
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Regular Board Meeting
Meeting to be held remotely
Tuesday, April 21, 2020

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

Allan Hancock College
800 South College Drive, Santa Maria, CA 93454

In response to the Coronavirus crisis, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Trustees and staff will attend via video conference.

The meeting will be conducted via Zoom: Meeting ID <https://cccconfer.zoom.us/j/91897261343>

Please note the meeting may be recorded for future viewing.

	<u>Page</u>	<u>Tent. Time</u>
1. Call to Order		6:00 PM
2. Approval of Agenda as Presented		
3. Public Comment		
Public comment on an agenda item or another topic within the jurisdiction of the board of trustees must be submitted in advance, no later than one hour before the start of the meeting, on April 21, 2020, via email to: presidentsoffice@hancockcollege.edu . Comments will be read by district staff for the record during the meeting.		
Procedures		
Public comment is limited to three minutes per speaker (calculated at approximately 300 words). Please submit an individual comment for each item.		
Please submit the following information:		
1. Name		
2. Agenda Item Number		
3. Comment		
4. Approval of Minutes		
4.A. Approval of minutes from the March 10, 2020 regular board meeting.	8	

		<u>Page</u>	<u>Tent. Time</u>
5.	Presentation		
5.A.	Changing the Odds		
	Dr. Walthers will share a Changing the Odds moment.		
6.	Consent Agenda		6:10 PM
	Consent Agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the Consent Agenda.		
6.A.	Register of Warrants Supplemental Payroll 02/01/20 and Regular Payroll 02/29/20	19	
	A recommendation that the board of trustees approve commercial warrants.		
6.B.	Acceptance of Donations	21	
	A recommendation that the board of trustees accept the donation of a 2004 Toyota Sienna Van.		
6.C.	Water & Sewer Relocation – Fine Arts Project, Bid No. 20-01, Notice of Completion	22	
	A recommendation that the board of trustees approve the filing notice of completion for the Water & Sewer Relocation – Fine Arts Project performed by V. Lopez Jr. & Sons Inc.		
6.D.	2022-2026 State Five-Year Construction Plan	23	
	A recommendation that the board of trustees approve the 2022-2026 State Five-Year Construction Plan.		
6.E.	Self-Insurance Program for Employees (SIPE) Rebate	28	
	A recommendation that the board of trustees accept the SIPE rebate amount of \$1,018,628 and authorize the transfer of this amount to the capital outlay fund.		
6.F.	Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	29	
	A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		

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6.G.	Equivalency Certification for Faculty	36	
	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.		
6.H.	Out-of-State Travel Request	41	
	A recommendation that the board of trustees authorize out-of-state travel for the men's and women's soccer teams and coaches to attend the Men's and Women's Soccer 2020 Showcase in Las Vegas, NV on September 4-6, 2020.		
6.I.	Academic Policy and Planning Committee Curriculum Summary	42	
	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.		
6.J.	Acceptance of Grants Approved and Review of Grant Proposals Submitted	90	
	A recommendation to accept funded proposals and review grant proposals as submitted.		
6.K.	Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt From Classified Service	92	
	A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		
6.L.	Appointments, Transfers, and Promotions of Classified Service Employees	94	
	A recommendation that the board of trustees approve the appointment of Danielle Rivera, program technician, public safety, effective May 1, 2020.		
6.M.	Appointment of Management Employee	95	
	A recommendation that the board of trustees approve the classified management appointment of Janeal Blue, assistant director, human resources, effective June 1, 2020.		

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6.N. Out-of-Classification Assignments of Classified Service Employees	96	
<p>A recommendation that the board of trustees approve the out-of-classification assignment of Jeene Khaykham, admissions and records technician III, admissions and records, retroactive to March 11, 2020 through June 30, 2020, or earlier per district need; and approve the continuation of out-of-classification assignment of Naomi Suniga, coordinator of assessment, testing center, student services, retroactive to April 1, 2020 through June 30, 2020, or earlier per district need.</p>		
6.O. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Restructure/Reorganization Process	98	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding the restructure/reorganization process, and shall sunset on June 30, 2023.</p>		
6.P. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Coronavirus (COVID-19) Pandemic	101	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding the response to the coronavirus (COVID-19) pandemic.</p>		
6.Q. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association, Coronavirus (COVID-19) Pandemic	104	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association regarding the response to the coronavirus (COVID-19) pandemic.</p>		

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6.R. 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, Coronavirus (COVID-19) Pandemic	109	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” regarding the coronavirus (COVID-19) pandemic.</p>		
6.S. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Department Chairs	111	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District "district" and the Faculty Association of Allan Hancock College “FA” as presented, effective upon ratification by the Faculty Association and approval by the board of trustees, and will remain in effect through June 30, 2021 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.</p>		
7. Oral Reports		6:35 PM
7.A. Superintendent/President’s Report		
7.B. Board Member Reports		
7.C. Association Reports		6:45 PM
1) Hancock College Foundation		
2) Management Association		
3) Part-Time Faculty Association		
4) Faculty Association		
5) Academic Senate		
6) California School Employees Association		
7) Associated Student Body Government		
8. Action Items		
8.A. Resolution 20-07, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency Board	155	
<p>A recommendation that the board of trustees adopt Resolution 20-07, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency Board.</p>		

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8.B.	Resolution 20-08, Delegation of Governing Board Powers and Duties and Authorized Signature Forms for the 2020 Calendar Year.	157	
	A recommendation that the board of trustees approve the authorized signature forms for the 2020 calendar year and adopt Resolution 20-08, Delegation of Governing Board Powers and Duties.		
8.C.	Resolution 20-09 Cal OES 130 - Designation of Applicant's Agent Resolution for Non-State Agencies	161	
	A recommendation that the board of trustees adopt Resolution 20-09 OES 130 - Designation of Applicant's Agent Resolution for Non-State Agencies to receive financial assistance from the state.		
8.D.	Resolution 20-10 Declaring an Emergency and Granting Emergency Authority to the Superintendent/President to Prepare and Respond Effectively to Novel Corona Virus (Covid-19)	163	
	A recommendation that the board of trustees adopt Resolution 20-10 Declaring an Emergency and Granting Emergency Authority to the Superintendent/President to Prepare and Respond Effectively to Novel Corona Virus (Covid-19)		
8.E.	2019-2020 Revised Adopted Budget	166	
	A recommendation that the board of trustees adopt revisions to the 2019-2020 district budget.		
8.F.	2019-2020 and 2020-2021 Revised Academic Calendars	179	
	Staff recommends that the board of trustees approve the 2019-2020 and 2020-2021 revised academic calendars.		
9.	Information		7:30 PM
9.A.	Employee Resignations and Retirements	186	
	The superintendent president has accepted the resignation of Keri Common, payroll technician, business services, effective April 1, 2020; and the retirement of Gloria Landeros, administrative assistant III, kinesiology, recreation and athletics, effective July 1, 2020.		

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9.B.	Bond Measure I Citizens' Oversight Committee 2019 Annual Report	187	
	An annual report to the district for the period of January 1 through December 31, 2019.		
9.C.	An update on Measure I Series and General Obligation Bond Issuance	196	
9.D.	A Monthly Report on the Year-to-Date Financial Data for Various Funds.	197	
10.	New Business		7:45 PM
11.	Calendar		
12.	Adjournment		

The next regular meeting of the board of trustees will be held on Tuesday, May 12, 2020. Closed session may begin 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) 346-1001 or email Carmen Camacho at ccamacho@hancockcollege.edu. 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, March 10, 2020

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

Teleconference Location
Trustee Dan Hilker
500 Holmstead Rd.
Williams, Oregon 97544

1. Call to Order

Prior to roll call, Trustee Lahr asked that the minutes reflect that this meeting is to be conducted pursuant to California Government Code Section 54953, in that Trustee Hilker was in Oregon and participating in this meeting via speaker phone. In accordance with the Ralph M. Brown Act, each teleconference location was identified in the notice and agenda for this meeting. He confirmed that Trustee Hilker had the board meeting documents, was able to hear the meeting and was heard by the meeting attendees. He noted all action was to be carried out with a roll call vote.

Trustee Lahr called the meeting to order at 5:00 p.m. with the following trustees present as per the following roll call:

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 Lahr adjourned the meeting to closed session at 5:03 p.m.

4. Reconvene to Open Session

Prior to roll call, Trustee Lahr asked that the minutes reflect that this meeting is to be conducted pursuant to California Government Code Section 54953, in that Trustee Hilker was in Oregon and participating in this meeting via speaker phone. In accordance with the Ralph

M. Brown Act, each teleconference location was identified in the notice and agenda for this meeting. He confirmed that Trustee Hilker had the board meeting documents, was able to hear the meeting and was heard by the meeting attendees. He noted all action was to be carried out with a roll call vote.

Trustee Lahr reconvened the meeting to open session at 6:00 p.m. with the following trustees present as per the following roll call:

Trustees present: Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

5. Action Taken in Closed Session

Trustee Lahr reported no action was taken in closed session.

6. Pledge of Allegiance

Heidi Mendiola led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

The presentation order was revised as follows: item 10.B., item 13.C., item 14.E., and item 10.A.

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees approved the agenda, as revised, on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of minutes from the February 11, 2020 regular meeting.

On a motion by Trustee Zacarias, seconded by Trustee Hall, the board of trustees voted unanimously to approve the minutes for the February 11, 2020 regular meeting on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None
 Concur: Student Trustee

10. Presentation

10.A. Centennial Celebration Plans

This presentation was tabled to the April board meeting.

10.B. Changing the Odds

Tom Lamica introduced the SkillsUSA program as a world-wide organization that supports Career Tech Education (CTE) and provides local, regional, and state competitions. Mr. Lamica acknowledged Patrick McGuire and the industrial technology faculty that has managed SkillsUSA without coordination support. Ms. Adelina Pozos, provided the coordination support this year, and shared the results from the regional competition held in Bakersfield. Students competed in 15 different categories and won 21 gold medals, six silver medals and three bronze medals. Ms. Pozos thanked administrators, faculty, staff, and advisors who were part of this success.

