate, motivate, and supervise staff;
- Plan and coordinate the activities and personnel of the ~~law enforcement~~ public safety training program;
- Communicate effectively orally and with high-level writing skills (including public speaking ability, ability to provide public testimony as needed, and ability to prepare grammatically correct and error-free documents.);
- Establish and maintain cooperative working relationships with all segments of the college community, public agencies, and the general public.

Education and Experience:

A bachelor's degree in a public safety related field from an accredited college or university, or equivalent education and experience is required; Aa minimum of one-year higher education teaching experience; ANDand five years of experience as a full-time public safety professional in a law enforcement or fire service agency at a supervisory level. ~~A bachelor's degree in a public safety related field from an accredited college or university, or equivalent education and experience is required.~~

Other Requirements:

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

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

11/18

10/14

REVISED
ASSOCIATE DEAN, PUBLIC SAFETY DEPARTMENT

DEFINITION

Under ~~general~~ the direction of the Associate Superintendent/Vice President Academic Affairs, this position is responsible for the administration, supervision, development, planning and organization of the Public Safety Department and Public Safety Training Complex; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

This is an academic administrative position. Under general direction, ~~An~~ incumbent in this position will report to the ~~Dean, The Extended Campus~~ and will independently perform professional work involving judgment in the interpretation and application of policy and procedures. Incumbents will have a high frequency of professional contact with staff, students, faculty, and public/private agencies requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Directs and supervises all current and future academic programs within the Public Safety Department.
2. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels.
3. In conjunction with department faculty, will act as a liaison between the college at events and with all external entities; including but not limited to, professional organizations, conferences and the community.
4. Works closely with the ~~Dean, Extended Campus~~ Vice President Academic Affairs and Allan Hancock College Foundation to coordinate fundraising efforts.
5. Develops an annual budget, monitors expenditures in a fiscally responsible manner and contributes to the annual planning processes.
6. In consultation with the ~~Dean, Extended campus~~ Vice President Academic Affairs, supervises department chairpersons and program coordinators on matters related to curriculum and program development, curriculum revision, new course offerings, staffing, personnel problems, evaluation of faculty, preparation of grant proposals, budget preparation, class schedules and course materials for the college catalog and use of college facilities and resources.
7. Coordinates new program developments and assists with operational frameworks, master plans, cost of operation summaries, program reviews, learning outcomes and accreditation activities.
8. Supervise department staff that monitors the use, maintenance, and security of equipment and facilities.
9. Collaborates with the colleges' Public Affairs office to develop and implement effective marketing and outreach.
10. Supervises the development of agreements, contracts, memorandums of understanding with public service agencies and private industries.
11. Oversees the department chair in developing class schedules and teaching assignments.
12. Participates in the college's consult process through service on various councils and committees.

13. Coordinates ~~Raise~~ funds through alternative sources.
14. Perform other related ~~duties~~ functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current professional public safety practices;
- Positive relationships and differences within public safety departments;
- All aspects of the Emergency Preparedness as it relates to public safety training;
- Program marketing and resource development;
- Personnel supervision practices;
- College and public safety administrative processes;
- Educational philosophy which places the primary emphasis on student learning in the design, delivery, and evaluation of courses;
- Understanding of POST (Peace Officer Standards and Training) mandates.

Demonstrated Ability to:

- Supervise and coordinate the activities of large groups of people toward a common purpose;
- Work productively and meet deadlines under time pressures;
- Plan, organize, and direct college public safety programs;
- Direct, evaluate, motivate, and supervise staff;
- Reconcile divergent views;
- Communicate effectively, both orally and in writing.

Education and Experience:

A Master's degree in a public safety related field from an accredited college or university, or equivalent education and experience is required and A minimum of one-year higher education teaching experience and five ~~years experience~~ years' experience as a full-time public safety professional in a fire department or law enforcement agency at a command level ~~is required. A Master's degree in a public safety related field from an accredited college or university, or equivalent education and experience is required.~~

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

Physical Demands:

- Typically may sit for extended periods of time;
- Operates a computer ~~keyboard~~;
- Communicates over the telephone, by email, and in person;
- Regularly lifts, carries and/or moves objects weighing up to 25 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.

11/18
01/2014

CONSENT ITEM

To: Board of Trustees	Date: November 13, 2018
From: Superintendent/President	
Subject: Appointment of Management Position	Item Number: 11.M.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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ACTION ITEM

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

The office of institutional grants has been notified of the funding for the following grants in the amount of \$4,000.

BACKGROUND:

1. United States Department of Justice: Bulletproof Vest Partnership (\$4,000)

The college has been awarded funding to purchase bulletproof vests which meet the National Institute of Justice standards for safety. There is a 50 percent matching requirement that will be met with district funds. The project period is October 1, 2018 through September 30, 2020. (Submitted by Chris Nartatez)

FISCAL IMPACT:

1. United States Department of Justice Bulletproof Vest Partnership, in the amount of \$4,000.

RECOMMENDATION:

Staff recommends that the board of trustees accept these contracts for a total of \$4,000 in restricted funds to the district.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	Naming of Building M	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

Board Policy 3820 provides the district with the ability to recognize significant community and corporate contributions and their support of student success. Marian Regional Medical Center has been a strong partner for Hancock – providing more than \$3.5 million in contributions to support the nursing program since 1999. On November 1, Marian renewed a five-year agreement to continue this support.

In recognition, it would be appropriate to rename building M as follows:

Marian Regional Medical Center
Health, Science and Mathematics


FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve the renaming of building M to Marian Regional Medical Center Health, Science and Mathematics, in recognition of Marian's strong commitment to Hancock's nursing program and overall student success.

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

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	Authorized Signature Forms for the 2019 Calendar Year and Resolution 18-35, Delegation of Governing Board Powers and Duties	Item Number:	13.C.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 4

BACKGROUND

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

Resolution 18-35 authorizes the superintendent/president, the associate superintendent/vice president of finance and administration, the director of business services, and the associate superintendent/vice president of academic affairs to make cash and budget transfers.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the authorized signature forms for the 2019 calendar year and adopt Resolution 18-35, Delegation of Governing Board Powers and Duties.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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<p>Authorized Signatures District Personnel Approved by the Superintendent for Release of Commercial and Payroll Warrants</p>
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District: _____

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

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

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

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

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

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

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

<p>_____</p> <p>Superintendent</p>	<p>_____</p> <p>Date</p>
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Authorized Signatures
District Personnel Approved by the Board to Act as District Agents

District: _____

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

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

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

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

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

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

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

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

_____ Board President	_____ Date
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RESOLUTION 18-35

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

(Authority to make cash and budget transfers)

Reference: Education Code Section 70902(d)

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

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

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

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

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

Authorized District Employee/Officer:	Dr. Kevin G. Walthers, Superintendent/President
Authorized District Employee/Officer:	Eric D. Smith, Associate Superintendent/Vice President, Finance and Administration
Authorized District Employee/Officer:	Jessica Blazer, Director, Business Services
Authorized District Employee/Officer:	Dr. Robert Curry, Associate Superintendent/Vice President, Academic Affairs

PASSED and ADOPTED this 13th day of November 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees

ACTION ITEM

To:	Board of Trustees	Date:	November 13, 2018
From:	Superintendent/President		
Subject:	Resolution 18-36, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board	Item Number:	13.D.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 2

BACKGROUND

The district participates in the Bay Area Community College Districts (CCD) Joint Powers Agency (JPA) for the purpose of self-funding a portion of the district's property and liability insurance. The JPA represents a pool of community college districts, each of which assumes self-insurance for claims under a deductible amount (currently \$10,000) established by the pool for property and liability claims.

With a new associate superintendent/vice president, finance and administration in place, it is necessary for the board of trustees to appoint Eric D. Smith as the district's representative and appoint Jessica Blazer, director of business services, as the alternate to the Bay Area CCD JPA Board.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 18-36 appointing Eric D. Smith as the district's representative and Jessica Blazer as the alternate to the Bay Area Community College Districts Joint Powers Agency Board.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

RESOLUTION 18-36

APPOINTMENT OF DISTRICT REPRESENTATIVE AND ALTERNATE
TO THE BAY AREA COMMUNITY COLLEGE DISTRICTS
JOINT POWERS AGENCY BOARD

WHEREAS, the district participates in the Bay Area Community College Districts (CCD) Joint Powers Agency (JPA) for the purpose of self-funding a portion of the district's property and liability insurance; and

WHEREAS, Eric D. Smith, associate superintendent/vice president, finance and administration, is the district's representative on the Bay Area CCD JPA Board; and

WHEREAS, it is necessary for the board of trustees to appoint Jessica Blazer, director of business services, as the district's alternate; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Allan Hancock Joint Community College District hereby appoints Eric D. Smith as the district's representative and Jessica Blazer as the alternate to the Bay Area CCD JPA Board.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 13th day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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 November 13, 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:
From: Superintendent/President	November 13, 2018
Subject: Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility	Item Number: 13.E.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

Per Title 22 requirements from the State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, a board resolution is required regarding the Designation of Administrative Responsibility for the Allan Hancock College Lompoc Valley Children's Center Lab School.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 18-37, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility certifying approval of designation of administrative responsibility for the Allan Hancock College Lompoc Valley Children's Center Lab School to Magdalena Ramos, interim director.

Administrator Initiating Item: Robert Curry	Final Disposition:
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RESOLUTION 18-37
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
ENTERING INTO A GENERAL CENTER CHILD CARE CONTRACT TO SUPPORT THE ALLAN HANCOCK
COLLEGE PRESCHOOL PROGRAM

Whereas, the Allan Hancock College Lompoc Valley Children’s Center Lab School, located at One Hancock Drive, Lompoc, California, is required to designate administrative responsibility; and

Whereas, the superintendent/president, as the chief executive officer of the district, is responsible for the overall operation of the institution; and

Whereas, the administrative responsibilities for the Allan Hancock College Children’s Center will be overseen by the dean of academic affairs, Sofia Ramirez Gelpi, and interim director, Magdalena Ramos; and

Whereas, the Allan Hancock Joint Community College District Board of Trustees delegates authority to the following district personnel to act as agents on its behalf:

Kevin G. Walthers, Superintendent/President
Robert Curry, Associate Superintendent/Vice President, Academic Affairs

Now, therefore, be it resolved, that the Allan Hancock Joint Community College District Board of Trustees hereby designates administrative responsibility to Magdalena Ramos, the interim director, as required by Title 22, the State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, to support the operation of a quality children’s center program, and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 13th day of November 13, 2018, by the following vote:

AYES:

NOES:

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 November 13, 2018, by the vote above stated, which resolution is on file in the office of said board.

Secretary to the Board of Trustees

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Resolution 18-38 Support of Undocumented Students	Item Number: 13.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

In late September and early October, ASBG, the Dream Club and the Academic Senate produced a resolution reaffirming their support of undocumented students.

During the October board meeting, this resolution was shared with the board of trustees in advance of it going to College Council. Following review and support from College Council, the resolution now returns for further action.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 18-38 Support of Undocumented Students.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Resolution 18-38
Allan Hancock College
Support of Undocumented Students

WHEREAS, Allan Hancock College Board of Trustees support and value the contributions of undocumented students to our college and community; and

WHEREAS, the Board of Trustees remain committed to improving the educational outcomes of all students, regardless of immigration status; and

WHEREAS, the academic success of undocumented students is integral to the economic future of the Central Coast region and the state of California; and

WHEREAS, the protections contained within the Deferred Action for Childhood Arrivals program have proven to increase both educational attainment and wage outcomes for its participants; and

WHEREAS, the vision for California’s community colleges is to provide access to a quality public higher education to all Californians; and

WHEREAS, AHC students, faculty, and the Board of Trustees previously passed resolutions in support of diversity, unity, and undocumented students;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Allan Hancock College requests that California congressional members vote to codify protections contained within the Deferred Action for Childhood Arrivals program that will permit thousands of Californians to reach their highest potential.

BE IT FURTHER RESOLVED, that the Board of Trustees of Allan Hancock College reaffirm its commitment to supporting undocumented students via the creation of an inclusive campus community, promotion of in-state tuition and state financial aid, student support services, legal aid referral, a DREAM Center, and other means the district can provide to our undocumented students.

PASSED, APPROVED, AND ADOPTED this 13th day of November, 2018.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

(Signed) _____
Clerk/Secretary of the Governing Board

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number: 13.G.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 19

BACKGROUND

The curriculum report for the period May 10, 2018 – September 27, 2018 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs being recommended for adoption, including removal of courses from the catalog, which are no longer offered.

FISCAL IMPACT:

The anticipated costs for library support materials is estimated at \$202.

RECOMMENDATION:

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period May 10 – September 27, 2018

November 13, 2018

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andrea Sanders, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Yolanda Alishahi, (Associated Student Body Government)

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____

President, Academic Senate

Date

Allan Hancock College

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

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

NEW Credit Courses: Effective summer/fall 2019 and pending Chancellor's Office approval and publication of course details. Catalog year 2019-20.

New courses in the math, English, ESL, and reading disciplines were developed and/or modified to comply with AB 705, which requires colleges to maximize the probability of students completing transfer level math and English within one year and use high school coursework, high school grades and GPA and other measures in the placement of students into English and math courses. As a result discipline faculty have aligned new and modified curriculum to better inform students of pathways to transfer level coursework.

Course Prefix	Course Title	Units
ENGL 113/ ESL 110	Introduction to Critical Reading Advisories: READ 310 or ENGL 312 or ESL 310 or ENGL 513 These new courses are part of the AB 705 pathway to English 101 and are being proposed for cross-listing with an existing course, Reading 110. Cross-listing will place the courses in a place students are more likely to look for it. College students don't necessarily think of reading as a discipline separate from English. The content and minimum qualifications are exactly the same as Reading 110. The emphasis is on improving reading comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. By practicing critical reading, students will also improve their writing skills.	3
ENGL 312/ESL 310	Reading Skills and Strategies These new courses are part of the AB 705 pathway to English 101 and are being proposed for cross-listing with an existing course, Reading 310. English 312/ESL 310 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers..	3
ENGL/ESL 510	Improving Reading Comprehension These new courses are part of the AB 705 pathway to English 101 and are being proposed for cross-listing with an existing course, Reading 510. Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary.	4
PEIA 188	Intercollegiate Water Polo, Women Limitation on enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible. This course will exist to support and encourage the development of the student-athletes participating on the intercollegiate women's water polo	1

team. As allowed by the state, it will be a repeatable course that is dependent upon the athletic eligibility status for each individual student. Additionally, this course will fall under the 350-contact hour cap per year.

NEW topics and experimental courses: effective upon Chancellor's Office approval. Experimental courses, upon successful offering, may later be developed into a regular course offering.

Course Prefix	Course Title	Units
FILM 199A	Films of Alfred Hitchcock	2
MATH 179A	Support for Math 123: Elementary Statistics	1
PE 179E	Indoor Cycling	1

NEW Noncredit Courses: Effective fall 2019 and pending Chancellor's Office approval and publication of course details. Catalog year 2019-20

Course	Course Title	Hours
VOCE 7113	Intro to Microsoft Publisher This course has been developed to meet current technology requirements for employment. This course, upon approval, will be included in a new career development certificate of completion.	16-18

NEW Low Unit Certificates: Effective 2019-20 catalog.

Discipline	Course Title	Units
Human Services	Advanced Helping Skills 1	9
	Advanced Helping Skills 2	9

COURSE REVIEW

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

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below. The courses in this section represent only those courses in the discipline that have completed the review levels in CurriQunet and not necessarily all of the courses in the discipline. Courses will appear in this report to the board as they are reviewed until all courses in the discipline have completed the course review process.

COURSE MODIFICATIONS: Resulting from a regularly scheduled course review cycle. Effective 2019-20 and pending publication of course details where applicable.

Course Prefix	Course Title	Units
EL 105	PC Preventive Maintenance and Upgrading Modifications have been made to update course content, instructional methods and text/materials.	3
EL 333	Introduction to Network Security Prerequisite: EL 106 Updated texts/materials	2
ENGR	Courses in engineering discipline include modifications to align with transfer model curriculum.	
ENGR 152	Statics Prerequisites: Math 182 and PHYS 161 or PHYS 141 The lecture hours are increasing from 3 to 4 hours per week, and lab hour is being removed. Modifications have been made to course content, objectives and evaluation methods, the textbook has been updated.	3
FILM 127	Digital Video Post-Production This course has been reviewed and modifications have been made to course SLO's, objectives, methods of instruction and evaluation, assignments, and textbook.	3
FT 101	Fire Protection Organization This course has been reviewed and the distance learning section has been updated.	3
GRPH 120	Advanced Design for Publishing Prerequisite: GRPH 115 Modifications include updated course content, objectives, assignments, evaluation methods, and text/materials.	3
MUS	Music courses have been reviewed and updated. Some courses have been re-named to show course sequence including assignment of new course prerequisites. Specific modifications, if any, are noted for each course below.	
MUS 102	Music History Classical-Modern Advisories: ENGL 101, MUS 101 (new advisory)	3
MUS 104	Roots of Pop, Rock, Jazz Modified course content and assignments.	3
MUS 110	Music Fundamentals Updated text/materials.	2
MUS 120	Piano 2 Prerequisite: MUS 128 Formerly, Beginning Piano, the course title has been changed and new prerequisite course is being proposed.	1
MUS 121	Piano 3	1

	Prerequisite: MUS 120 Formerly, Intermediate Piano. The course title is being changed, the advisory course is being changed to a prerequisite, assignments, evaluation methods, and texts have been updated.	
MUS 128	Piano 1 Formerly, Introduction to Piano, the course title is being changed, and modifications have been made to course content and assignments.	1
MUS 130	Mixed Ensemble Limitation on enrollment: Audition at first class meeting. (new limitation) Modifications have been made to update course content and evaluation methods, and add limitation on enrollment. Repeatable: 4 enrollments	2
MUS 132	Masterworks Chorale Limitation on enrollment: Audition at first class meeting. Modifications have been made to update course content, instructional and evaluation methods. Repeatable: 4 enrollments	2
MUS 133	Chamber Voices Limitation on enrollment: Audition at first class meeting. (new limitation) Modifications have been made to update assignments and evaluation methods. Repeatable: 4 enrollments	2
MUS 137	Concert Chorale Limitation on enrollment: Audition at first class meeting. (new limitation) Modifications have been made to update evaluation methods. Repeatable: 4 enrollments	2
MUS 140	Symphonic Band Limitation on enrollment: audition Repeatable: 4 enrollments	1
MUS 143	Jazz Band	1
MUS 145	Big Band Jazz Prerequisite: ability to play an appropriate instrument and read music. The catalog description has been updated to include ensemble performances each semester. Repeatable: 4 enrollments.	1
MUS 146	Jazz Ensemble Prerequisite: ability to play an appropriate instrument and read music. Modifications have been made to update course content. Repeatable: 4 enrollments.	1

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

Course Prefix & No.	Course Title	Units
AG 130	Integrated Pest Management Prerequisites: AG 102 or AG 161 Formerly, Integrated Pest Management for Grapes. An integrated pest management course is fundamental to an agricultural science program. AG	4

130 in its current form only offers students pest management knowledge for grapevines. With the diverse cropping systems of California and the myriad of interests of Hancock College AG students, the content of this course will better serve the AG program if it is expanded to cover other fruit, nut, vegetable, and grain crops that are so prevalent in California agriculture.

Modifications include course title, addition of one lab hour per week, new prerequisites, modified course content, SLOs, evaluation and instructional methods.

AG 157	<p>Agricultural Sales, Communication & Leadership</p> <p>The course is being modified to meet the requirements transfer model curriculum and C-ID approval. The modifications will align the course outline with its C-ID course per recommendations following C-ID review. Modifications have been made to course content and the textbook has been updated.</p>	3
AG 158	<p>Agricultural Economics</p> <p>The course is being modified to meet the requirements for C-ID approval. The modifications will align the course outline with its C-ID course per recommendations following C-ID review. Modifications have been to course objectives, outcomes, evaluation methods and the textbook has been updated.</p>	3
ENGL 112	<p>Transfer English Composition Skills</p> <p>Corequisite: ENGL 101</p> <p>This course has been modified as a result of AB 705. Modifications include course title change and the removal of prerequisite courses.</p>	2
MATH	<p>Courses in the math discipline were reviewed as a result of AB 705, which requires colleges to maximize the probability of students completing transfer level math and English within one year and use of high school coursework, high school grades and GPA and other measures in the placement of students into English and math courses. As a result discipline faculty in the math department are proposing modifications to five transfer level math courses (below). Specific modifications are identified below.</p>	
MATH 105	<p>Mathematics for Teachers</p> <p>Prerequisite: MATH 331 or MATH 334</p> <p>One contact hour is being added to support underprepared students.</p>	4
MATH 121	<p>Trigonometry</p> <p>Prerequisite: MATH 331 or MATH 334</p> <p>The prerequisite courses, MATH 321, Geometry, and MATH 333, Algebra 2: Parts 1 are being removed.</p>	3
MATH 131	<p>College Algebra</p> <p>Prerequisite: MATH 331 or MATH 334</p> <p>The prerequisite courses, MATH 321, Geometry, and MATH 333 Algebra 2: Part 1 are being removed.</p>	3
MATH 135	<p>Calculus with Applications</p> <p>Prerequisite: MATH 331</p>	4

	The prerequisites for this course have been lowered, removing MATH 131 and MATH 141 as prerequisite courses.	
MATH 141	Pre-Calculus Prerequisite: MATH 331 or MATH 334 The prerequisite courses, MATH 321, Geometry, and MATH 333, Algebra 2: Part 1 is being removed from this course.	6
READ	Courses in reading are being modified as result of AB 705 and include modifications that align with new cross-listed courses.	
READ 110	Introduction to Critical Reading Advisories: READ 310 or ESL 310 or ENGL 312 or ENGL 513	3
	Formerly, Reading for College 4. Modifications have been made to the course title, the prerequisite course has been changed to an advisory, and the catalog description has been modified for clarity of purpose. This course is also being cross listed with English and ESL disciplines (ENGL 113, ESL 110)	
READ 310	Reading Skills and Strategies Formerly, Reading for College 3. This modification provides an ESL pathway that is compliant with AB 705. Modifications have been made to the course title to make the purpose of the course clearer, revised the course description to make the language more student friendly, eliminated peripheral content: the distinctions between types of literacy and reading, listening and speaking vocabularies, and removed the prerequisites. This course is also being cross-listed with English and ESL disciplines (ENGL 312, ESL 310)	3
READ 510	Improving Reading Comprehension Formerly, Reading for College 2. This modification eliminates prerequisites and establishes an ESL AB 705 compliant pathway to transfer English. Modifications include course title, revised course objectives, corresponding course content, and updated SLO 2 to better distinguish this course from Reading 310. This course is also being cross-listed with English and ESL disciplines (ENGL 510, ESL 510).	4

PROGRAM MODIFICATIONS

Catalog Year: 2019-20 and pending Chancellor's Office approval as needed.