Devin Lamere, Hancock College student and gold medal winner in the Criminal Justice category, thanked the board of trustees and Dr. Walthers for their support. He noted that he has participated in SkillsUSA for six years and this was the first year fundraising was not necessary.

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported he is monitoring the COVID-19 processes. At this time, the college has not restricted any student travel. Student Health Services Director, Alex DeJounge, and Stephanie Crosby, LAP director, are working on travel protocols for students and faculty. The college is sending precautionary supplies such as thermometers and lists of local hospitals with students that are scheduled to travel to Washington, D.C. and tour college campuses.

Dr. Walthers announced deans, cabinet, and Chief Farley are meeting after the board meeting to discuss how faculty can prepare for the pandemic. He invited others to

attend. He shared concerns about canceling classes such as face-to-face instruction shifting to an online modality and the assumption that students have access to equipment and internet for online instruction. He said many of Hancock's students do not have access in the Santa Maria and Guadalupe communities. He also noted that STEM and CTE courses such as welding and nursing classes would be difficult to teach online and does not feel that the campus can close down.

12.B. Board Member Reports

Trustee Hilker – No report given.

Trustee Hall attended the city's quarterly schools meeting with Dr. Walthers and discussed the CTE Center being built in Santa Maria. Due to infrastructure difficulties, the center's opening is delayed until the fall. He noted the center would be offering similar CTE courses as Hancock College such as truck driving, culinary arts, agriculture, and mechanics.

Trustee Zacarias – No report given.

Trustee Pensa reported he attended the women's basketball state playoff game against Ventura. He said Hancock was leading going into the last quarter, but lost the game. He acknowledged there was lots of support from Kim Ensing and Coach Nerelli who did a great job this year. Trustee Pensa shared he attended the second day of the planning retreat and will be traveling to Sacramento for the CCCT meeting on March 20, 2020.

Student Trustee Mendiola reported Team Up Tuesday has been very successful by giving students a platform to share their talents. She reported Skills USA competitions went well. She competed in prepared speech and said it was a great experience. She is preparing to go to the state competition and noted Hancock students participated in 32 areas of competition.

Trustee Lahr – No report given.

12.C. Association Reports

1) Associated Student Body Government

Fernando Gonzalez Orozco, ASBG director of public affairs, reported ASBG has been coordinating events including the Black History Celebration, University Women, Launch to College, National Women's Day, and Diversity Day. He invited everyone to participate in the upcoming events.

2) Hancock College Foundation

No report was given.

3) Management Association

Petra Gomez said her report was dedicated to CSEA members as many of the Changing the Odds moments would not be possible without them. As a small token of appreciation, the Management Association will provide coffee and treats during CSEA Week.

Ms. Gomez announced this would be her last board meeting and report serving as co-president of the Management Association. She thanked the Management Association, deans, directors and Hancock family for their support during her service. Trustee Lahr thanked Petra Gomez for her time at Hancock and wished her well.

4) Part-Time Faculty Association

No report was given.

5) Faculty Association

Roger Hall reported Faculty Association is monitoring the COVID-19 situation. He shared suggestions for faculty to create CANVAS shells for classes, register for Zoom, and ensure emails are current for students in preparation. He said that an informal survey last semester with students indicated that 15 percent did not have internet at home or devices available. This would provide challenges for some students if the college moved to online classes.

6) Academic Senate

Trevor Passage expressed his gratitude to the administration for including Academic Senate in the emergency planning meetings. He said it was refreshing to know that administration was on top of COVID-19.

7) California School Employees Association

Dorine Mathieu shared CSEA week is March 16-20, 2020. There will be 24 sessions of professional development available to CSEA and supervisory/confidential staff, and the week will end with a lunch catered by Zoe's Hawaiian BBQ on Thursday. She invited everyone to attend the BBQ lunch and thanked the district for being proactive and not reactive.

13. Action Items

13.A. Faculty Sabbatical Leave

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees voted to approve sabbatical leave requests for fall 2020 on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías
 Noes: None
 Abstentions: None
 Concur: Student Trustee

13.B. Resolution 20-03, Adoption of Small Local Business Preference Policy

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees adopted Resolution 20-03, Adoption of Small Local Business Preference Policy on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías
 Noes: None
 Abstentions: None
 Concur: Student Trustee

13.C. Resolution 20-04, Authorizing the Issuance of Election of 2006 General Obligation Bonds, Series F

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees approved Resolution 20-04, Authorizing the Issuance of Election of 2006 General Obligation Bonds, Series F on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías
 Noes: None
 Abstentions: None
 Concur: Student Trustee

13.D. Resolution 20-05, Authorizing the Issuance of the 2020 General Obligation Refunding Bonds

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees approved Resolution 20-05, Authorizing the Issuance of the 2020 General Obligation Refunding Bonds on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías
 Noes: None
 Abstentions: None
 Concur: Student Trustee

13.E. Resolution 20-06 Authorizing Elimination of a Grant-Funded Classified Management Position

On a motion by Trustee Hall, seconded by Trustee Zacarías, the board of trustees adopted Resolution 20-06 Authorizing Elimination of a Grant-Funded Classified Management Position on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías
 Noes: None
 Abstentions: None

Concur: Student Trustee

13.F. Resolution 20-07 Classified School Employees Week

On a motion by Trustee Zacarías, seconded by Trustee Pensa, the board of trustees adopted Resolution 19-02 designating March 16 – 19, 2020 as Classified School Employees Week on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.G. Approve Revised Agreement with Roebbelen Construction Management Services, Inc. for Construction Management Services on the Fine Arts Complex Project

On a motion by Trustee Hilker, seconded by Trustee Pensa, the board of trustees approved the revised agreement with Roebbelen Construction Management Services, Inc. for construction management services on the Fine Arts Complex project on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.H. Reclassifications of Classified Bargaining Unit Positions

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees approved the recommended reclassifications and revised classified bargaining unit job descriptions, as presented, effective July 1, 2020, for the following: Adrienne Sandvik, language laboratory technician, learning resources; Angela Morrison, student services technician, student services; Laura Reynolds, student services technician, student services; Julie Rios, student services technician, student services; Dana Avila, administrative assistant III (community education), community education; Maribel Limon, admissions and records technician I, admissions and records; Yesenia Valero, admissions and records technician I, admissions and records; Nathan DeWees, admissions and records technician III, admissions and records; Albert Garcia, audiovisual services coordinator, information technology services; Joseph Martinez, lead campus safety officer, campus police; Josephine Cabanas, coordinator, admissions and records, admissions and records; Vicki Hernandez, public affairs and communications coordinator, public affairs and communications; Elizabeth Zuniga, copy center and production technician, campus graphics; Josue Santos, copy center and production technician, campus graphics; Lauren Dubose, graphic designer II, campus graphics; Armando Gonzalez Diaz, equipment technician, kinesiology, recreation & athletics; Matthew MacPherson, graphic designer III, campus graphics; Judith Gabriel, helpdesk technician, information technology services; Adrian Heredia, public safety mechanic/heavy

equipment operator, public safety; Kevin Boland, multi-media production specialist, public affairs and communications; Gina Herlihy, public affairs and communications technician, public affairs and communications; Sandra Rodin, senior purchasing technician, business services; Alexander Brown, shipping and receiving technician, facilities; Stephen Bernardo, transcript evaluator, admissions and records; and Eunice Barcenas, transcript evaluator, admissions and records on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.I. Change of Status of Faculty Member

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees approved the continued reduced workload (Willie Brown Act) for Krystyna Musev, mathematics instructor, mathematical sciences, from 100 percent to 79.2 percent full-time equivalency for the 2020-2021 academic year, under the provisions of California Education Code Section 87483 (Willie Brown Act) and the District's contractual agreement with the Faculty Association of Allan Hancock College, and to be renewed each year for a maximum of ten years unless the instructor and the district mutually agree to change the conditions of the reduced workload on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.J. Appointment of Management Employee

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees approved the educational management appointment of Vanessa Dominguez, director, Extended Opportunity Programs and Services (EOPS) and special outreach, effective April 6, 2020 on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.K. New and/or Revised Classified Bargaining Job Descriptions

This was a placeholder. No action was taken.

13.L. Guided Pathways Essential Practices: Scale of Adoption Self-Assessment

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees approved the report on the progress of the college's Guided Pathways efforts on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13.M. California Community College Trustees (CCCT) Board of Directors Election

On a motion by Trustee Pensa, seconded by Trustee Zacarías, the board of trustees voted for candidates as recommended to serve on the California Community College Trustees Board of Directors on a roll call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

14. Information Items

14.A. Grant Proposals Submitted

Jon Hooten reported grants for an agriculture program and Title V have been submitted.

14.B. Associate Faculty Status

Dr. Walthers gave an update on new associate faculty members.

14.C. Volunteer Aides

Dr. Walthers gave a quarterly report on volunteer aides.

14.D. Employee Resignations and Retirements

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

14.E. Renewable Energy Proposal

The Sustainability Committee, co-chaired by Gerald Domingues and Keri Common, have been working with Eric Smith, associate superintendent/vice president, finance and administration, on a project to bring solar to campus.

Brian Taylor, director, California Public Sector for Forefront Power and Jeremiah Seng, program administrator for School Project for Utility Rate Reduction (SPURR)

Joint Powers Authority, provided a renewable energy solar and storage proposal for the college. Mr. Taylor explained the framework of how the solar and storage proposal would work, the agreement's coverage and timelines, the project's maintenance and service plan, and responded to questions from the trustees regarding cost and anticipated savings to the college.

Dr. Walthers thanked the Sustainability Committee for their work on this project and shared some concerns he had received about the aesthetics of the solar project. He noted this project was a good thing to do for the college and for the future.

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

Dr. Curry reported the Lompoc Valley Children's Center is open and the first few students are enrolled (five children). He shared the first summer noncredit English (ESL) class has been reported as a success by Dean Sofia Ramirez-Gelpi.

Trustee Zacarías asked for a report on the United Way Volunteer Income Tax Assistance (VITA) program. Dr. Curry reported Hancock College is in partnership with the United Way for their VITA tax preparation program.