Program Award	Program Title	Units
Certificate of Accomplishment	Information Technology Fundamentals	3
Associate in Science for Transfer	Mathematics Modifications have been made to update the program learning outcomes language. Most of the changes are grammar, removal of extra language or changing a word for a preferred synonym. It makes doing SLOs assessment easier.	20-21

Associate in Arts	Spanish The program is modified to reflect recent changes in the course offerings: SPAN 110, ITAL 101, ITAL 102, ITAL 103, and ITAL 104 are being dropped from the program selected units.	18
Associate in Arts	Speech Communication To reduce confusion and make things easier for all students who choose Speech Communication as a major, we are modifying the AA so that it is identical to the AA-T. This will require us to reduce the AA from 21 to 18 units by taking out the 3-unit elective requirement. This will allow students to complete the same requirements whether they want to only earn an AA from Hancock or use the AA to transfer under our AA-T.	18

MISCELLANEOUS MODIFICATIONS (effective 2018-19)

Modification Type	Course Prefix and No.	Course Title	Units
Course Outcomes	MATH 100	Nature of Modern Math	3
	MATH 105	Mathematics for Teacher	4
	MATH 121	Trigonometry	3
	MATH 123	Statistics	4
	MATH 131	College Algebra	3
	MATH 135	Calculus with Applications	4
	MATH 141	Pre-Calculus	6
	MATH 181	Calculus 1	4
	MATH 182	Calculus 2	4
	MATH 183	Multivariable Calculus	4
	MATH 309	Algebra and Math Literacy	5
	MATH 311	Algebra 1	4
	MATH 321	Geometry	3
	MATH 331	Algebra 2	4
Textbook/Materials Change	CA 121	Basic Baking and Pastry	3
	CA 122	Advanced Baking and Pastry	3
	DRMA 103	Introduction to Theatre	3
	MATH 184	Linear Algebra Differential Equations	5

COURSE DROPS (effective 2019-20 catalog)

Effective	Course	Course Title	Units
2019-20	ART 125	Painting In Acrylics 1	3
	ART 126	Painting in Acrylics 2	3
	ART 129	Painting in Oils 1	3
	ART 130	Painting in Oils 2	3
	ART 146	Painting in Acrylics 3	3
	ART 150	Painting in Oils 3	3
	EMS 313	Intermediate Incident Command System for Expanding Incidents for	1
	EMS 314	Advanced Incident Command 1st Responders I-400	1
	EMS 315	Ambulance Strike Team Provider	1
	EMS 316	Ambulance Strike Team Leader	1
	ESL 531	Reading Skills 1	4
	ESL 532	Writing Skills 1	4
	ESL 534	Reading Skills 2	4
	ESL 535	Writing Skills 2	4
	ESL 542	Listening and Speaking Skills 1	3
	ITAL 101	Elementary Italian I	5
	ITAL 102	Elementary Italian II	5
	ITAL 103	Intermediate Italian I	5
	ITAL 104	Intermediate Italian II	5
	ITAL 189	Independent Projects	1-3
	MATH 333	Algebra 2: Part 1	3
	MATH 334	Algebra 2: Part 2	3
	Math 531	Pre-Algebra	3
	SPAN 110	Elementary Spanish	2

Allan Hancock College

Program Outline

Title: Advanced Helping Skills 1

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Skills 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Happiness, Thriving, and Ability to Cope; (2) Consciousness and Alteration of Conscious States; and (3) Additional Evidence-Based Helping Skills.

- Happiness, Thriving, and Ability to Cope: Graduates will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; know how to deal effectively with their own emotions and the emotions of others; and possess skills for creating positive mental states in themselves and others.
- Consciousness and Alteration of Conscious States: Graduates will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.

The graduate of the Certificate of Accomplishment in Advanced Helping Skills 1 will:

- describe methods that people use to alter their states of consciousness.
- explain how emotions often hijack the brain.
- describe one action that an individual can take to improve that individual's level of happiness and satisfaction.

Program Requirements

A major of 9 units is required for the certificate.

Units: 9

Required core courses:

HUSV112	Gentle Comm Skills for Change	3
HUSV126	Meditation, Mindfulness, and Relaxation	3
HUSV144	Twelve Step Facilitation	3

Total Program Units

9

Allan Hancock College Program Outline

Title: Advanced Helping Skills 2

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Skills 2 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain include (1) Happiness, Thriving, and Ability to Cope, and (2) Consciousness and Alteration of Conscious States. They will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; and they will know how to deal effectively with their own emotions and the emotions of others. In addition, they will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.

The graduate of the Certificate of Accomplishment in Advanced Helping Skills 2 will:

- describe how to respond to an angry client.
 - teach another person a basic meditation technique.
 - explain how to prepare a client to become a member of a Twelve Step program.
-

Program Requirements

A total of 9 units is required for the certificate.

Units: 9

HUSV122	States Of Consciousness: A Multidisciplinary Exploration	3
HUSV127	Emotional Intelligence	3
HUSV128	Positive Psychology	3

Total Program Units

9

Allan Hancock College

Program Outline

Title: INFORMATION TECHNOLOGY FUNDAMENTALS

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student needs. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in INFORMATION TECHNOLOGY FUNDAMENTALS will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
-

Program Requirements

A total of 3 units is required for the certificate.

Core courses	Units: 3
CBIS101 Computer Concepts & Applications	3

Total Program Units	3
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Allan Hancock College

Program Outline

Title: INFORMATION TECHNOLOGY FUNDAMENTALS

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student needs. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in INFORMATION TECHNOLOGY FUNDAMENTALS will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
-

Program Requirements

A total of 3 units is required for the certificate.

Core courses	Units: 3
CBIS101 Computer Concepts & Applications	3

Total Program Units	3
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Allan Hancock College

Program Outline

Title: ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER

Award Type: for Transfer

The associate in science in mathematics for transfer degree is offered for those students desiring a major in mathematics at a California State University.

The graduate of the for Transfer in ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER will:

- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
- Represent mathematical information symbolically, graphically, numerically, and in writing;
- Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
- Check mathematical results for reasonableness.
- Use appropriate technologies to analyze and solve mathematical problems.

Program Requirements

Associate Degrees for Transfer Requirements

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

The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

A minimum of 18 semester units in a major or area of emphasis, as determined by the community College district.

Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "c" or better.

Program Requirements

Units: 37 - 39

GENERAL EDUCATION: Complete one of the following:

Associate in Science in Mathematics for Transfer Program Requirements

California State University General Education Pattern 39

Intersegmental General Education Transfer Curriculum 37

MAJOR CORE COURSES: A major of 20-21 units is required for the associate in science transfer degree.

Units: 20 - 21

Required core courses (17 units):

MATH181 Calculus 1 4

MATH182 Calculus 2 4

MATH183 Multivariable Calculus 4

MATH184 Linear Algebra/Differential Equations 5

Select any Course from the following (3-4 units):

CS111 Fundamentals of Programming 1 4

(CPSLO, CSUB, CSUDH, CSUEB, CSUF, CSUFULL, CSUS, CSUSb, CSUSM, HSU, SFSU, SJSU & SSU)

CS161	Discrete Structures	84	3
(CSULA, CSUMB & SJSU)			
MATH123	Elementary Statistics		4
(CSUB, CSULA & CSUSM)			
PHYS161	Engineering Physics 1		4
(CPSLO, CSUDH, CSUF, CSULB, CSULA, CSUN, CSUSB & SJSU)			

DOUBLE COUNTING:

3 units may be double counted for the major and CSUGE B4 or IGETC 2 for only one of the following:

MATH123	Elementary Statistics		4
MATH181	Calculus 1		4
MATH182	Calculus 2		4
MATH183	Multivariable Calculus		4
MATH184	Linear Algebra/Differential Equations		5

An additional 3 units may also be double counted for the major and CSU GE B1 or IGETC 5A for PHYS 161.

Select additional courses, if needed, to achieve the 60 units required for the Associate in Science Transfer Degree.

Total Program Units

57.00 - 60.00

Allan Hancock College

Program Outline

Title: SPANISH

Award Type: Associate in Arts

As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world.

The graduate of the Associate in Arts in SPANISH will:

- Be independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness to achieve their personal, vocational and academic goals.

Program Requirements

A major of 18 units is required for the associate in arts degree. Units: 10

Required core courses (10 units):

SPAN103	Intermediate Spanish I	5
SPAN104	Intermediate Spanish II	5

Plus a minimum of 8 units selected from the following: Units: 8

ENGL102	Freshman Composition Literature	3
FRCH101	Elementary French I	5
FRCH102	Elementary French II	5
SPAN105	Advanced Composition and Grammar	5
SPAN111	Intermediate Spanish Conversation	2
SPAN112	Advanced Spanish Conversation	3

Recommended electives:

ART105	Art History of Mexico	3
ASL120	American Sign Language 1	3
ASL121	American Sign Language 2	3
BUS140	Survey of International Business	3
BUS141	Global Economics	3
or		
ECON141	Global Economics	3
or		
GBST141	Global Economics	3
DANC140	Beginning Folklorico	2
DANC142	Intermediate Folklorico	0.5
ECS116	Teaching in a Diverse Society	3
ECS117	Teaching the Hispanic Child	3
ENGL130	American Literature to 1865	3
ENGL133	Modern Fiction	3

ENGL148	Hispanic Literature in Translation	86	3
FILM103	Contemporary Latin American Film		3
HIST120	History of the Mexican-American		3
LATN101	Elementary Latin		3
POLS104	Introduction to International Relations		3
SPCH101	Public Speaking		3
SOC122	Sociology of the Hispanic Culture		3
ENGL148	Hispanic Literature in Translation		3

Total Program Units**18**

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Allan Hancock College

Program Outline

Title: SPEECH COMMUNICATION

Award Type: Associate in Arts

The speech communication major provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in speech and/or communication studies.

The graduate of the Associate in Arts in SPEECH COMMUNICATION will:

- Demonstrate knowledge of communication theories.
 - Demonstrate competent communication behaviors for a variety of purposes.
-

Program Requirements

Units: 18

A major of 18 units is required for the associate in arts degree.

Required core courses (18 units):

SPCH101	Public Speaking	3
SPCH102	Small Group Communication	3
SPCH103	Interpersonal Communication	3
SPCH106	Argumentation and Debate	3
SPCH108	Oral Interpretation	3
SPCH110	Intercultural Communication	3

Total Program Units

18

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	November 13, 2018	
Subject:	Revised 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, Seniority Ranking, Article 12, Workload and Assignment	Item Number:	13.H.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 4

BACKGROUND

A memorandum of understanding (MOU) between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 was approved by the board of trustees at the October 9, 2018 board meeting. This revised MOU shows mutual agreement to clarify the language in order to implement the intended changes as presented in the attached MOU.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the revised 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 bargaining unit members per Article 12, Workload and Assignment, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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AGREEMENT
between
Allan Hancock Joint Community College District
and
California Federation of Teachers/Part-Time Faculty Association
of Allan Hancock College Local 6185

The parties to this Agreement are the Allan Hancock Joint Community College District ("the District"), and the California Federation of Teachers/Part-Time Faculty Association of Teachers of Allan Hancock College ("CFT/PFA Local 6185").

WHEREAS the parties negotiated new language for Article 12, Workload and Assignment, in the July 1, 2017 to June 30, 2020 collective bargaining agreement ("CBA"); and

WHEREAS the language that defined the application of seniority ranking for credit and service bargaining unit members (CBA 2014-2017 Article 12.6.1) was removed; and

WHEREAS removing seniority language has caused unintended confusion in scheduling for credit and service bargaining unit members; and

WHEREAS the parties agree that maintaining seniority language for the purposes of scheduling credit and service bargaining unit members was the intent at the table during 2017-2020 negotiations;

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

New definitions established by this Agreement:

Seniority is established by the date of hire in a discipline. ~~Among associate faculty within a discipline, seniority is established by the date the application for associate status was submitted to human resources. The earlier the date, the higher the seniority.~~

Date of Hire is the day an individual met the minimum qualification to teach (first day of the semester), or was granted equivalency (Board approval date), in the discipline.

This definition does not include the granting of provisional equivalency unless the bargaining unit member met the requirements for permanent equivalency within the same semester the provision was granted, or the semester or term immediately following.

[Example: A faculty member had provisional equivalency to teach English in Spring 2018, and met minimum qualifications with a master's degree in Fall 2018. Their date of hire is the first day of the spring semester.]

Breaks in Service include voluntary, involuntary, and medical.

A **voluntary break** in service is limited to four (4) consecutive semesters may be granted to bargaining unit members with the written approval of the division dean for educational, professional development, or extenuating circumstances. The written approval must be submitted to the office of human resources to be placed in the employee personnel file. If the voluntary break in service is greater than four (4) consecutive semesters, part-time faculty will be reinstated with their

seniority date established as the date they returned to service. For associate faculty, if the voluntary break in service is greater than four (4) consecutive semesters, they will be reinstated as *part-time faculty* and their seniority date will be established as the date they returned to service.

An **involuntary break** in service is a lack of available assignments (does not include assignments that were refused). Original seniority dates will be retained for bargaining unit members who return from an involuntary break in services within four (4) consecutive semesters. If a bargaining unit member does not return from an involuntary break in service after four (4) consecutive semesters, they will be considered separated from the District.

A **medical break** in service includes injury or illness preventing a bargaining unit member from a semester length assignment. Employees must notify the District as soon as possible of their absence, and anticipated return date. Seniority dates will be retained for bargaining unit members who return from a medical break in service within two (2) consecutive semesters. If a bargaining unit member does not return from a medical break in service after two (2) consecutive semesters, they will be considered separated from the District.

In order to maintain a consistent process of bumping rights, the following language from the 2014-17 CBA 2014-17 Article 12.6.1, with revisions, will be adopted as follows:

Associate Faculty maintain scheduling rights over part-time faculty and, within each group, seniority should be utilized for scheduling.

When an assignment remains the same from fall to fall or spring to spring, the ~~part-time faculty bargaining unit member~~ who last performed it will have the first right of refusal among part-time faculty, but the assignment can be taken by an Associate Faculty if needed to make load. The Associate Faculty who last performed it will have first right of refusal among all bargaining unit members.

In the three scenarios listed below, a bargaining unit member may be taking an assignment from the person with the lowest seniority in an unfamiliar discipline. The Department Chair or Dean may request to meet with both bargaining unit members and a representative from CFT/PFA to discuss an exchange of assignments better suited to the bargaining unit member taking the assignment. Subsequent changes in assignment are by mutual agreement of all parties; otherwise, the initial reassignment stands.

When there is an increase in the number of classes within a group of courses with the same discipline prefix, priority will be given to associate faculty members with the most seniority. If no associate faculty are available, priority will be given to part-time faculty with the most seniority in the discipline.

When there is a decrease in the number of class sections available to bargaining unit members within a group of courses with same discipline prefix, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest seniority in the discipline who has an assignment.

When a bargaining unit member is displaced from their assignment by a full-time

instructor, the person who lost the assignment will be given the first right of refusal to replace the person with the lowest seniority in their discipline who has an assignment.

Should a bargaining unit member decline an assignment, the District is not obligated to offer another assignment.

Associate Faculty maintain scheduling rights over part-time faculty and, within each group, seniority should be utilized for scheduling.

This agreement is effective based on the date of signature and shall remain in effect until the parties enter into negotiations for the next successor agreement. The parties agree to negotiate seniority language during the next successor agreement.

For CFT/PFA Local 6185

Mark James Miller

Mark James Miller
President

11/2/18
Date

For the District

Kevin G. Walthers
Kevin G. Walthers
Superintendent/President

11/2/18
Date

**INFORMATION ITEM**

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

BACKGROUND

The office of institutional grants has submitted the following grant application for a total of \$10,000 in requested funds:

1. ACE/Fidelity Investments Institutional Transformation Award (\$10,000)

The college has submitted a proposal for recognition and support of the Hancock Promise Program. The ACE/Fidelity Investments Award for Institutional Transformation recognizes colleges or universities which, in a period of great change in higher education, have responded to challenges in innovative and creative ways that allow the institution to thrive. The project period is one year: January 1, 2019 – December 31, 2019. (Submitted by Susan Houghton)

Administrator Initiating Item: Susan Houghton	Final Disposition:
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INFORMATION ITEM

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

BACKGROUND:

The superintendent/president has accepted the following:

Retirements:

1. Janet Hooghuis, admissions and records technician II, admissions and records, effective October 12, 2018.
Ms. Hooghuis has been employed with the district since March 1, 1991.

2. Dianne McMahan, dance program coordinator/instructor, fine arts, effective June 1, 2019.
Ms. McMahan has been employed with the district since August 17, 1981.

3. Ann Lucas, music instructor, fine arts, effective July 1, 2019.
Ms. Lucas has been employed with the district since January 19, 2007

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: First Reading: New Board Policy and Administrative Procedure 3900, Speech; Time, Place, Manner	Item Number: 14.C.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

BACKGROUND

New board policy and administrative procedure 3900, Speech; Time, Place, Manner, are legally required. Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy. 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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BP 3900

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 3900 SPEECH; TIME, PLACE, MANNER

Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students and members of the public. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

References: Education Code Sections 76120 and 66301

Adopted:

(This is a new policy)



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

AP 3900 SPEECH: TIME, PLACE, MANNER

The District shall not restrict free expression in areas generally available to students and the community, defined as grassy areas, walkways or other similar common areas. These are **designated public forums**. No restrictions shall be placed on the subject matter, topics or viewpoints expressed by students, or members of the public, as long as it is lawful and does not violate District policy. The District shall have no content-based nor viewpoint-based restrictions on speech.

The District reserves the right to designate areas as **non-public forums** as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the district that are non-public forums specifically include campus offices, classrooms, labs, gym, theatres, auditoriums, warehouses, maintenance yards, and any other area not specified above. Areas not generally available to the public may be designated as a temporary public forum at the discretion of the Superintendent/President.

The use of these **designated public forums** for expressive activities is subject to the following:

- Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas shall touch, strike, or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
- Persons using areas shall not create a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes.

No advance approval process is required for **student activities or events** not utilizing sound amplification or that are not reasonably anticipated to involve 25 or more participants. Individuals or groups proposing to use sound amplification or whose gatherings are reasonably anticipated to involve 25 or more participants must check in with the Vice President, Students Services, or designee.

To facilitate planning and security, any **non-student community group or individual** wishing to engage in speech or expressive activities in the areas designated as public forums must check in with the Vice President, Student Services or designee.

If there is a conflict with the use of the specified area, an alternate site or date will be offered. To avoid such conflicts, students, outside organizations, and others are encouraged, but not required, to make reservations at least two days in advance with the Vice President, Student Services.

Students and others who wish to set up tables, chairs, or other nonpermanent structures such as booths must do so on the grassy area between Building K and the theatre on the Santa Maria campus and the south side of the quad in front of the oak trees at the Lompoc Valley Center. Such structures must not be left unattended or overnight and cannot extend onto pavement or concrete so as to interfere with pedestrian traffic. The District has no obligation to provide tables, chairs, electricity, or other resources.

In addition to the above, speakers, organizer, and participants must not:

- Block the ingress and egress to or from any building.
- Prevent a group that has reserved the space from using it. An individual or group with a reservation will have priority in the use of the location.
- Prevent a speaker or performer from being seen and heard by the audience.
- Create a noise level that interferes with classes, campus events or District operations. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts District activities
- Conduct or solicit an expressive activity that is intended or likely to cause an imminent danger to the health and safety of people or property, or
- Conduct or solicit an activity that is prohibited by law.

Peaceful marches and picketing are permitted in the designated public forums of the District.

There shall not be restrictions on the right of students and members of the public to exercise free expression by the wearing of buttons, badges, and other insignia.

Signs, banners and other non-commercial literature may be distributed or displayed in areas designated as public forums. The manner of distribution or display shall not hinder safety or access to District grounds or facilities. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing or displaying the material prior to their departure from the areas that day.

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students and members of the public. All materials displayed on

a bulletin board shall clearly indicate the author or agency responsible for its production and the date of posting. Materials displayed may be removed after the passage of ten business days. See also BP 6700 Civic Center Facilities Use; BP 4030 Academic Freedom; BP and AP 5500 Standards of Student Conduct

References: Education Code Sections 76120 and 66301
California Code of Civil Procedure Section 527.3

Approved:

(This is a new procedure)

**INFORMATION ITEM**

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	First Reading: Revised Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development	Item Number:	14.D.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 8

BACKGROUND

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

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

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

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

Furthermore, these procedures shall include:

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

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

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

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

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

Credit Hour

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

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

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

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

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01

Revised: 5/9/17



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

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

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

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

~~The Board of Trustees shall approve:~~

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

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

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

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

Credit Hour Definition

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

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

Hours Per Unit

One credit hour (one unit of credit) of community college work shall require a minimum of 48 - 54 maximum total student learning hours.

Student learning hours = total instructor/student contact hours plus outside-of-class hours.

Instructor/student contact hours = class hours spent with the instructor

Term Length

The term length used to calculate the minimum number of units awarded is based on a 16-week to 18-week semester.

Instructional Formats

As a matter of standard practice in higher education, lecture and related course formats assume two hours of outside of class work for every one hour in-class. Other instructional formats may use a different ratio but generally follow the formats below.

Discipline faculty may adjust the ratio of in-class to outside of class hours if such a variation maintains a minimum of 3 hours per week and the rationale for such a variation is deemed appropriate by the AP&P committee.

<u>Instructional Formats</u>	<u>In Class Hour(s)</u>	<u>Expected Number of Outside Class Hours</u>
<u>Lecture (traditional delivery of course content)</u>	<u>1</u>	<u>2</u>
<u>Integrated Lecture/ Lab (includes outside of class hours but not as many as traditional lecture or lab format)</u>	<u>2</u>	<u>1</u>
<u>Lab (traditional lab, activity, TBA)</u>	<u>3</u>	<u>0</u>

Credit Hour Calculations

Calculation of units are inclusive of all student learning hours including, lecture, lab, and other contact hours, plus the total number of outside-of-class hours, and/or homework hours over a 16 – 18 week semester.

Credit hour calculations are built into the college's curriculum management system to ensure consistency and compliance with established policies.

Calculation Method

Minimum number of units: The total of student contact hours plus outside-of-class hours divided by 48 hours (minimum hours for 1 unit of credit) = the minimum number of units awarded:

$$\underline{\textit{Total Contact Hours + Outside-of-Class Hours = Minimum No. of Units Awarded}}$$

Maximum number of units: The total of student contact hours plus outside of class hours divided by 54 hours (maximum hours for 1 unit of credit) = the maximum number of units awarded:

$$\underline{\textit{Total Student Learning Hours = Maximum No. of Units Awarded}}$$

Incremental Award of Credit

Units are awarded in increments of 0.5 units. A course requiring 96 hours or more total student learning hours shall provide at least 2 units of credit.

24 total student learning hours = 0.5 units

48 total student learning hours = 1.0 unit

72 total student learning hours = 1.5 units

96 total student learning hours = 2.0 units

Unit Calculations for Short and Extended Terms

The calculation methods described in this policy also apply to short term and extended term courses.

Unit Calculations for Cooperative Work Experience Courses

- Each 75 hours of paid work equals one semester credit, or 50 hours equals one quarter credit.
- Each 60 hours of non-paid work equals one semester credit, or 40 hours equals one quarter credit.