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

Dr. Ornelas reported the Aim to Dream Center is being utilized and the Chancellor's Office is providing great resources for undocumented students. The college is in the process of having an attorney on campus to help with legal services. Dr. Ornelas announced the college has been awarded a \$10,000 grant to support staff costs to help with legal outreach. She said one of the ways to provide support is through legislation that allows AIM students to become AB540 students. To date, the college has assisted 11 students that were not eligible for financial aid or California Promise grants.

Dr. Ornelas shared plans for a new time and location for the commencement. Commencement will be held at 10:30 a.m. at the football field.

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

Dr. Murphy gave an update on the planning retreat and reported there were 75 attendees. The Institutional Effectiveness Council (IEC) will work with the data collected from retreat. He noted Hancock employees to a Student Learning Outcomes symposium. Liz West and Steven Butler had their presentation accepted at the symposium and it was well received.

Dr. Walthers commended Dr. Murphy's staff and Campus Graphics for the best interactive retreat.

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

Dr. Hooten reported the Public Affairs Office has been working non-stop to respond to COVID-19 concerns. They have also begun working on the president's podcasts.

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

No report was given.

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

Laura Becker provided the monthly financial report on Mr. Smith's behalf.

15. New Business

No new business was presented.

16. Calendar

Dr. Walthers shared events from the calendar and noted the next board meeting will be April 21, 2020.

17. Adjournment

Trustee Lahr adjourned the meeting at 7:42 p.m.



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

CONSENT ITEM

To:	Board of Trustees	Date:
From:	Superintendent/President	April 21, 2020
Subject:	Register of Warrants	Item Number: 6.A.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2 Full Warrant Register online

BACKGROUND

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

General Fund 9410		
Invoice Warrants	\$2,704,396.96	
Payroll 2/1/20 – 2/29/20	5,436,395.95	
Total General Fund		\$8,140,792.91
Child Development Fund 9433		
Invoice Warrants	3,222.79	
Payroll 2/1/20 – 2/29/20	76,510.98	
Total Child Development Fund		79,733.77
Go Bond Clearing Fund 9446		
Invoice Warrants	0.00	
Total Go Bond Clearing Fund		0.00
Go Bond Building Fund 9447		
Invoice Warrants	692,643.82	
Total Go Bond Building Fund		692,643.82
Capital Outlay Projects Fund 9441		
Invoice Warrants	\$851,121.40	
Total Capital Outlay Projects Fund		851,121.40
Self-Insurance Dental Fund 9461		
Invoice Check	0.00	
Total Self-Insurance Dental Fund		0.00
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	\$4,277.86	
Total Self-Insurance Property/Liability Fund		4,277.86
<u>Grand Total All Funds</u>		<u>\$9,768,569.76</u>

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25013945 through Z5014549 for a subtotal of \$4,255,662.83, and payroll warrants in the amount of \$ 5,512,906.93, for a grand total of \$9,768,569.76.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
02/01/2020 - 02/29/2020
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,518,286.20
1100B	Administrators (Cert.) Non Teaching	228,278.17
1100D	Part Time Faculty	819,015.85
SUB TOTAL		<u>\$2,565,580.22</u>

200 Classified Salaries

2000A	CSEA	1,130,591.38
2000B	Confidential/Supervisory	146,562.81
2000C	Classified Administrators	168,392.11
2000E	Classified Hourly	126,314.14
2000F	Student Workers	155,639.70
SUB TOTAL		<u>\$1,727,500.14</u>

300 Employee Benefits

3000A	STRS	343,540.40
3000B	PERS	290,876.63
3000C	OASDHI-FICA	143,837.99
3000D	Health & Welfare	332,324.06
3000E	EDD-SUI	1,936.35
3000F	Workers Comp	30,800.16
SUB TOTAL		<u>\$1,143,315.59</u>

TOTAL FUND 10 **\$5,436,395.95**

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	17,372.64
1100D	Part Time Faculty	5,479.00
SUB TOTAL		<u>\$22,851.64</u>

200 Classified Salaries

2000A	CSEA	5,478.97
2000E	Classified Hourly	6,903.00
2000F	Student Workers	32,351.96
SUB TOTAL		<u>\$44,733.93</u>

300 Employee Benefits

3000A	STRS	3,189.86
3000B	PERS	1,399.60
3000C	OASDHI-FICA	1,025.58
3000D	Health & Welfare	2,801.99
3000E	EDD-SUI	16.34
3000F	Workers Comp	492.04
SUB TOTAL		<u>\$8,925.41</u>

TOTAL FUND 33 **\$76,510.98**

TOTAL DISTRICT PAYROLL **\$5,512,906.93**

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sean Abel	Reimbursement Certification Lodging	\$116.71	
		\$116.71	CT 25013945
Stefanie Aye	CCC Registry Job Fair 1.24-25.20T	\$112.00	
		\$112.00	CT 25013946
CCC Calworks Association	Registration Stacy Krelle 4.19-22.20	\$750.00	
		\$750.00	CT 25013947
Carmen Camacho	Open Travel 10.8-11.15.19T	\$64.29	
	Open Travel 10.8-11.15.19T	\$0.00	
		\$64.29	CT 25013948
Luis Castro Perez	Fingerprint reimbursement 1.13.20	\$26.25	
		\$26.25	CT 25013949
CCCAOE	CCCAOE Spring Conference Reg 3.10-13.20T	\$645.00	
		\$645.00	CT 25013950
CCCSFAAA	CCCSFAAA 2020 Conference Registration	\$505.00	
		\$505.00	CT 25013951
John Cecena	Check out Prop for Fire Academy 1.23.20T	\$50.00	
		\$50.00	CT 25013952
Andrew Densmore	Check out prop for fire academy 1.23.20T	\$104.17	
		\$104.17	CT 25013953
Cynthia Diaz	CCC Registry Job Fair 1.24-25.20T	\$401.75	
		\$401.75	CT 25013954
Melissa Dill	Cal Poly Handshake 1.22.20T	\$39.33	
	CCC Job Fair 1.24-25.20T	\$15.00	
		\$54.33	CT 25013955
Vernon Eason	Manual Refund Submitted	\$165.50	
		\$165.50	CT 25013956
Alicia Fox	CCC Registry Job Fair 1.24-25.20T	\$315.10	
		\$315.10	CT 25013957
John Gerrity	NSF Engage Meeting 1.24.20T	\$40.25	
		\$40.25	CT 25013958
Christine Grelck	Open Travel 1.13-31.20	\$74.75	
		\$74.75	CT 25013959
Azhane Griggs	Enrollment Expense Reimbursement Winter 2020	\$57.52	
	Enrollment Reimbursement	\$94.77	
		\$152.29	CT 25013960
Jeffery Hall	Annual Legislative Conf 1.25-27.20T	\$569.35	
		\$569.35	CT 25013961
Holiday Inn	Alex de Jounge 3.3-6.20	\$614.27	
		\$614.27	CT 25013962