Approval Criteria:

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

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

Process and Timelines for Program Development and/or Modification:

1. The Academic Policy and Planning (AP & P) Committee offers regular training on the development and review of course ~~outlines~~, use of templates, submission, and approval procedures.
2. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.
3. All curriculum, new or modified, is submitted via the college's curriculum management system.
4. The review process includes faculty, administrators, and staff at various levels in the review process. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and College Mission.
5. The Articulation Officer determines transferability of a course.
6. ~~Completed course outlines and course proposal forms are submitted to T~~he Academic Policy and Planning Committee, after their review, for review, discussion, prepares a summary of curricular recommendations. modification, and approval.
7. Curriculum ~~approved~~ recommended by the Academic Policy and Planning Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of

- Trustees for consideration and final approval.
8. After Board approval, new courses and programs ~~requiring approval~~ are sent submitted to the Chancellor's Office Curriculum Inventory system for ~~such approval~~.
 9. Modified courses and programs are submitted to the Chancellor's Office Curriculum Inventory system. ~~After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.~~
 10. Implementation of approved curriculum is according to the AP&P calendar.

Reports of the AP & P Committee

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

~~If the Academic Senate finds that the AP & P committee has not followed established policies and procedures in its development of policies and review and approval of curriculum, does not agree with the recommendations of the AP&P Committee, the Academic Senate, in accordance with approved senate procedures, may do any of the following:~~

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

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

~~The Office of the Superintendent/President reviews the final report for inclusion in the Board of Trustees for their approval. Implementation of all Board approved curriculum starts upon state approval via the California Community College's Chancellor's Office, when applicable.~~

References: ASCCC. (2017). The Course Outline of Record: A Curriculum Reference Guide Revisited.
CCCCO. (2017). Program and Course Approval Handbook. (6th Edition).
34 Code of Federal Regulations section 668.8(l).
CCR Title 5, Section 55002, 55002.5

Approved: 4/17/01

Revised: 4/11/17

INFORMATION ITEM

To: Board of Trustees	Date: November 13, 2018
From: Superintendent/President	
Subject: First Reading: Revised Administrative Procedure 4260, Prerequisites, Corequisites, Advisories	Item Number: 14.E.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 9

BACKGROUND

Revised administrative procedure 4260 is legally required. The update improves the processes and procedures for establishing/modifying prerequisites, corequisites, and advisories. The revised administrative procedure is 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
Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4260 PREREQUISITES, COREQUISITES, ADVISORIES

Prerequisites, co-requisites, advisories, and enrollment limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and enrollment limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and enrollment limitations be established based solely on content review or content review with statistical validation.

A. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course; and,
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to

enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

- (i) Involvement of faculty with appropriate expertise;
 - (ii) Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - (iii) Be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) Specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) Identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) Matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) Maintain documentation that the above steps were taken.
- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
 - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in

communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
- c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- d) If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
- (1) For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 - (2) The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

AP 4260.2 PREREQUISITES, COREQUISITES, ADVISORIES

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success.

1. Information in the Catalog and Schedule of Courses

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, non-credit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- ~~A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows: The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.~~
- A. A student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.
- B. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.
 - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within seven~~five~~ (75) working days. If the challenge is upheld or the District fails to resolve the challenge

within the seven~~five~~ (75) working-day period, the student shall be allowed to enroll in the course.

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

C. Grounds for challenge are:

~~B. Grounds for challenge shall include the following:~~

1. Those grounds for challenge specified in Title 5 Section ~~55204(f)~~ 55003.
 - (1) The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;
 - (2) The prerequisite or corequisite is in violation of Title 5 Section 55003;
 - (3) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - (4) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
 - (5) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available;

In the case of a challenge under subdivision p)(3) of this section, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327

- ~~1. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.~~

~~2. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.~~

~~The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.~~

3. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

The college shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section 52003 55202(g) of Title 5. and Section I.E. of the Model District Policy.

Approved: 2/04

Revised: 7/19/94

Revised: 4/21/15

(Replaces Administrative Procedure 7940.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	First Reading: Revised Administrative Procedure 4900, Transfer of Credit and Course Waiver	Item Number:	14.F.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures:	Page 1 of 4

BACKGROUND

Revised administrative procedure 4900, Transfer of Credit and Course Waiver, is legally required. The procedure outlines the process for a course waiver or course substitution according to Title 5 regulations. The revised administrative procedure is 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 Administrative Procedure
 Chapter 4 – Academic Affairs

AP 4900 TRANSFER OF CREDIT AND COURSE WAIVER

The District intends for all of its graduates to have mastered the competencies required by Title 5 and to have completed the courses required for an Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer or a program certificate. The District recognizes that required courses for various programs of study cannot always be offered on a schedule appropriate to all students. The District also recognizes that many courses taken at institutions other than Allan Hancock College may be the equivalent to Allan Hancock College courses.

If a student believes that another course can substitute for a required course in a program of study or that a course taken at another college is the equivalent of a course at Allan Hancock College, the student may request a waiver or substitution for that course using the following procedure. Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.

Step 1 For a waiver or substitution of a requirement within a major in an Associate of Art or an Associate of Science, the student, in consultation with an academic counselor, shall submit a completed Course Waiver or Substitution for Degree or Certificate form to the appropriate department chair. Transfer students requesting a course substitution in an Associate in Arts for transfer or an Associate in Science for Transfer must submit the form to the Articulation Officer. Transfer students requesting a course waiver or substitution for general education requirements must submit the form to the Counseling Department Chair. ~~Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.~~

Step 2 Within ten (10) regular session days of receiving the credit petition, the appropriate chairperson or, if the petition is for a noncredit program of study, the Dean, Community Education, shall review the petition in consultation with faculty within the discipline, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student and the

student's academic counselor, in writing, of the decision.

Step 3 If the student is not satisfied with the decision of the department chair and wishes to pursue the matter further, the student shall submit the credit petition to the appropriate dean within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the appropriate dean shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the department chair in writing of the decision.

In the case of noncredit programs of study, if the student is not satisfied with the decision of the Dean, Community Education, the student may submit the petition to the Vice President, Academic Affairs within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the vice president shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the dean in writing of the decision.

Step 4 If the student is not satisfied with the decision at Step 3 ~~of the dean and~~ wishes to pursue the matter further, the student shall submit the credit petition to the Vice President, Academic Affairs ~~appropriate vice president~~ within ten (10) regular session days. The Vice President, Academic Affairs ~~appropriate vice president~~ shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, the department chair, and the dean in writing of the decision.

If the student with a noncredit petition is not satisfied with the decision at Step 3 and wishes to pursue the matter further, the student may move to Step 5.

Step 5 If the student is not satisfied with the decision of the Vice President, Academic Affairs and wishes to pursue the matter further, the student shall submit the petition to the Superintendent/President within ten (10) regular session days. Within fifteen (15) regular session days of receiving the petition, the Superintendent/President will review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student, the student's academic counselor, the department chair if appropriate, the dean, and the vice president in writing of the decision. The decision of the Superintendent/President is final.

References: Title 5 Sections 55060 et seq.

Approved: 12/12/00
Revised: 3/25/04
Revised: 12/13/16

Revised: 12/12/17

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Change of Status of Classified Service Employees	Item Number: 14.G.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND

In January 2018, Thomas Lamica was hired as the Project Director for K-12 Partnerships, Cooperative Work Experience, and Career Development. Institutional support from the vice presidents of academic affairs and student services, and categorical funding through Strong Work Force, allowed Mr. Lamica to hire a full-time Current Enrollment Specialist, Cooperative Work Experience program assistant, and a Business Outreach program assistant. These additions provide infrastructure allowing Mr. Lamica to adequately oversee all operations of Career/Job Placement Center (C/JPC) and K-12 programs and services. All staff and programs are housed collaboratively together in the Career/Job Placement Center.

The long-term vision is to fully integrate K-12 and C/JPC programs and services to become a comprehensive College and Career Readiness resource for all students, K-12 partners, and business and industry. The transfer of the positions listed below from Nohemy Ornelas, Associate Superintendent/Vice President, Student Services to Thomas Lamica, Project Director for K-12 Partnerships, Cooperative Work Experience, and Career Development, is the first step in beginning the quality improvement process for all C/JPC and K-12 programs. The positions are budgeted for the 2018-2019 fiscal year, and there is no fiscal impact to the district.

Position

Career Job Placement Services Program Specialist
 Career Job Placement Services Assistant

Incumbent

Lynn Mayer
 Adelina Pozos

Administrator Initiating Item: Robert Curry	Final Disposition:
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INFORMATION ITEM

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

Concurrent Enrollment (*Goal SLS2: To support student access, achievement, and success.*) Allan Hancock College Concurrent Enrollment program provides a special opportunity for local high school students to take college courses and earn college credits while still attending high school. The classes are taught by college-approved high school teachers at high school campuses and are designed to boost college access, success, and degree attainment, especially for students typically underrepresented in higher education.

In recent years, AHC has expended its concurrent enrollment program and now offers classes at 12 area high schools. During this school year, 42 sections are offered in fall with over 1200 high school students enrolled. Estimated FTES for fall 2018 are 123.66. There are 53 sections scheduled in spring 2019 with an estimated number of students up to 1500.

Career Job Placement Center (CJPC) is currently working closely with all high schools on finalizing course submission requests for 2019-2020. The main approach this year is to ***organize and optimize the approval process*** to make it more transparent for both the high schools and our academic departments. CJPC is meeting with high school administration and faculty and ***advising them on minimum qualifications*** needed to teach a particular discipline. The CJPC staff also helps prospective instructors with ***filling out forms and collecting supporting documentation***. In doing so, they are also reaching out to AHC department chairs and lead faculty seeking their advice as well as putting them in touch with potential concurrent enrollment teachers to boost inter-organizational cooperation.

We have begun to see significant growth in Concurrent Enrollment requests by high schools for Career Technical Education (CTE) courses, such as culinary arts, agriculture, multimedia, photography, entrepreneurship, business, early childhood studies, drama, and welding to name a few. This tendency can be attributed to the implementation of High School College and Career Readiness Indicators from the California Department of Education.

Articulation (*Goal SLS2: To support student access, achievement, and success.*) All current articulation agreements between AHC and local high schools expire on June 30, 2019. The last time agreements were negotiated was in 2019. Since the program was dormant for last two years, it needs to be updated and revived. We are creating a committee that will work on establishing new guidelines and procedures for future articulation agreements. Our goal is to facilitate cooperation between high school teachers and AHC faculty to make the program accessible to students.

Administrator Initiating Item: Robert Curry	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number:	14.I.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 2

BACKGROUND

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

Equity Summit 2018: Agent of Change (*Goal SLS2: To support student access, achievement, and success.*) On October 15, 2018, the Equity Summit brought together local K-12 educators (counselors, teachers, and administrators), AHC and Cuesta faculty, students, staff, and administrators, as well as community leaders, non-profits, and community agencies. Approximately 200 guests attended. National and locally recognized educators and motivational speakers presented on topics ranging from working with non-traditional, at-risk, first generation students, Roadmaps to Success, Equity and Leadership and the Dangers of Silence. The event was sponsored by AHC Student Services, 3SP & Student Equity, Cuesta College and Santa Maria Joint Union High School District.

Mentor Program (*Goal SLS6: Engage students.*) The 4th year of the Mentorship Program is underway with 38 mentors and mentees participating. This year Puente students are part of the program. The kick-off event was held in October with over 60 participants. Students and business professionals will meet for approximately one hour a week throughout the academic year. Additionally, group events are planned throughout the year to build camaraderie. For the first time we have a former mentee serving as a mentor. He is paying it forward! Mentors are excited to be working with Hancock students who are focused and serious about their education, transfer and career.