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Kathie Ivey	Manual Refund Submitted	\$544.00	
		\$544.00	CT 25013963
Rebecca Jacobs	Transport Supplies Career Day 10.3-4.19T	\$76.78	
		\$76.78	CT 25013964
Kamehameha Schools	Return of Scholarship Kalima Keikimuaoka	\$2,681.00	
		\$2,681.00	CT 25013965
Thomas Lamica	Registration Thomas Lamica 2.28-29.20	\$0.00	
	Registration Thomas Lamica 2.28-29.20	\$395.00	
		\$395.00	CT 25013966
Margaret Lau	Open Travel 1.9.20T	\$110.98	
		\$110.98	CT 25013967
Anastasia Lubarsky	Manual Refund Submitted	\$185.00	
		\$185.00	CT 25013968
James Mccomb	Open Travel 8.22-12.9.19T	\$438.48	
		\$438.48	CT 25013969
Anjali Misra	CSO Bio-Tech Symposium 1.17-18.20T	\$374.44	
		\$374.44	CT 25013970
Garson Olivieri	Southern CA School Band Conf 1.16-19.20T	\$700.00	
		\$700.00	CT 25013971
Rosa Olmedo	Open Travel 1.7-13.20T	\$100.80	
		\$100.80	CT 25013972
Greg Pensa	Annual Legislative Conf. 1.25-28.20T	\$526.98	
		\$526.98	CT 25013973
Kenia Perez	Cal Poly Handshake 1.23.20T	\$39.33	
		\$39.33	CT 25013974
Luani Petelo	Manual Refund Submitted	\$300.00	
		\$300.00	CT 25013975
Lizabeth Phillips	CCC Registry Job Fair 1.24-25.20T	\$52.00	
		\$52.00	CT 25013976
Kelsie Pike	Open Travel 1.15.20T	\$29.56	
		\$29.56	CT 25013977
Brittany Polo	Manual Refund Submitted	\$12.00	
		\$12.00	CT 25013978
Ana Sofia Ramirez Gelpi	80% Cash Advance for travel 2.12-13.20T	\$234.80	
		\$234.80	CT 25013979
Residence Inn Marriott	Lodging Thomas Lamica 2.28-29.20T	\$206.09	
	Lodging Thomas Lamica 2.28-29.20T	\$0.00	
	Lodging Christine Espinoza 2.26-29.20T	\$624.87	
	Lodging Christine Espinoza 2.26-29.20T	\$0.00	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$830.96	CT 25013980
Selissa Rosas	Manual Refund Submitted	\$1,283.00	
		\$1,283.00	CT 25013981
Chuck Rylant	Force Science Cert Course 1.12-17.20T	\$451.02	
	Force Science Cert Course 1.12-17.20T	\$0.00	
		\$451.02	CT 25013982
Ruben Sepulveda	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25013983
Mark Vieyra	Fingerprint Reimbursement 1.8.20	\$24.00	
		\$24.00	CT 25013984
Michael Wagner	NSF Engage Meeting 1.24.20T	\$40.25	
		\$40.25	CT 25013985
Kevin Walthers	Annual Legislative Conf 1.25-27.20T	\$1,060.37	
		\$1,060.37	CT 25013986
Marina Washburn	Cash Advance 80% expenses 2.12-13.20T	\$234.80	
		\$234.80	CT 25013987
Elizabeth West	CCC Registry Job Fair 1.24-25.20	\$417.62	
		\$417.62	CT 25013988
David Whitham	Open Travel 1.16.20T	\$54.63	
	Fingerprint reimbursement 1.8.20	\$15.30	
		\$69.93	CT 25013989
Acme Auto Leasing Llc	LEASE PAYMENTS FOR 2018 DODGE POLICE CHARGER	\$658.80	
		\$658.80	CT 25013990
AHC - Auxiliary Corporation	General Fund Allocation to PCPA 7.1.19-6.30.20	\$321,991.50	
		\$321,991.50	CT 25013991
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty Per Article 11.6	\$1,617.28	
	Reimbursement for Phone	\$233.50	
	Reimbursement for Utilities (PG&E) (So Cal Gas)	\$139.44	
	Reimbursement for Financial Consultant for	\$635.00	
	Reimbursement for Postage	\$67.99	
	Reimbursement for Office Supplies	\$145.37	
	Reimbursement for Computer Software	\$29.95	
	Reimbursement for Financial Consultant	\$100.00	
		\$2,968.53	CT 25013992
AHC Foundation	Fiscal 2019-20 FDTN Adv Spec Salary Rmb	\$5,996.90	
		\$5,996.90	CT 25013993
Amazon	"FM22-10 Department of the Army Field Manual:	\$113.58	
	Office Operational Supplies	\$413.10	
	"Instructions for His Generals" by Frederick the	\$8.64	
	"Mechanical Advantages #3 Pulley Systems	\$54.32	
	"Psychology for the Fighting Man: What You Should	\$36.72	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	"Leadership Strategy and Tactics: Field Manual"	\$18.91	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	\$6.51	
	Instructional Supplies 10-29-19 to 05-29-20	\$53.14	
		\$704.92	CT 25013994
Anaca Technologies	Career Cruising for Higher Education Subscription	\$899.00	
		\$899.00	CT 25013995
Aramark Uniform Services	TOWEL RENTAL	\$54.00	
		\$54.00	CT 25013996
Arroyo Grande High School	Full-page ad in 2019-20 Eagle Times	\$170.00	
		\$170.00	CT 25013997
Atlas Performance Ind Inc	Office Trailer w/rr, 12 x 60, 7-1-19 thru 6-30-20 Ramp-Under 30" Straight Design	\$650.00	
		\$435.00	
		\$1,085.00	CT 25013998
Stefanie Aye	Reimbursement for office supplies	\$67.74	
		\$67.74	CT 25013999
B & B Steel & Supply	Instructional Supplies for WLDT Program	\$1,825.14	
		\$1,825.14	CT 25014000
Bremer Auto Parts	Subscription Encore 1-Year w/ Lifetime Warranty	\$576.46	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	(\$269.38)	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$240.51	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$46.27	
		\$593.86	CT 25014001
Cal State Auto Parts	Instructional Supplies for AT Program	\$37.06	
		\$37.06	CT 25014002
California Electric Supply	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$47.85	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$38.88	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$250.13	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$73.19	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$37.71	
		\$447.76	CT 25014003
CALM	SPONSORSHIP - LADIES GET LOUD	\$1,500.00	
		\$1,500.00	CT 25014004
Carolina Biological	Instructional Supplies for Biology labs	\$65.27	
		\$65.27	CT 25014005
CDW Government Inc	Dell UltraSharp 27in LED Monitor U2719D Recycling Fee for Monitors	\$25,119.29	
		\$300.00	
		\$25,419.29	CT 25014006
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$220.01	
		\$220.01	CT 25014007
		\$4,716.02	
		\$4,716.02	CT 25014008

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$8.61	
	Instructional Supplies for AB Program	\$295.90	
		\$304.51	CT 25014009
Joyce Dendo	Reissue of stale dated payroll warrant #02-781339	\$95.31	
		\$95.31	CT 25014010
Andrew Densmore	reimbursement for food items for business meeting	\$84.96	
		\$84.96	CT 25014011
Department Of Social Services	Chldm Center Annual Licensing Fee	\$484.00	
	Chldm Center Annual Licensing Fee	\$484.00	
		\$968.00	CT 25014012
Detail King, LP	Pressure Washer DK2000 w-soap injector Est#95233	\$2,003.61	
	90-100 Gallon Water Tank	\$389.95	
	6 Connecting Hose	\$34.95	
	Hose Clamps for Hose Kit- pair	\$5.49	
	Straps for 90, 115, 150 Gallon Tanks	\$25.00	
	Shipping	\$198.12	
		\$2,657.12	CT 25014013
Digital West Networks, Inc	Telephone Service 7.1.19 - 6.30.20	\$3,124.94	
	Telephone Service 7.1.19 - 6.30.20	\$1,166.89	
	Telephone Service 7.1.19 - 6.30.20	\$1,072.95	
		\$5,364.78	CT 25014014
Downs Government Affairs, LLC	Services for consortium project 7/1/19-6/30/20	\$2,000.00	
		\$2,000.00	CT 25014015
Efren'S 2	Food for AVID Tutor Training at AHC Bldg	\$652.50	
		\$652.50	CT 25014016
Elks Recreation Inc	2020 SANTA MARIA ELKS RODEO SPONSORSHIP	\$5,500.00	
		\$5,500.00	CT 25014017
Facilities Planning And Consulting Services	Consulting Services for the Fine Arts Complex	\$700.00	
	Amendment Two for Additional Consulting Services	\$350.00	
	Final Project Proposal Services	\$2,900.00	
		\$3,950.00	CT 25014018
Fastenal	Bolts, Part No. 0169537C Per Invoice CABAR104081	\$7.61	
	Hex Dies, Part No. 3116833	\$11.54	
		\$19.15	CT 25014019
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.19 - 6.30.20	\$7.08	
		\$7.08	CT 25014020
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-20 thru 5-31-20	\$71.38	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$17.60	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$1,020.64	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$48.65	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,158.27	CT 25014021
Amaurys Fermin	Reimbursement for gas-District Vehicle #10	\$20.01	
		\$20.01	CT 25014022
Fisher Scientific Co Llc	Accumet pH meter #13-636-AP115 Quote# 0021-3612-57	\$823.36	
	Fuel Surcharge	\$4.45	
	Isotemp 117L Incubator, Microbiological, Gravity	\$2,053.45	
	Fuel Surcharge	\$4.45	
		\$2,885.71	CT 25014023
Foodbank Of Santa Barbara County	Purchase of Food Items for Students 7/1/19-6/30/20	\$40.00	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$202.75	
		\$242.75	CT 25014024
	Purchase of Food Items for Students 7/1/19-6/30/20	\$328.77	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$318.46	
		\$647.23	CT 25014025
Frontier Communications	Telephone Service 7.1.19-6.30.20	\$119.78	
		\$119.78	CT 25014026
Galls Llc	BAG-GALLS STREET BAG ITEM#BG006	\$913.50	
	SHIPPING	\$25.00	
		\$938.50	CT 25014027
Griego Pool Service	Pool Service, 09-01-19 thru 06-30-20	\$1,200.00	
		\$1,200.00	CT 25014028
Weston Guerra	Enrollment expense reimbursement Fall 2019	\$1,000.00	
		\$1,000.00	CT 25014029
Hayward Lumber Inc	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$204.64	
	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$485.90	
	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$97.18	
	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$258.34	
	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$130.13	
		\$1,176.19	CT 25014030
Intermountain Lock And Security Supply	Door Position Switch, SCE46929121	\$74.24	
	Wireless Foil Gasket, SCE46928974	\$46.75	
		\$120.99	CT 25014031
Jay Cee Trophy	Fire academy name tags	\$20.78	
		\$20.78	CT 25014032
Jobelephant.Com Inc	Advertising for recruitment	\$400.00	
	Advertising for recruitment	\$448.00	
		\$848.00	CT 25014033
Knight Broadcasting Inc.	Ads for Non-Credit Education Contract #5082	\$592.00	
		\$592.00	CT 25014034
LatPro, Inc	Advertising for Recruitment Diversity job	\$8,000.00	

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$8,000.00	CT 25014035
Liebert Cassidy Whitmore	General Legal Counsel July 1, 2019 through	\$2,227.50	
	General Legal Counsel July 1, 2019 through	\$8,132.00	
		\$10,359.50	CT 25014036
Maribel Limon	Reim Enrollment	\$209.12	
		\$209.12	CT 25014037
Lompoc High School	2020 Grad night ticket winner: Nayeli Rodriguez-	\$148.00	
		\$148.00	CT 25014038
Marian Regional Medical Center Foundation	EXCELLENCE LEVEL SPONSORSHIP	\$1,500.00	
		\$1,500.00	CT 25014039
Mark Andy Print Products	Bindery and Print Consumables	\$57.87	
	Bindery and Print Consumables	\$257.76	
		\$315.63	CT 25014040
McKesson Medical Surgical Inc	Medical supplies per attached Quote #86039236	\$857.91	
	Medical supplies per attached Quote #86039236	\$21.33	
		\$879.24	CT 25014041
Mid State Container Sales Inc	Container, 40 ft per Estimate 1600	\$969.75	
		\$969.75	CT 25014042
Mission Linen Supply	Laundry Services for AT Program	\$33.98	
	Laundry Services for AT Program	\$33.98	
	Laundry Services for AB Program	\$37.40	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
		\$148.76	CT 25014043
Ricardo Navarrette	Food Reimbursement for Mens Group Meeting	\$54.10	
		\$54.10	CT 25014044
Nipomo High School	2020 Grad night tickets winner: Eric Ahler &	\$200.00	
		\$200.00	CT 25014045
Holly Nolan-Chavez	Reimburse- Viticulture Pathway Lunch Meeting on	\$99.11	
		\$99.11	CT 25014046
North State Environmental Inc	Hazardous Waste Removal	\$2,917.10	
	Hazardous Waste Removal	\$6,151.35	
		\$9,068.45	CT 25014047
OASIS, Inc	FRIENDS OF OASIS SPONSORSHIP	\$500.00	
		\$500.00	CT 25014048
Pacific Gas & Electric Company	Electricity Services 7.1.19-6.30.20	\$19,604.09	
	Electricity Services 7.1.19-6.30.20	\$4,901.02	
		\$24,505.11	CT 25014049
	Electricity Services 7.1.19-6.30.20	\$23.73	
	Electricity Services 7.1.19-6.30.20	\$5.93	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$29.66	CT 25014050
Pacific Gas & Electric Company	Electricity Services 7.1.19-6.30.20	\$52.46	
	Electricity Services 7.1.19-6.30.20	\$13.12	
		\$65.58	CT 25014051
	Electricity Services 7.1.19-6.30.20	\$19.74	
	Electricity Services 7.1.19-6.30.20	\$4.94	
		\$24.68	CT 25014052
	Electricity Services 7.1.19-6.30.20	\$1,190.41	
	Electricity Services 7.1.19-6.30.20	\$297.60	
		\$1,488.01	CT 25014053
	Electricity Services 7.1.19-6.30.20	\$2,141.94	
	Electricity Services 7.1.19-6.30.20	\$535.49	
		\$2,677.43	CT 25014054
	Electricity Services 7.1.19-6.30.20	\$249.98	
	Electricity Services 7.1.19-6.30.20	\$62.49	
		\$312.47	CT 25014055
	Electricity Services 7.1.19-6.30.20	\$1,017.94	
	Electricity Services 7.1.19-6.30.20	\$254.48	
		\$1,272.42	CT 25014056
	Electricity Services 7.1.19-6.30.20	\$58.01	
	Electricity Services 7.1.19-6.30.20	\$14.50	
		\$72.51	CT 25014057
Packet Fusion Inc	1 Year No Phone Coverage Support Effective Start	\$49,562.15	
		\$49,562.15	CT 25014058
Kenia Perez	HR Assist Training Lunch	\$52.20	
		\$52.20	CT 25014059
Pharmedix	Prescription Medication July 1 2019 - May 31 2020	\$218.35	
	Prescription Medication July 1 2019 - May 31 2020	\$125.76	
	Prescription Medication July 1 2019 - May 31 2020	\$67.40	
		\$411.51	CT 25014060
PPG Architectural Finishes Inc	Paint Supplies, 12-01-19 thru 5-31-20	\$104.27	
		\$104.27	CT 25014061
Premium Quality Lighting	Light Bulb, LED 42WT30, per Quote 12-19420	\$483.92	
		\$483.92	CT 25014062
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc. 07-01-19 thru 05-31-20	\$1,283.66	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$47.85	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$45.33	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$2,700.12	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$15.42	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$149.86	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$1,884.32	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$2,871.09	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$542.66	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$183.31	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$592.14	
		\$10,315.76	CT 25014063
Public Agency Law Group	Legal Mediation Services for One Stop Student	\$250.30	
		\$250.30	CT 25014064
Public Economics Inc	Services and advice in financial, economic,	\$942.50	
	Services and advice in financial, economic,	\$2,306.25	
		\$3,248.75	CT 25014065
Ravatt, Albrecht & Associates, Inc.	Design Fee for Plans - Hemp Research Lab, LVC	\$767.00	
	Architectural Services for the Design and	\$6,000.00	
		\$6,767.00	CT 25014066
Rayne Water Conditioning	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$163.95	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
		\$219.85	CT 25014067
Rays Auto Parts	Parts-Supplies, 7-01-19 thru 05-31-20	\$18.40	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$111.37	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$3.25	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$52.66	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$24.85	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$81.17	
	Parts-Supplies, 7-01-19 thru 05-31-20	\$93.74	
	Supplies per Invoice 543212	(\$62.18)	
	Supplies per Invoice 543212	\$141.35	
	Supplies per Invoice 542918	\$22.19	
	Supplies per Invoice 544300	\$127.02	
		\$613.82	CT 25014068
Rescue Essentials	B-CON STATION IFAK	\$836.00	
	FREIGHT	\$100.00	
	WALL MOUNT CABINET Q#6001639	\$772.68	
		\$1,708.68	CT 25014069
Samy's Camera	Rotalux 14inx35in Stripbox #S-056042	\$122.84	
	32in Beauty WH Dish with Grid #S-045957	\$85.12	
		\$207.96	CT 25014070
Santa Barbara Co Air	Emission Fee-11210 Lompoc Gas Tank Permit 14315	\$459.31	
		\$459.31	CT 25014071
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,272.82	
		\$1,272.82	CT 25014072
		\$1,000.00	CT 25014073
Santa Maria Valley Historical Society	SPONSORSHIP	\$1,000.00	
		\$1,000.00	CT 25014073
Sign Craft Inc	Wall Signs for Bldg. M Per Invoice 9046	\$11,915.21	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sign Craft Inc	Labor-Lift Rental Charges	\$3,218.00	
		\$15,133.21	CT 25014074
SLO Safe Ride	ENGAGE Transportation to Cal Poly, SLO 01.24.20	\$833.75	
		\$833.75	CT 25014075
Smart & Final	Food Items in Office for NextUp/CAFYES students	\$389.07	
	Food for Student Equity Achievement Events	\$540.89	
	Food items for student services activities	\$210.57	
	food & supplies for UTC student activities	\$44.47	
	food & supplies for UTC student activities	\$17.25	
	food & supplies for UTC student activities	\$69.60	
	food & supplies for UTC student activities	\$79.49	
	Instructional supplies for Biology labs	\$66.99	
	Food Supplies For Children 1-14-20 to 5-25-20	\$99.90	
		\$1,518.23	CT 25014076
Smith Pipe & Supply Inc	Supplies per Invoice 3543135	\$241.88	
		\$241.88	CT 25014077
Southern California Gas Co	Gas Supply 7.1.19-6.30.20	\$9,837.82	
	Gas Supply 7.1.19-6.30.20	\$2,459.45	
	Gas Supply 7.1.19-6.30.20	\$3,350.41	
	Gas Supply 7.1.19-6.30.20	\$837.60	
		\$16,485.28	CT 25014078
Special Olympics Southern California	SPECIAL OLYMPICS CHIEFS TIP-A-COP DINNER	\$1,000.00	
		\$1,000.00	CT 25014079
Sport & Cycle Team Athletics Inc	A4 W DRI FIT TEES 2COLOR 8/S, 4/M, 2/L, 2/XL, 1/2X	\$256.04	
	A4 M DRI FIT TEES 3/S, 5/M, 5/L, 4/XL, 3/2X, 3/3X	\$321.42	
	SHIPPING	\$38.25	
		\$615.71	CT 25014080
Strata Information Group	DBA Consulting 7/1/19-12/31/19 120 Hrs @ \$155 Hr	\$3,565.00	
	HR and Payroll Consulting per Statement of Work	\$387.50	
		\$3,952.50	CT 25014081
Transitions~Mental Health Association	Shared cost with TMHA for 2019 Alliance for Mental	\$3,858.50	
		\$3,858.50	CT 25014082
UC Regents	Higher Education Recruitment Consortium Membership	\$1,167.00	
		\$1,167.00	CT 25014083
United Health Care Insurance Co	Retiree AARP Ins Prem Mar2020	\$1,413.04	
		\$1,413.04	CT 25014084
US Bank Corporate Payment System	Lowes Lumber and Screws	\$37.31	
	Amazon.com USB Hubs, Hard Drive Mounts, Cables	\$1,438.87	
	Amazon.com SSD Hard Drives and SoDIMM Memory	\$695.80	
	Amazon.com Crucial 500GB SSD's	\$706.20	