Career Exploration Day (*Goal SLS2: To support student access, achievement, and success.*) The Career/Job Placement Center hosted the 14th annual Career Exploration Day on Friday, October 5, 2018. The event highlights include:

- 37 local high schools and junior high schools; 1,573 high school participants; 1,256 junior high participants
- Approximately 1,200 PVHS students attended six career technical education presentations
- 104 community business exhibitors participated
- Over 60 faculty, staff, and students contributed to the event
- 36 Allan Hancock College departments participated

Special thanks to our K-12 partners, local business partners and our entire Allan Hancock team of employees and students for supporting Career Exploration Day. Financial assistance from Strong Work Force made this all possible, special thanks to Dean Margaret Lau for her assistance.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Career Readiness Academy Pilot (*Goal SLS2: To support student access, achievement, and success.*) The Career/Job Placement Center is in the third week of a pilot project, Career Readiness Academy. In collaboration with business and industry, a 10-week professional development has been designed to successfully prepare students with 21st century employability skills. Ten student workers have enrolled in the fall cohort and students meet once a week for two-hour sessions. The Career/Job Placement Center staff have teamed up with Allan Hancock College volunteer, Marc Carson, director with Raytheon Company, to facilitate and lead learning. The academy is delivered through a student centered, experiential learning model, providing students with hands on experience in public speaking, interview techniques, relational capacity in the workplace, adaptability, teamwork, critical thinking, diversity fluidity, digital fluidity and innovation. The goal of the pilot project is to prepare students to successfully compete for professional jobs while building their employability tool kit as they transition from school to work.

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 13, 2018
Subject:	Monthly Report, Vice President, Institutional Effectiveness	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

Student Voices follow-up (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) Student voices are a critical part of any institution aimed at improving student experiences and positively impacting student success. Focus groups are a means to gather student insights and perspectives. As part of the college's data analysis for the Roadmaps to Success initiative (Guided Pathways), over 1,600 students received personal invitations to participate in focus groups held October 29, 30, and 31. Nine focus groups were conducted in total (seven on the Santa Maria campus and two in Lompoc); each session was 1½ hours, and sessions were offered during the evening and day. Gift cards valued at \$25 were provided to students who participated and students were provided food during the sessions. Faculty and counselors provided assistance with recruitment efforts.

Sixty-eight students participated in the nine focus groups. Guided Pathways Grant funds were used to bring in an outside facilitator experienced with conducting focus groups in California community colleges. The facilitator is an ESL instructor and bi-lingual, which was helpful for discussions with students in noncredit ESL courses. The facilitator provided a short debriefing after the last focus group and will provide a final report in December. Topics that emerged from the focus groups included challenges that students have with knowledge of and access to services; scheduling issues related to lack of clarity regarding when courses are offered; and effective methods of providing information and communication to students. On the latter point, students indicated that they are inundated with email and tend not to read it (especially email to their Hancock account), and they do not use Facebook. The facilitator offered to return and hold an informational session to discuss the findings of the report. The table below provides a demographic comparison of focus groups participants compared to college enrollment; the data show the intentional effort to select students who are disproportionately impacted.

Focus Groups and College Demographic Comparison

Demographic Groups	Focus Group		College*
	N	%	%
American Indian/Alaskan	5	7.4%	0.4%
African American	11	16.2%	2.2%
Latinx	38	55.9%	60.2%
Asian	3	4.4%	1.6%
White	11	16.2%	29.4%
Female	39	57.4%	55%
Male	29	42.6%	43.9%
AB 540/Ag Waiver	6	8.8%	5%
BOG recipient	53	78%	78%
Disabled	8	11.8%	6.10%
EOPS/CARE	18	26.5%	8.30%
Non-US Citizen	22	32.4%	10%
Credit	49	72.1%	78%
Noncredit only	19	27.9%	22%
TOTAL	68		

*Comparison includes credit and noncredit students except when programs are available only for credit students

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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Employee Focus Groups (*Goal IE1: To identify the institutional capacity to fulfill the college mission.*) Waypoint Consulting conducted ten employee focus groups during the period of October 18 to 26. The emphasis was employee engagement and enablement as a follow-up to the employee climate survey conducted earlier this year.

Focus group sessions were organized by constituency group and participants were randomly selected for the groups. Dr. Murphy used Random.org (online software) to randomly select employees to be invited. Lists of active employees were used for the randomization; because some part-time faculty may not be actively employed during the time of the focus groups, a short interest survey was forwarded to all part-time faculty to assess interest in participation – nine employees responded.

After the randomized lists were generated, invitations were sent via Doodle, an online platform that allows invitees to select the day and time or to opt out. The invitation process also ensured anonymity regarding lists of invitees. The leadership of each constituency group was also invited to participate in the first session on Thursday, October 18.

Below is the final count of employees invited, those who responded to the invitation, those who responded “yes” to attend, and those that responded “no”.

Employee Group	# Invited	# Responded	% of response	Responded “Yes”	Responded “No”
FT Faculty	80	36	45%	20	16
PT Faculty	45	9	20%	7	2
CSEA	66	30	45%	21	9
Management	17	12	71%	9	3
Confidential/Supervisor	14	9	64%	6	3

Waypoint Consulting will provide a report of the findings along with actionable next steps.

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.K.
Strategic Goal: Goal I1: Community Integration	Enclosures: Page 1 of 1

BACKGROUND

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

Outreach and Promotion (*Goal SLS6: Engage students.*) (*Goal I1: Community Integration.*) Public Affairs promoted and executed an unusually high number of events for the month of October including the University of La Verne signing ceremony, Career Exploration, the Remember Our Fallen state-wide exhibit opening ceremony, Frightmare Forest campaign, the Solvang Chamber of Commerce annual business expo, and the first Bulldog Bound Education Exploration Event which brought a record number 482 fifth and sixth grade students to hands-on workshops at the Santa Maria campus.

Campus Graphics Professional Development (*Goal I2: Employee Integration.*) (*Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.*) Campus Graphics staff participated in several professional development activities aimed at improving technology and service. Coordinator Robert Nourse attended the 2018 Specialty Graphic Imaging Association (SGIA) Expo in Las Vegas to research specialty equipment and services to expand Campus Graphics' service to customers. Graphic Designer Matt MacPherson attended the 2018 Adobe Max conference in Los Angeles where hundreds of workshops with top creatives in the industry offered new features, techniques, and trends in the design world. Design Specialist Lauren DuBose is the latest Campus Graphics staff member to complete Lean/Six Sigma Basic certification for improved operational efficiency.

Rabobank Commercial- (*Goal I1: Community Integration.*) Rabobank has just produced a commercial about the impact the Hancock Promise is having on students in our community. The commercial will be shown on ATM screens, premiered on social media and displayed on relevant websites. <https://www.youtube.com/watch?v=VbHAWfy0dUs&t=1s>

End of Year Gratitude Letter- (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) The AHC Foundation will be sending out an End of Year Letter to past donors. The letter will feature Alee Lamica, an AHC Promise student.

Scholarship Programs Timeline- *Goal SLS2: To support student access, achievement, and success.* The Scholarship Program for the 2019-2020 school year is on track for another year of supporting our students! The Online Application opened 12:00 am Monday, November 5, 2018. The submission deadline for the applications is Wednesday, February 20, 2019. The Scholarship Awards Banquet is scheduled for Thursday, May 23, 2019. This year the Foundation Office will partner with Financial Aid to assist with the Academic Works programming and student accounts tracking. The Foundation Office will still take the lead on all donor engagement and stewardship.

Administrator Initiating Item: Susan Houghton	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.L.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

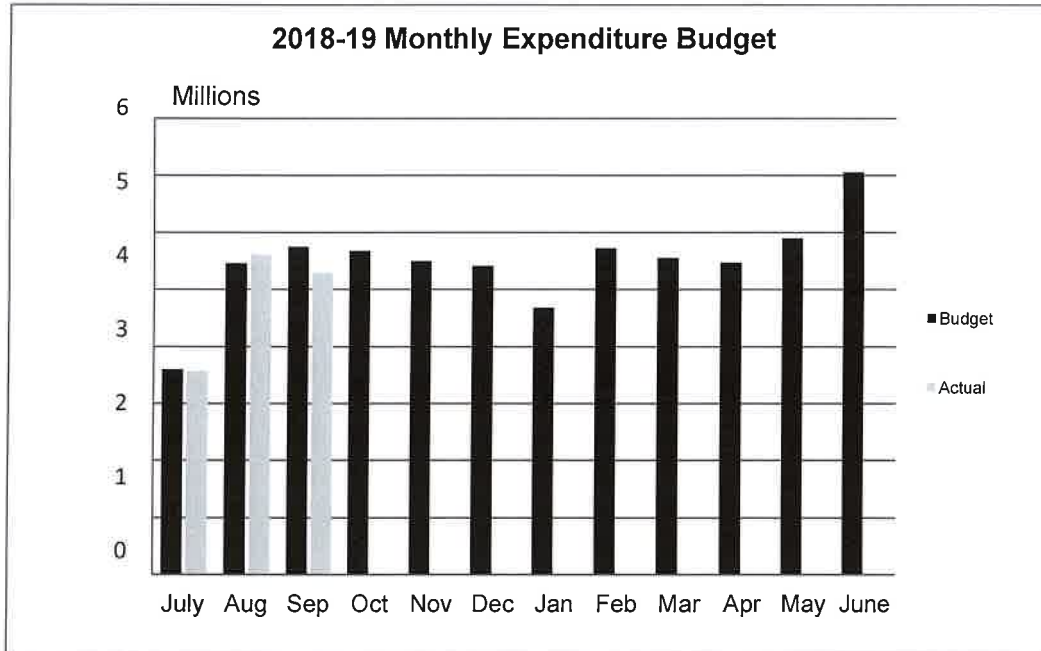
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment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

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

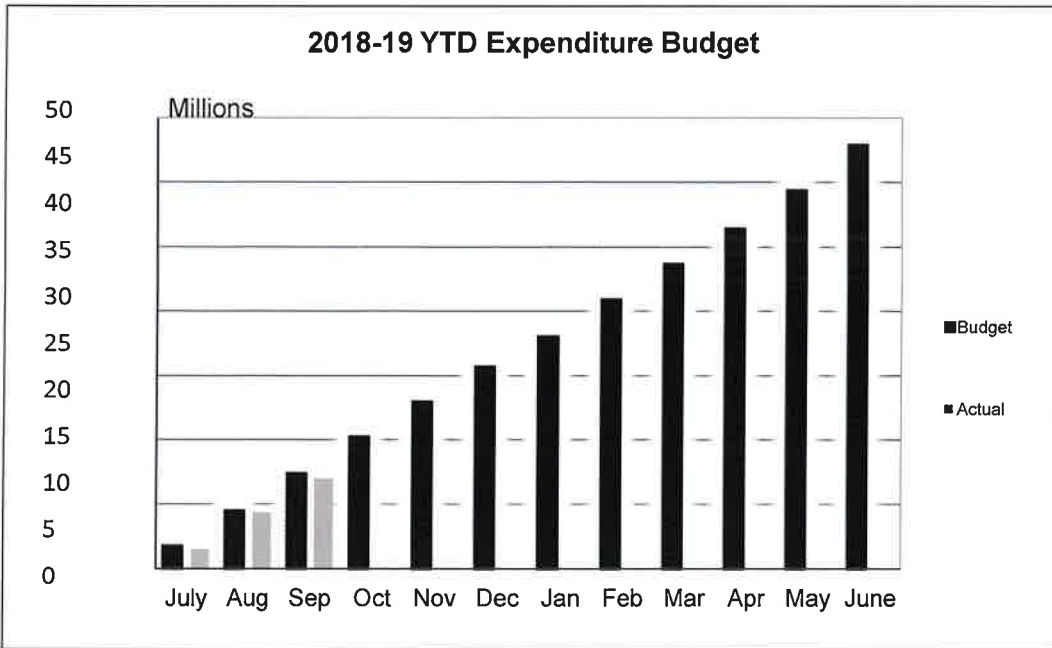
	September Budget	September Expenditures	Percentage Variance
Academic Salaries	2,451,797	2,227,770	90.86%
Classified Salaries	1,291,718	1,276,694	98.84%
Employee Benefits	1,031,334	1,018,104	98.72%
Supplies and Materials	153,739	126,675	82.40%
Other Operating Expenses	599,699	495,014	82.54%
Capital Outlay	78,060	29,412	37.68%
Other Outgo/Transfers	<u>141,984</u>	<u>115,259</u>	81.18%
	5,748,331	5,288,928	92.01%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-September Budget	July-September Year to Date	Percentage Variance
Academic Salaries	5,580,301	5,355,071	95.96%
Classified Salaries	3,646,359	3,501,577	96.03%
Employee Benefits	2,721,301	2,630,181	96.65%
Supplies and Materials	374,398	264,262	70.58%
Other Operating Expenses	2,103,412	1,919,768	91.27%
Capital Outlay	174,147	163,838	94.08%
Other Outgo/Transfers	<u>216,256</u>	<u>190,418</u>	88.05%
	14,816,174	14,025,115	94.66%