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Amazon.com Blue Yeti Microphones, 250 GB SSDs	\$743.94	
	Amazon.com Replacement Batteries for Laptops	\$139.16	
	Lab Coats purchased at Uniform Advantage	\$78.20	
	Kevin Cartier Registration - CISOA 2020	\$399.00	
	Chris McMains Registration - CISOA 2020	\$399.00	
		\$4,637.48	CT 25014085
Wine Business Monthly	2020 Advertisement Size 1/8th B/W	\$581.00	
		\$581.00	CT 25014086
Ca Community College Chief	Bob Curry Registration Spring 2020 CCCCCIO 4.14-17	\$0.00	
	Bob Curry Registration Spring 2020 CCCCCIO 4.14-17	\$575.00	
		\$575.00	CT 25014087
Angela Crush	Manual Refund Submitted	\$108.00	
		\$108.00	CT 25014088
Melissa Dill	COMMODITY FROM GEN. ACCTG. ENC.	\$20.00	
		\$20.00	CT 25014089
Doubletree By Hilton Hotel	Lodging Kate Adams 2.26-3.1.20T	\$961.61	
	Lodging Kate Adams 2.26-3.1.20T	\$0.00	
		\$961.61	CT 25014090
	Lodging Susie Kopecky 2.26-3.1.20T	\$829.13	
	Lodging Susie Kopecky 2.26-3.1.20T	\$0.00	
		\$829.13	CT 25014091
Enterprise Rent-A-Car	Car Rental for 11-30-19 to 12-05-19	\$166.86	
		\$166.86	CT 25014092
Oscar Escobedo	Open Travel 1.27-30.20T	\$86.48	
	Open Travel 1.08-24.20T	\$96.54	
		\$183.02	CT 25014093
Carlos Escobedo Beas	Open Travel 1.24-30.20T	\$28.75	
		\$28.75	CT 25014094
Jennifer Gaddis	Open Travel 1.13-31.20	\$7.25	
		\$7.25	CT 25014095
Jon Hooten	Open Travel 10.16-12.10.19T	\$101.62	
		\$101.62	CT 25014096
Hyatt Regency Monterey	Lodging Jose Alvarez 3.22-26.20T	\$858.16	
		\$858.16	CT 25014097
Lara Papworth	Open Travel 11.19.20T	\$13.22	
		\$13.22	CT 25014098
Diana Perez	Managing Emotions 1.27.20T	\$155.67	
		\$155.67	CT 25014099
Liliana Perez- Cardona	CAN TRIO CA Meals 2.22.20	\$1,375.00	
	CAN TRIO CA Meals 2.22.20	\$0.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,375.00	CT 25014100
Adelina Pozos	Open Travel 12.13.19-1.24.20T	\$115.41	
		\$115.41	CT 25014101
Julie Rios	Open Travel 1.8-30.20T	\$65.67	
		\$65.67	CT 25014102
Scholarship Foundation of Santa Barbara	Return of Scholarship For Maria Flores	\$1,500.00	
		\$1,500.00	CT 25014103
Alexandra Spiess	Open Travel 1.16.20T	\$14.94	
	Open Travel 1.16.20T	\$7.48	
	Open Travel 1.16.20T	\$7.48	
		\$29.90	CT 25014104
Matt Weir	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25014105
Abc-Clio	Library Books for Student Check Out	\$1,043.28	
	Library Books for Student Check Out	\$47.10	
		\$1,090.38	CT 25014106
Amazon	Instructional Supplies for MT Program	\$237.39	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	\$1,035.39	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	\$40.74	
	Office Consumables	\$87.00	
	LIFETIME Double Bin Rotating Composter 60309	\$292.50	
	Technology Supplies July 1, 2019 - May 31, 2020	\$76.98	
		\$1,770.00	CT 25014107
	Dority Fund Misc. Books Nov 22, 2019 -May 31, 2020	\$67.49	
		\$67.49	CT 25014108
American Red Cross	ADULT CPR/AED, INFANT CPR AND FIRST AID REVIEW	\$450.00	
		\$450.00	CT 25014109
Bay Area Comm College Jpa	Repayment of Member Deductible	\$2,702.25	
		\$2,702.25	CT 25014110
Sherry Bell	Reimbursement Federal Express CA State Report	\$48.80	
		\$48.80	CT 25014111
Amanda Brooks	Stale Dated WA02-759830 Reissue	\$968.42	
		\$968.42	CT 25014112
Burnham Insurance Services	ACA Consulting Services 7.1.2019-6.30.2020	\$3,250.00	
		\$3,250.00	CT 25014113
Cabrillo High School	2020 Grad Night Ticket winner: L. Gutierrez and	\$450.00	
		\$450.00	CT 25014114
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
	Lease Contract Charges for Duplo DC 646	\$980.73	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$4,897.88	CT 25014115
Card Integrators	Name Badge, Promise Design	\$1,223.43	
	3/4 Inch DYE Sub Lanyards Breakaway	\$2,316.38	
	Freight	\$32.00	
	CI Badge ID System	\$6,198.75	
	Freight	\$54.00	
		\$9,824.56	CT 25014116
Carolina Biological	Science Lab Supplies July 1, 2019-May 31, 2020.	\$75.43	
		\$75.43	CT 25014117
Carquest Auto Parts	Instructional Supplies for AT Program	\$132.99	
	Instructional Supplies for AT Program	\$25.26	
	Instructional Supplies for AT Program	\$100.04	
	Instructional Supplies for AT Program	\$56.93	
		\$315.22	CT 25014118
Cars Keys Express	Key, GM Key 810 per Invoice CKE-1196537	\$119.70	
	Key, GM Key 810	\$39.90	
	Key, GM Key 800	\$79.80	
	Key, GM Key 800	\$79.80	
		\$319.20	CT 25014119
CDW Government Inc	Dell P2417H LED Monitor 24" Quote #KZFT028	\$232.47	
	Recycling Fee	\$5.00	
		\$237.47	CT 25014120
Central City Leasing	Leasing 2016 Chevrolet Pickup, 7-1-19 thru 6-30-20	\$477.14	
	Leasing 2016 Chevrolet Pickup, 7-1-19 thru 6-30-20	\$477.14	
		\$954.28	CT 25014121
City of Lompoc	Commercial Light Electric 7.1.19 - 6.30.20	\$10,290.29	
	Waste Disposal/Sewer Fees 7.1.19 - 6.30.20	\$1,846.90	
	Water Services 7.1.19 - 6.30.20	\$2,870.07	
		\$15,007.26	CT 25014122
Coastal Reprographic Services	Printing for Fine Arts Project	\$11.45	
		\$11.45	CT 25014123
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$239.96	
		\$239.96	CT 25014124
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$130.01	
		\$130.01	CT 25014125
Culligan/Central Coast Water Treatment	Drinking water service	\$63.09	
	Monthly Rental Hot/Cold Dispenser	\$11.00	
		\$74.09	CT 25014126
	Deionized Water for Bldg M 7.1.19 - 6.30.20	\$100.00	
	Monthly rental for 9 mixed bed DI tank	\$25.00	
		\$125.00	CT 25014127
Custom Colors Auto Body	Instructional Supplies for AB Program	\$65.25	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Supplies, Inc.	Instructional Supplies for AB Program	\$176.31	
	Instructional Supplies for AB Program	\$78.29	
		\$319.85	CT 25014128
Melissa Dill	Reimbursement for food supplies for the LA job	\$47.97	
		\$47.97	CT 25014129
Dimes Media Corporation	Alt 100.9 AM Drive Sponsor *ADD LINE ITEM 2/5/20*	\$840.00	
		\$840.00	CT 25014130
Doubletree By Hilton Hotel	Chellis Ying Hook Lodging 2.26-29.20	\$414.56	
		\$414.56	CT 25014131
Dwight Stevens Hunter Engineering	97-387-2 Shaft-Drumfeed Screw	\$43.09	
	76-335-2 Nut-Feednut 3/4-10 Acme	\$32.55	
	Labor	\$150.00	
	Freight	\$30.00	
	Maintenance	\$113.40	
		\$369.04	CT 25014132
EconAlliance	2020 ECON ALLIANCE AG FORUM SPONSORSHIP 2/6/20	\$1,000.00	
		\$1,000.00	CT 25014133
Electronic Parts Store	Instructional Supplies for AT Program	\$84.11	
	Instructional Supplies for EL Program	\$52.85	
		\$136.96	CT 25014134
Eyemed Vision Care	Vision Ins Premiums Feb 2020	\$4,136.71	
		\$4,136.71	CT 25014135
Federal Express Corp	Shipping fees for Grants 7.1.19 to 6.30.20	\$7.08	
	Mailings for Acct #1104-8488-7 7.1.19 - 6.30.20	\$9.79	
	Overnight Service for Student Equity Achievement	\$63.34	
	Fedex Delivery Charges 9/1/19 - 6/30/20 Authorized	\$7.08	
		\$87.29	CT 25014136
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-20 thru 5-31-20	\$207.06	
		\$207.06	CT 25014137
Ferrilli	Leadership IT Consulting 12 months @ \$23,750	\$23,750.00	
		\$23,750.00	CT 25014138
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$1,078.19	
		\$1,078.19	CT 25014139
	Books and supplies for students with 3rd party	\$792.24	
		\$792.24	CT 25014140
	Books and supplies for students with 3rd party	\$654.77	
		\$654.77	CT 25014141
	Book/Supply Grants for NextUp students	\$11,000.00	
	Book/Supply Grants for NextUp(CAFYES) Students	\$100.75	

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$11,100.75	CT 25014142
Follett Heg - Ahc Bookstore	Vouchers-Student Aid	\$7,000.00	
		\$7,000.00	CT 25014143
Foodbank Of Santa Barbara County	Purchase of Food Items for Students 7/1/19-6/30/20	\$40.00	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$196.02	
		\$236.02	CT 25014144
	Purchase of Food Items for Students 7/1/19-6/30/20	\$40.00	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$194.26	
		\$234.26	CT 25014145
	Purchase of Food Items for Students 7/1/19-6/30/20	\$338.95	
		\$338.95	CT 25014146
Ford Motor Credit Company Llc	Lease payments for three 2018 Ford Police	\$1,786.92	
		\$1,786.92	CT 25014147
Grainger Inc.	Maintenance Supplies, 01-01-20 thru 05-31-20	\$181.21	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$45.68	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$20.34	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$197.36	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$325.42	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$54.80	
	Bubble Rolls Per Invoice 9419779880	\$60.07	
	Packing Peanuts per Invoice 9419779880	\$73.25	
	Shipping Labels per Invoice 9426465713	\$19.36	
		\$977.49	CT 25014148
Griego Pool Service	LDPE Chem Feed Tube per Invoice 2361	\$54.00	
	Chlorine	\$44.50	
	Labor Charges	\$180.00	
		\$278.50	CT 25014149
Harbor Freight Tools	Instructional Supplies for AT Program	\$23.91	
		\$23.91	CT 25014150
Hardy Diagnostics	Science Lab Supplies July 1, 2019-May 31, 2020.	\$227.22	
		\$227.22	CT 25014151
Hayward Lumber Inc	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$64.88	
		\$64.88	CT 25014152
Home Depot	Instructional Supplies for WLDT Program	\$159.78	
	Husky 3-Shelf Welded Unit #1003-560-265	\$141.32	
	Husky 4-Shelf Welded Unit #0000-458-424	\$918.94	
	Instructional supplies 11-19-19 to 05-29-20	\$205.96	
	Supplies for the Chem Labs, 07/02/19 to 05/31/20	\$19.62	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$20.70	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$63.48	
	Operational Supplies	\$413.24	
	Instructional Supplies for WLDT Program	\$13.01	
	Operational supplies for fire academy	\$13.06	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Home Depot	Instructional supplies for Fire Academy	\$217.66	
	Operational supplies for fire academy	\$74.01	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$17.36	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$27.14	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$21.14	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$33.24	
	Instructional supplies for Fire Academy	\$11.83	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$31.44	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$20.63	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$18.42	
	Maintenance Supplies - Lompoc, 7-1-19 thru 5-31-20	\$7.85	
	Maintenance Supplies - Lompoc, 7-1-19 thru 5-31-20	\$88.20	
	Instructional supplies 11-19-19 to 05-29-20	\$23.45	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$27.36	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$35.80	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$14.58	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$10.54	
	Physics Supplies 9-1-2019 to 5-31-2020	\$56.77	
		\$2,706.53	CT 25014153
Honeywell Analytics Inc	PosiChek Calibration	\$735.00	
		\$735.00	CT 25014154
Intermountain Lock And Security Supply	Key and Lock Supplies. 7-01-19 thru 5-31-20	\$301.84	
		\$301.84	CT 25014155
Ips Group Inc	Credit Card Transaction Fees for Multi-Space Monthly secure Gateway/Wireless Data	\$82.68	
		\$495.00	
		\$577.68	CT 25014156
J.E. Halliday Sales Inc	Campus Graphics Consumables -	\$1,413.53	
		\$1,413.53	CT 25014157
Jay Cee Trophy	Badges Inv#358331	\$29.37	
		\$29.37	CT 25014158
Johnson Plastics Plus	Glossy Gold 5/8" x 2-1/2" Name Tag #MBG58C Shipping	\$19.79	
		\$11.00	
		\$30.79	CT 25014159
Kone Inc	5-Year Load Test on Elevator and Wheel Chair Lift	\$2,422.92	
		\$2,422.92	CT 25014160
LOVARC	Fee Agreement for Spring 2020	\$187.92	
		\$187.92	CT 25014161
Matheson Tri-Gas Inc	Robotic Welding System # LIN AD2446-3	\$80,807.11	
		\$80,807.11	CT 25014162
Mfac Llc	5000.131.140 UCS SPIRIT POLE 13' 1 1/2" 140 LB	\$522.00	
	5000.137.140 UCS SPIRIT POLE 13' 7" 140 LB	\$557.89	
	SHIPPING	\$155.00	

Allan Hancock College
Warrant Register
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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,234.89	CT 25014163
MWEE	Biohazard Waste Removal Services per Invoice J3541	\$1,837.52	
		\$1,837.52	CT 25014164
Nicks Telecom	Labor on Police Academy Vehicle Invoice #6601	\$1,040.00	
	Parts	\$38.07	
	Travel Charge	\$135.00	
		\$1,213.07	CT 25014165
Niles Biological	Science Lab Supplies July 1, 2019-May 31, 2020.	\$27.45	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$52.26	
	Instructional Supplies for Biology labs	\$28.45	
		\$108.16	CT 25014166
Open Education Global, Inc	Open Education Consortium Annual Membership	\$700.00	
		\$700.00	CT 25014167
Orcutt Burgers Inc	Food for UTC Next Steps Workshop	\$447.77	
		\$447.77	CT 25014168
Panera Bread	Food for Bridges to Success	\$87.92	
	Food for UTC Next Steps Workshop	\$257.37	
		\$345.29	CT 25014169
PARS Public Agency Retirement	PARS payroll deduction for 2.10.20 payroll	\$248.71	
		\$248.71	CT 25014170
Part Time Faculty AHC - Member	Part Time Faculty AHC Member	\$736.84	
		\$736.84	CT 25014171
Pellenc America, Inc	Leaf Puller PSA Leafer Rev 480 Reversible Doc#2485	\$22,046.88	
	Installation PSR	\$1,556.25	
		\$23,603.13	CT 25014172
Perry'S Electric Motors & Controls	5.5HP 1150RPM 132 TEFC PEM MOTOR ESTIMATE #10356	\$841.66	
	Labor	\$85.00	
	Freight *ADD LINE ITEM ON 2/5/20*	\$151.62	
		\$1,078.28	CT 25014173
Proquest Llc	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$69.34	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$456.46	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$630.99	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$419.60	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$641.95	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$1,197.14	
	LIBRARY BOOKS, 1-13-2020 TO 5-31-2020	\$753.77	
		\$4,169.25	CT 25014174
Public Agency Law Group	Legal Mediation Services for One Stop Student	\$893.91	
		\$893.91	CT 25014175
Radiation Detection Co	Radiation student badges	\$185.00	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$185.00	CT 25014176
Rays Auto Parts	Battery per Invoice 544917	\$81.70	
	Core Deposit	\$19.58	
	CA Env Charge	\$1.00	
	Core Deposit	(\$19.58)	
		\$82.70	CT 25014177
Signs Of Success Inc	Vehicle Graphics Per Invoice 65285	\$403.73	
	Unit Number Decals	\$13.77	
	Installation Labor	\$303.75	
		\$721.25	CT 25014178
SISC III	SISC/AnthemBlueCrossInsPrem2/2020	\$478,493.00	
		\$478,493.00	CT 25014179
Solvang Theaterfest Inc.	THE ROBERT CRAY BAND SPONSORSHIP	\$1,750.00	
		\$1,750.00	CT 25014180
STRS Cash Balance Plan, MS#20	Payroll Deduction for 2/10/2020 payroll	\$3,117.24	
		\$3,117.24	CT 25014181
Subway	Cash for College Food for Delta High School	\$79.98	
	Cash for College Food for Lompoc High School	\$79.98	
	Cash for College Food for Righetti High School	\$79.98	
		\$239.94	CT 25014182
Tableau Software Inc	Desktop-Professional user-Maintenance Renewal	\$1,200.00	
	Server-Web Client Interactor-Maintenance Renewal	\$6,750.00	
		\$7,950.00	CT 25014183
Testa Catering	Beverages for Transfer Day	\$80.75	
	Catering 01.30.2020 Event #E06339	\$226.09	
		\$306.84	CT 25014184
Testa's Campus Cuisine	Food for Cal Poly SLO Counseling Discussion Panel	\$179.98	
		\$179.98	CT 25014185
The Rosen Publishing Group, Inc	Library Books for Student Check Out	\$3,084.94	
		\$3,084.94	CT 25014186
Tortilleria El Toro II, Inc.	BOARD DINNER - FEBRUARY 11, 2020	\$124.03	
		\$124.03	CT 25014187
TR Taqueria	Luncheon for JobSpeaker Collaboration	\$131.45	
		\$131.45	CT 25014188
Urbane Cafe	Food for Bulldog Bound	\$457.72	
		\$457.72	CT 25014189
US Bank Corporate Payment System	Facebook Inc. Recruitment Advertising	\$50.00	
	Ziprecruiter Inc. Recruitment Advertising	\$649.00	
	Associated Credit Services - Clear Account for	\$195.51	
	Executive Events - Conference Registration - Tina	\$399.00	

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Panera Bread - PT Faculty Negotiations - Food	\$35.08	
	LinkedIn - Recruitment Advertising	\$426.00	
	Facebook Inc., Recruitment advertising	\$50.00	
	Facebook Inc., Recruitment Advertising	\$75.00	
	Eventbrite 7th Annual SLO Symposium Registration	\$80.00	
	COSTCO	\$63.25	
	JAFFA CAFE	\$275.85	
	MOUNTAIN MIKES PIZZA	\$66.54	
	COSTCO	\$10.54	
	COSTCO	\$16.30	
	SHERATON HOTEL STAY FOR ANNUAL LEGISLATIVE	\$635.00	
	SHERATON HOTEL STAY FOR ANNUAL LEGISLATIVE	\$423.33	
	EL POLLO LOCO	\$93.49	
		\$3,543.89	CT 25014190
USI Education & Government Sales	Campus Graphics Consumables - Lamination Film	\$368.00	
	Campus Graphics Lamination Supplies	\$33.39	
	Campus Graphics Lamination Supplies	\$184.00	
		\$585.39	CT 25014191
V Lopez Jr & Sons	Water & Sewer Relocation - Fine Arts Contract	\$343,131.07	
		\$343,131.07	CT 25014192
Espie Valenzuela	Reimb for DMV Processing Fee - Related to Admin	\$31.00	
		\$31.00	CT 25014193
Verizon Wireless	Cell Phone Monthly Service Fees	\$225.11	
		\$225.11	CT 25014194
	Monthly Line Charges for 805.621.2466 thru 6.30.20	\$38.01	
		\$38.01	CT 25014195
	Cellphone service charges from 7-1-19 to 6-30-20	\$388.80	
		\$388.80	CT 25014196
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$740.00	
		\$740.00	CT 25014197
Ward's Science Inc	Instructional Supplies for Biology labs	\$32.72	
		\$32.72	CT 25014198
Western Exterminator Company	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Termite Fumigation for Bldg. W.	\$6,590.00	
		\$7,074.00	CT 25014199
WHITE CardioPulmonary, Inc	Pneumotrac Spirometer, #4012 per Quote #7144AHC	\$3,132.00	
	Freight	\$30.78	
		\$3,162.78	CT 25014200
Eugene Whitlock	Provide Diversity, Equity and Unconscious Bias	\$4,241.86	