Allan Hancock College Governmental Funds Group
General Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Unrestricted</u> <u>Budget</u>	<u>Unrestricted</u> <u>Actual</u>	<u>% Budget</u>	<u>Restricted</u> <u>Budget</u>	<u>Restricted</u> <u>Actual</u>	<u>% Budget</u>
REVENUES						
Federal Revenues	34,200	865	2.53%	1,781,884	2,930	0.16%
State Revenues	42,273,315	11,605,242	27.45%	13,339,010	5,933,097	44.48%
Local Revenues	22,536,073	2,338,710	10.38%	2,053,260	794,372	38.69%
Total REVENUES	<u>64,843,588</u>	<u>13,944,817</u>	<u>21.51%</u>	<u>17,174,154</u>	<u>6,730,399</u>	<u>39.19%</u>
EXPENDITURES						
Academic Salaries	24,774,427	5,355,071	21.62%	3,015,573	617,036	20.46%
Classified Salaries	15,838,217	3,501,577	22.11%	4,692,544	906,178	19.31%
Employee Benefits	13,191,347	2,630,181	19.94%	2,176,771	406,986	18.70%
Supplies and Materials	1,433,796	264,262	18.43%	1,899,427	129,162	6.80%
Other Operating Exp. and Services	6,846,562	1,919,768	28.04%	4,607,013	507,927	11.03%
Capital Outlay	824,794	163,838	19.86%	1,219,568	33,431	2.74%
Total EXPENDITURES	<u>62,909,143</u>	<u>13,834,697</u>	<u>21.99%</u>	<u>17,610,896</u>	<u>2,600,720</u>	<u>14.77%</u>
Excess of Revenues over (Under) Expenditures	1,934,445	110,120		(436,742)	4,129,679	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	210,000	0	0.00%	79,657	13,047	16.38%
Total OTHER FINANCING	<u>210,000</u>	<u>0</u>	<u>0.00%</u>	<u>79,657</u>	<u>13,047</u>	<u>16.38%</u>
OPERATING TRANSFERS OUT						
Other Outgo	1,963,556	190,418	9.70%	766,068	113,916	14.87%
Total OPERATING TRANSFERS OUT	<u>1,963,556</u>	<u>190,418</u>	<u>9.70%</u>	<u>766,068</u>	<u>113,916</u>	<u>14.87%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	180,889	(80,298)		(1,123,153)	4,028,810	
FUND BALANCE						
Fund balance, July 1	<u>12,316,748</u>	<u>12,301,500</u>		<u>13,542,399</u>	<u>13,230,044</u>	
Current Balance	<u>12,497,637</u>	<u>12,221,202</u>		<u>12,419,246</u>	<u>17,258,854</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	229,740	69,199	30.12%
State Revenues	490,699	176,617	35.99%
Local Revenues	854,371	10,297	1.21%
Total REVENUES	<u>1,574,810</u>	<u>256,113</u>	<u>16.26%</u>
EXPENDITURES			
Academic Salaries	254,605	52,730	20.71%
Classified Salaries	286,830	84,506	29.46%
Employee Benefits	131,982	22,284	16.88%
Supplies and Materials	425,455	4,876	1.15%
Other Operating Exp. and Services	180,896	800	0.44%
Capital Outlay	298,094	0	0.00%
Total EXPENDITURES	<u>1,577,862</u>	<u>165,196</u>	<u>10.47%</u>
Excess of Revenues Over (Under) Expenditures	(3,052)	90,917	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	25,000	0	0.00%
Total OTHER FINANCING	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	21,948	90,917	
FUND BALANCE			
Fund balance, July 1	<u>310,979</u>	<u>310,979</u>	
Current Balance	<u>332,927</u>	<u>401,896</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,919,823	1,258,210	43.09%
Total REVENUES	<u>2,919,823</u>	<u>1,258,210</u>	<u>43.09%</u>
EXPENDITURES			
Classified Salaries	2,063,244	534,976	25.93%
Employee Benefits	659,849	140,195	21.25%
Supplies and Materials	464,165	82,893	17.86%
Other Operating Exp. and Services	590,916	181,221	30.67%
Capital Outlay	38,800	2,362	6.09%
Total EXPENDITURES	<u>3,816,974</u>	<u>941,647</u>	<u>24.67%</u>
Excess of Revenues Over (Under) Expenditures	(897,151)	316,563	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,501,949	18,662	1.24%
Total OTHER FINANCING	<u>1,501,949</u>	<u>18,662</u>	<u>1.24%</u>
OPERATING TRANSFERS OUT			
Other Outgo	604,798	235,521	38.94%
Total OPERATING TRANSFERS OUT	<u>604,798</u>	<u>235,521</u>	<u>38.94%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	99,704	
FUND BALANCE:			
Fund balance, July 1	<u>410,279</u>	<u>410,279</u>	
Current	<u>410,279</u>	<u>509,983</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	708,000	6,361	0.90%
Local Revenues	585,033	0	0.00%
Total REVENUES	<u>1,293,033</u>	<u>6,361</u>	<u>0.49%</u>
EXPENDITURES			
Supplies and Materials	2,544	265	10.42%
Other Operating Exp. and Services	8,939	788	8.82%
Capital Outlay	4,128,040	207,059	5.02%
Total EXPENDITURES	<u>4,139,523</u>	<u>208,112</u>	<u>5.03%</u>
Excess of Revenues Over (Under) Expenditures	(2,846,490)	(201,751)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	278,980	0	0.00%
Total OTHER FINANCING	<u>278,980</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(2,567,510)	(201,751)	
FUND BALANCE			
Fund balance, July 1	<u>8,971,891</u>	<u>8,971,891</u>	
Current Balance	<u>6,404,381</u>	<u>8,770,140</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	0	0.00%
Total REVENUES	<u>500</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Other Operating Exp. and Services	0	901	0.00%
Capital Outlay	320,210	0	0.00%
Total EXPENDITURES	<u>320,210</u>	<u>901</u>	<u>0.28%</u>
Excess of Revenues Over (Under) Expenditures	(319,710)	(901)	
FUND BALANCE			
Fund balance, July 1	<u>319,710</u>	<u>319,710</u>	
Current Balance	<u>0</u>	<u>318,809</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	840,000	78,537	9.35%
Total REVENUES	<u>840,000</u>	<u>78,537</u>	<u>9.35%</u>
EXPENDITURES			
Other Operating Exp. and Services	825,000	134,854	16.35%
Total EXPENDITURES	<u>825,000</u>	<u>134,854</u>	<u>16.35%</u>
 Excess of Revenues Over (Under) Expenditures	 15,000	 (56,317)	
FUND BALANCE			
Fund balance, July 1	<u>1,447,461</u>	<u>1,447,461</u>	
 Current Balance	 <u>1,462,461</u>	 <u>1,391,144</u>	

Allan Hancock College
Self - Insurance Health Exam Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	0	0.00%
Total REVENUES	<u>500</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Employee Benefits	13,311	300	2.25%
Total EXPENDITURES	<u>13,311</u>	<u>300</u>	<u>2.25%</u>
Excess of Revenues Over (Under) Expenditures	(12,811)	(300)	
OPERATING TRANSFERS OUT			
Other Outgo	200,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>200,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(212,811)	(300)	
FUND BALANCE			
Fund balance, July 1	<u>362,057</u>	<u>362,057</u>	
Current Balance	<u><u>149,246</u></u>	<u><u>361,757</u></u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	10,000	0	0.00%
Total REVENUES	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Other Operating Exp. and Services	10,000	4,393	43.93%
Total EXPENDITURES	<u>10,000</u>	<u>4,393</u>	<u>43.93%</u>
Excess of Revenues Over (Under) Expenditures	0	(4,393)	
FUND BALANCE			
Fund balance, July 1	<u>1,178,375</u>	<u>1,178,375</u>	
Current Balance	<u><u>1,178,375</u></u>	<u><u>1,173,982</u></u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	151,000	8,185	5.42%
Total REVENUES	<u>151,000</u>	<u>8,185</u>	<u>5.42%</u>
EXPENDITURES			
Employee Benefits	151,000	0	0.00%
Total EXPENDITURES	<u>151,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over (Under) Expenditures	0	8,185	
FUND BALANCE			
Fund balance, July 1	<u>959,295</u>	<u>959,295</u>	
Current Balance	<u>959,295</u>	<u>967,480</u>	

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Statement Period
Account Number

09/01/2018 through 09/30/2018
115150007100

Summary Of Fund

MARKET VALUE AS OF 09/01/2018

9,286,721.85

EARNINGS

NET INCOME CASH RECEIPTS

22,759.24

FEE AND OTHER EXPENSES

6,827.01 -

REALIZED GAIN OR LOSS

52.76 -

UNREALIZED GAIN OR LOSS

40,092.36 -

TOTAL EARNINGS

24,212.89 -

TOTAL MARKET VALUE AS OF 09/30/2018

9,262,508.96

TRUST EB FORMAT

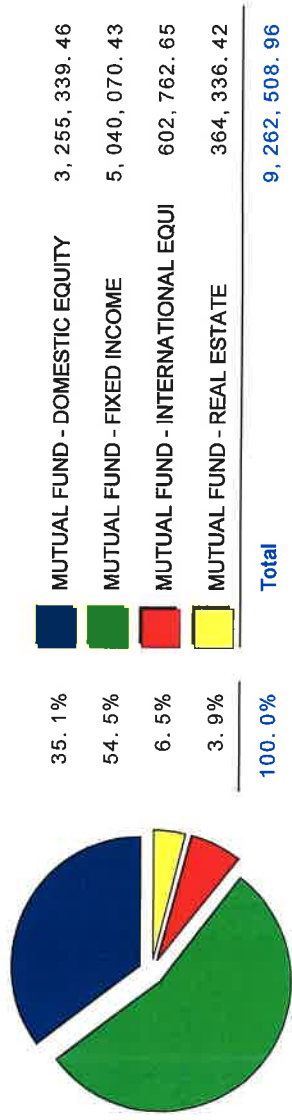
BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

Statement Period
Account Number
09/01/2018 through 09/30/2018
115150007100

Asset Summary As Of 09/30/2018

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,040,070.43	5,149,846.26	54
MUTUAL FUND - DOMESTIC EQUITY	3,255,339.46	2,885,562.91	35
MUTUAL FUND - INTERNATIONAL EQUITY	602,762.65	506,353.61	7
MUTUAL FUND - REAL ESTATE	364,336.42	364,641.41	4
TOTAL INVESTMENTS	9,262,508.96	8,906,404.19	
CASH	14,450.04		
DUE FROM BROKER	0.00		
DUE TO BROKER	14,450.04		
TOTAL MARKET VALUE	9,262,508.96		

Ending Asset Allocation



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	29,415	14,519	49.36%
Total REVENUES	<u>29,415</u>	<u>14,519</u>	<u>49.36%</u>
EXPENDITURES			
Supplies and Materials	114,949	22,432	19.51%
Other Operating Exp. and Services	60,373	42,548	70.48%
Total EXPENDITURES	<u>175,322</u>	<u>64,980</u>	<u>37.06%</u>
Excess of Revenues Over (Under) Expenditures	(145,907)	(50,461)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	157,047	177,047	112.74%
Total OTHER FINANCING	<u>157,047</u>	<u>177,047</u>	<u>112.74%</u>
OPERATING TRANSFERS OUT			
Other Outgo	7,900	0	0.00%
Total OPERATING TRANSFERS OUT	<u>7,900</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	3,240	126,586	
FUND BALANCE:			
Fund balance, July 1	<u>64,246</u>	<u>64,246</u>	
Current Balance	<u>67,486</u>	<u>190,832</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	18,010	10,706	59.44%
Total REVENUES	<u>18,010</u>	<u>10,706</u>	<u>59.44%</u>
EXPENDITURES			
Other Operating Exp. and Services	15,900	3,203	20.14%
Total EXPENDITURES	<u>15,900</u>	<u>3,203</u>	<u>20.14%</u>
Excess of Revenues Over (Under) Expenditures	2,110	7,503	
FUND BALANCE			
Fund balance, July 1	<u>22,431</u>	<u>22,431</u>	
Current Balance	<u>24,541</u>	<u>29,934</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	28,500	16,574	58.15%
Total REVENUES	<u>28,500</u>	<u>16,574</u>	<u>58.15%</u>
EXPENDITURES			
Capital Outlay	27,000	0	0.00%
Total EXPENDITURES	<u>27,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over (Under) Expenditures	1,500	16,574	
FUND BALANCE			
Fund balance, July 1	<u>160,906</u>	<u>160,906</u>	
Current Balance	<u>162,406</u>	<u>177,480</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	10,377,221	3,496,681	33.70%
State Revenues	984,995	699,884	71.05%
Total REVENUES	<u>11,362,216</u>	<u>4,196,565</u>	<u>36.93%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	0	38,200	0.00%
Total OTHER FINANCING	<u>0</u>	<u>38,200</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	11,362,216	3,761,619	33.11%
Total OPERATING TRANSFERS OUT	<u>11,362,216</u>	<u>3,761,619</u>	<u>33.11%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	473,146	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u><u>21,600</u></u>	<u><u>494,746</u></u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	0	
FUND BALANCE			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
Current Balance	<u><u>8,708</u></u>	<u><u>8,708</u></u>	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	179,866	8,072	4.49%
Total REVENUES	<u>179,866</u>	<u>18,066</u>	<u>10.04%</u>
EXPENDITURES			
Academic Salaries	1,400	0	0.00%
Classified Salaries	1,600	0	0.00%
Supplies and Materials	70,477	9,512	13.50%
Other Operating Exp. and Services	49,074	7,933	16.17%
Capital Outlay	1,275	0	0.00%
Total EXPENDITURES	<u>123,826</u>	<u>17,445</u>	<u>14.09%</u>
Excess of Revenues Over (Under) Expenditures	56,040	621	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,240	0	0.00%
Total OTHER FINANCING	<u>3,240</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	62,700	100	0.16%
Total OPERATING TRANSFERS OUT	<u>62,700</u>	<u>100</u>	<u>0.16%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(3,420)	521	
FUND BALANCE			
Fund balance, July 1	<u>995,658</u>	<u>995,658</u>	
Current Balance	<u>992,238</u>	<u>996,179</u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 09/30/18

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	39,728	1,157	2.91%
Total REVENUES	<u>39,728</u>	<u>1,157</u>	<u>2.91%</u>
EXPENDITURES			
Supplies and Materials	19,560	659	3.37%
Other Operating Exp. and Services	10,883	197	1.81%
Capital Outlay	350	0	0.00%
Total EXPENDITURES	<u>30,793</u>	<u>856</u>	<u>2.78%</u>
Excess of Revenues Over (Under) Expenditures	8,935	301	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	2,300	0	0.00%
Total OTHER FINANCING	<u>2,300</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	11,235	0	0.00%
Total OPERATING TRANSFERS OUT	<u>11,235</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	301	
FUND BALANCE			
Fund balance, July 1	<u>65,316</u>	<u>65,316</u>	
Current Balance	<u>65,316</u>	<u>65,617</u>	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 09/30/2018

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	7,987	60,103	85,642	52,979	0	206,711
District/Grant Contribution	0	15,754	0	0	0	0	15,754
Interest and Investment Income	28,908	4,843	0	0	0	106,158	139,908
Realized Gain/Loss on Invest	57,156	55,927	0	0	0	215,277	328,360
Unrealized Gain/Loss on Invest	32,001	(34,172)	0	0	0	221,368	219,197
Other Local Revenues	0	425	1,947	0	0	0	2,372
Total Revenues	118,064	50,763	62,050	85,642	52,979	542,803	912,302
EXPENDITURES:							
Non Bargaining Unit	0	58,132	0	0	0	0	58,132
Classified Non Instr FICA-Soc Scrty	0	3,604	0	0	0	0	3,604
Classified Non-Instr FICA-Medicare	0	843	0	0	0	0	843
Classified Non Instr Health & Wlfr	0	392	0	0	0	0	392
Classified Non-Instr SUI	0	154	0	0	0	0	154
Classified ETT-Foundation	0	7	0	0	0	0	7
Classified Non Instr Workers Comp	0	509	0	0	0	0	509
Public Relations/Recognitions	0	102	0	0	0	0	102
Office/Operational Supplies	0	731	2,190	0	0	0	2,922
Non Instr Printing	0	0	2,154	0	0	0	2,154
Food - Business Meetings/Events	0	1,673	9,295	0	0	0	10,969
Food - Student Activities	0	0	1,574	0	0	0	1,574
Indep Contractor (Individuals)	0	5,000	0	0	0	0	5,000
Service Contracts (Businesses)	0	644	0	0	0	0	644
Travel - All Travel Costs	0	1,080	0	0	0	0	1,080
Travel-Conference/Registration Fees	0	0	3,128	0	0	0	3,128
Foundation Community Activities	0	8,758	26,525	0	49,000	0	84,283
Dues & Memberships	0	0	185	0	0	0	185
Non-Tech Licenses,Permits,Fees	0	26	0	0	0	0	26
Telephone	0	163	0	0	0	0	163
Equipment Rental	0	202	0	0	0	0	202
Fngprnt/Bckgrnd/Psy Tst/Poly	0	79	0	0	0	0	79
District/College Support	0	0	10,050	0	0	0	10,050
Postage/Express Services	0	474	0	0	0	0	474
Advertising	0	0	801	0	0	0	801
Bank Service Charges	0	133	98	0	0	0	231
Investment Brokerage Fees	131	3,494	0	0	0	43,952	47,578
PCPA Support	0	0	0	18,662	0	0	18,662
Student Assistance	0	0	2,700	0	0	0	2,700
Scholarships	0	0	(8,485)	384,050	0	0	375,565
Total Expenditures	131	86,200	50,215	402,712	49,000	43,952	632,210
Net Income (Loss)	117,933	(35,437)	11,835	(317,070)	3,979	498,851	280,092
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	94,601	6,453	0	40,796	0	141,850
Intrafund Transfers-Out	0	0	41,471	5,778	0	94,601	141,850
Net Transfers	0	94,601	(35,018)	(5,778)	40,796	(94,601)	0
Net Inc/Dec in Fund Bal	117,933	59,165	(23,183)	(322,847)	44,775	404,250	280,092
FUND BALANCE:							
Fund Equity, July 1	0	140,801	1,764,750	708,033	20,168,127	3,345,584	26,127,293
Current Balance	117,933	199,965	1,741,566	385,186	20,212,902	3,749,833	26,407,385

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For Period Ending 09/30/18

REVENUES	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
Contributed Gifts/Grants/Endw	7,500	48	0.64%
Non-Cash Contributions	0	820	0.00%
Other Local Revenues	0	0	0.00%
Net Revenue	<u>7,500</u>	<u>868</u>	<u>0.00%</u>
WINE OPERATION			
Sales & Commissions	30,000	10,084	33.61%
Less: Returns & Allowances	0	0	0.00%
Less: Sales Discounts	<u>(3,500)</u>	<u>(2,373)</u>	<u>67.81%</u>
Net Sales	<u>26,500</u>	<u>7,711</u>	
Less: Cost of Goods Sold	<u>(12,000)</u>	<u>0</u>	<u>0.00%</u>
Gross Profit	<u>14,500</u>	<u>7,711</u>	
 Total REVENUES	 <u>22,000</u>	 <u>8,579</u>	 <u>39.00%</u>
EXPENDITURES			
Supplies and Materials	24,950	3,521	14.11%
Inventory Allocation Expense	<u>(37,425)</u>	0	0.00%
Other Operating Exp. and Services	21,840	7,103	32.52%
Capital Outlay	<u>2,000</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>11,365</u>	<u>10,624</u>	<u>93.48%</u>
 Excess of Revenues Over (Under) Expenditures	 10,635	 (2,045)	
OPERATING TRANSFERS OUT			
Other Outgo	<u>2,500</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>2,500</u>	<u>0</u>	
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 <u>8,135</u>	 <u>(2,045)</u>	
FUND BALANCE			
Fund balance, July 1	143,350	143,350	
 Current Balance	 <u>151,485</u>	 <u>141,305</u>	

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	November 13, 2018
Subject: A Status Report on Bond Measure I and Fine Arts Phase II	Item Number: 14.M.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 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	\$2,099,060	\$1,059,615	\$44,841,325	30%	August 2021
Total		\$34,000,000	\$2,099,060	\$1,059,615	\$44,841,325		

Administrator Initiating Item: Eric D. Smith	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	31,254	37,797,695	(709,792)
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	\$31,254	\$111,146,588	(\$1,685,452)
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



NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 6:00 p.m. Women's Volleyball vs. Ventura College	3 4:00 p.m. Men's Football vs. L.A. Pierce College 7:30 p.m. AHC Singers Fall Concert First United Methodist Church Santa Maria
4 3:00 p.m. AHC Singers Fall Concert Gracie Bible Church Arroyo Grande	5	6	7	8 <i>Peter Pan</i> through December 23 Marian Theatre 11:00 a.m. Veterans Appreciation Day Rabobank Student Center	9 1:00 p.m. Women's Soccer vs. Oxnard College 3:00 p.m. Men's Soccer vs. Moorpark College 6:00 p.m. Women's Volleyball vs. Cuesta College 6:00 p.m. Faculty Lecture series World War I Forum, C40	10 1:00 p.m. Football vs. L.A. Harbor College
11	12 Veterans Day Holiday College Closed	13 6:00 p.m. Board of Trustees Meeting	14 2:00 p.m. Dedication of Bldg. M	15 11:00 a.m. Great American Smokeout Rabobank Student Center	16	17
18	19	20	21	22 Thanksgiving Holiday College Closed	23 Thanksgiving Holiday College Closed	24
25	26	27	28	29	30	

ALLAN HANCOCK COLLEGE



DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 <i>Peter Pan</i> through December 23 Marian Theatre
2	3	4	5 9:00 a.m. Stress Relief Day Rabobank Student Center 10:00 a.m. Police Academy Graduation PSTC	6 1:30 p.m. Holiday Celebration Severson Theatre	7	8
9	10	11 6:00 p.m. Board of Trustees Meeting	12	13	14	15 7:00 p.m. Allan Hancock College Youth Dance Program Presents The Nutcracker Ethel Pope Auditorium
16 2:00 p.m. Allan Hancock College Youth Dance Program Presents The Nutcracker Ethel Pope Auditorium	17	18	19	20	21	22
23	24 Winter Holiday Observed College Closed	25 Winter Holiday Observed College Closed	26	27	28	29
30	31 Winter Holiday Observed College Closed					