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$4,241.86	CT 25014201
Zoe's Hawaiian Bbq	Food for Residency Workshop	\$242.50	
		\$242.50	CT 25014202
Allison Aguilar	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25014203
Maria Arizu-Rodriguez	Bal Due Davis UTC road trip 10.18-19.19T	\$40.23	
		\$40.23	CT 25014204
Ca Dental Assistants Assoc (Cdaa)	Registration Kathy Johnson CADAT/CDAA 4.16-19.20T	\$399.00	
	Registration Kathy Johnson CADAT/CDAA 4.16-19.20T	\$0.00	
		\$399.00	CT 25014205
CCCAOE	CCCAOE Registration 3.10-13.20T	\$645.00	
	CCCAOE Registration 3.10-13.20T	\$0.00	
		\$645.00	CT 25014206
Elizabeth Chaparro	Open Travel 2.10.20T	\$27.95	
	Open Travel 1.22-2.5.20T	\$139.73	
		\$167.68	CT 25014207
Roberto Colin Garcia	Annual Esteem UCSB 1.31.20T	\$77.05	
		\$77.05	CT 25014208
Robert Curry	7th Annual SLO Symposium	\$253.10	
		\$253.10	CT 25014209
Dominic Dal Bello	Engineering Council Meeting 10.23-26.19T	\$582.99	
	Engineering Council Meeting 10.23-26.19T	\$235.27	
		\$818.26	CT 25014210
Jeffery Hall	Open Travel 2.11.20T	\$29.56	
		\$29.56	CT 25014211
Thomas Lamica	PTR Lodging 2.28-29.20T	\$0.00	
	PTR Lodging 2.28-29.20T	\$206.09	
		\$206.09	CT 25014212
Laurie Machut	Manual Refund Submitted	\$301.00	
		\$301.00	CT 25014213
Mechanics Bank	Replenish District Cash Funds	\$140.00	
		\$140.00	CT 25014214
Raquel Orozco	Open Travel 1.8-31.20T	\$160.54	
		\$160.54	CT 25014215
Lara Papworth	Open Travel 1.21-30.20T	\$52.44	
		\$52.44	CT 25014216
Eduardo Pena-Rico	Open Travel 11.19-12.3.19T	\$101.50	
		\$101.50	CT 25014217
Greg Pensa	Open Travel 2.11.20T	\$40.94	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$40.94	CT 25014218
Thesa Roepke	CCCECE Board Meeting 1.30-31.20T	\$650.18	
		\$650.18	CT 25014219
Mandy Schuldt	Registration Adobe 99U Conference 6.2-5.20T	\$1,028.27	
	Registration Adobe 99U Conference 6.2-5.20T	\$0.00	
		\$1,028.27	CT 25014220
Juanita Tuan	Student Learning Symp. 2.6-7.20T	\$694.18	
		\$694.18	CT 25014221
Nancy Ward	Media Arts Club To exhibition 12.07.19T	\$31.00	
		\$31.00	CT 25014222
Acoustic Magic	Voice Tracker II array Mic (Part 201)	\$720.00	
	Shipping UPS Ground	\$15.00	
		\$735.00	CT 25014223
Alpha Fire Corporation	Service Labor Regular Time for	\$1,200.00	
	Sprinkler Head- 1/2" 165F SR SSP- TY-L	\$37.81	
	Sprinkler Head - 1/2" 212F SR SSU- TY-L	\$37.80	
	50 Year Testing of Fire Sprinkler Heads	\$300.00	
		\$1,575.61	CT 25014224
Amazon	Sharpie markers, Fine point, Red, 2-pack	\$3.71	
	Post-It Notes, Canary Yellow, 3 x 3in 12 pads 100	\$10.86	
	DYMO LetraTag refills 91331 White Plastic Label	\$15.65	
	Accord AMAGCOV815 Magnetic Vent Cover 8-in x 15-in	\$6.72	
	Physics supplies 9-1-2019 to 5-31-2020	\$43.26	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	\$233.70	
	STAS CLIPRAIL PRO PICTURE HANGING SYSTEM KIT	\$178.35	
	Instructional Supplies 10-29-19 to 05-29-20	\$78.78	
	Office supplies 2-3-20 to 5-31-20	\$195.66	
		\$766.69	CT 25014225
American General Media Inc.	30-second spot promoting spring registration	\$725.00	
	30-second spot promoting spring registration	\$725.00	
		\$1,450.00	CT 25014226
American Heart Association, Inc	Basic Life Support (BLS) Instructor e-card	\$52.00	
		\$52.00	CT 25014227
American Star Tours, Inc.	Bus Service-AHC Spring Baseball	\$2,485.00	
	Bus Service-AHC Spring Baseball	\$1,253.00	
	Bus Service-AHC Spring Baseball	\$1,483.00	
		\$5,221.00	CT 25014228
Ara Dental Equipment Repair	Dental Xray Unit Labor and Repair	\$75.00	
	Dental Xray Unit Labor and Repair	\$170.00	
	Dental Xray Unit Labor and Repair	\$120.00	
		\$365.00	CT 25014229
B&H Photo Video	Panasonic VZ580U 5000 Lumens WUXGA LCD Projector	\$18,652.04	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$18,652.04	CT 25014230
Bremer Auto Parts	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$52.79	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$43.09	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$24.14	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$107.73	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$65.05	
		\$292.80	CT 25014231
Cae Healthcare Inc	Apollo Pre-Hospital Mannequin Medium Skin Tone /	\$46,205.55	
	Premier Assurance for Apollo Pre-Hospital Year 2	\$6,234.80	
	PNCI v6 Learning Module without Consultation	\$14,137.50	
	Shipping and Handling	\$462.99	
	Premier Assurance for Apollo Pre-Hospital Year 1	\$1,424.92	
	Premier Assurance for Apollo Pre-Hospital Year 2	\$5,564.94	
	Premier Assurance for Apollo Pre-Hospital Year 2	\$0.00	
	Premier Assurance for Apollo Pre-Hospital Year 2	\$36.06	
		\$74,066.76	CT 25014232
Carolina Biological	Instructional Supplies for Biology labs	\$26.87	
		\$26.87	CT 25014233
CDW Government Inc	WD Blue 1TB Solid State Drive	\$649.50	
	WD Green SSD 240 GB Drive	\$1,672.68	
	WD Blue SSD 500 GB Drive	\$959.50	
	HP Color LaserJet Pro M479fdn MF Printer	\$439.46	
	HP Laserjet Pro MFP M428fdn Printer	\$341.58	
	StarTech.com Standard Power Cord 10 Ft	\$34.93	
	StarTech.com 15 ft Power Cord Extension	\$25.21	
	Apple MacBook Air 13.3"	\$3,892.20	
	Recycling Fee	\$12.00	
		\$8,027.06	CT 25014234
Constellation Newenergy Inc	Electricity Services 7.1.19-6.30.20	\$16,928.29	
	Electricity Services 7.1.19-6.30.20	\$4,232.07	
		\$21,160.36	CT 25014235
	Electricity Services 7.1.19-6.30.20	\$0.02	
		\$0.02	CT 25014236
	Electricity Services 7.1.19-6.30.20	\$20.68	
	Electricity Services 7.1.19-6.30.20	\$5.17	
		\$25.85	CT 25014237
CUPA-HR	Annual Membership July 1, 2019 - June 30, 2020	\$915.00	
		\$915.00	CT 25014238
Dept Of Forestry & Fire Protection	Billing for FSTEP course: Firefighter Survival	\$420.00	
	Handling Fee	\$8.00	
		\$428.00	CT 25014239
FastSpring	Seq Professional with One Support Year	\$690.00	

**Allan Hancock College
Warrant Register**

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$690.00	CT 25014240
Ferguson Enterprises Inc	Supplies per Invoice 8297628	\$273.05	
		\$273.05	CT 25014241
Franchise Tax Board	Withholding	\$60.00	
		\$60.00	CT 25014242
Jeffery Hall	TRUSTEE COMPENSATION FOR BOARD MEETING ATTENDANCE	\$240.00	
		\$240.00	CT 25014243
Hardy Diagnostics	Science Lab Supplies July 1, 2019-May 31, 2020.	\$15.21	
		\$15.21	CT 25014244
Health Sanitation Services	Roll-off for 01-17-20	\$147.68	
	Greenyard Waste - Disposal Per Ton	\$154.60	
		\$302.28	CT 25014245
Daniel Hilker	TRUSTEE COMPENSATION FOR BOARD MEETING ATTENDANCE	\$240.00	
		\$240.00	CT 25014246
Iacp/International Assn Of	Membership renewal for Mitch McCann Inv 0084910	\$190.00	
		\$190.00	CT 25014247
Integrated Industrial Supply Inc	Ratcheting Headgear for Face Shield per Inv. 66582	\$27.64	
	Universal Clear Face Shield	\$12.73	
	MSA Full Brim Hard Hat, Ratchet Suspension-White	\$46.50	
		\$86.87	CT 25014248
Jobspeaker Inc	Platform- Education to Employment Marketplace	\$200,000.00	
		\$200,000.00	CT 25014249
Kaman Industrial Technologies	FHP Sheave, RMK AK49 Per Invoice L213916	\$15.13	
	Dynamite Red, Hus 00603	\$15.95	
	Freight-Handling Charges	\$9.32	
	FHP Sheave, RMK AK20 per Invoice 0887898	\$5.79	
	FHP Sheave, RMK AK25	\$7.11	
		\$53.30	CT 25014250
Koehler Plumbing Inc	Replace Leaking Fittings and Relief Valve	\$980.00	
		\$980.00	CT 25014251
Krueger International Inc	PSG4818 WireWorks Stackable Glass Section,48Wx18H	\$1,320.08	
	PSG2418 WireWorks Stackable Glass Section,24Wx18H	\$979.54	
	PSG3018 WireWorks Stackable Glass Section,30Wx18H	\$519.13	
	PGT1854 Wireworks Glass Tile,18Wx54H	\$650.67	
	46.0002.54 Wireworks Standard Horizontal Rail,54"	\$52.86	
	PSFP18 Wireworks Stackable Panel 180 Degree 2-Way	\$98.66	
	PSTP3W18 Wireworks Stackable 3-Way T Intersection/	\$897.32	
	PSEP18 Wireworks Stackable Panel End-of-Run	\$446.31	
		\$4,964.57	CT 25014252
Larry Lahr	TRUSTEE COMPENSATION FOR BOARD MEETING ATTENDANCE	\$240.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Larry Lahr	Dental Premium	(\$192.36)	
		\$47.64	CT 25014253
Mark Andy Print Products	Bindery and Print Consumables	\$53.08	
	Bindery and Print Consumables	\$11.66	
		\$64.74	CT 25014254
Matheson Tri-Gas Inc	Instructional Supplies for WLDT Program	\$380.56	
		\$380.56	CT 25014255
Mid State Container Sales Inc	40' Wind-Watertight Container Estimate#1519	\$4,023.75	
	Paint- Exterior Red Paint	\$652.50	
	Trucking Service	\$123.75	
		\$4,800.00	CT 25014256
Musson Theatrical	INSTRUCTIONAL SUPPLIES FOR DANCE CONCERT	\$44.51	
		\$44.51	CT 25014257
Noble Power Equipment	Air Filter per Invoice 439657	\$27.54	
	Stihl Autocut 25-2 per Invoice 439892	\$78.28	
	No Spill Nozzle Assy per Invoice 440415	\$25.34	
	Cap, Plug per Invoice 441368	\$4.09	
	Ship and Handling	\$1.03	
		\$136.28	CT 25014258
Old Town Shirt Factory	CADCUT HEAT APPLY PANT BLK AHC AQUATICS	\$122.72	
	EMBROIDERY JKT RYL AHC AQUATICS WDOG	\$252.73	
		\$375.45	CT 25014259
	EMBROIDERY BAGS	\$198.58	
		\$198.58	CT 25014260
Greg Pensa	TRUSTEE COMPENSATION FOR BOARD MEETING	\$240.00	
	ATTENDANCE		
	Dental Premium	(\$133.94)	
		\$106.06	CT 25014261
Premium Quality Lighting	Light Bulbs, F32T8 per Invoice 533423	\$1,060.33	
	Light Bulbs, Led 17WPAR38	\$743.06	
	Light Bulbs, Led 17WPAR38	\$743.06	
		\$2,546.45	CT 25014262
Public Agency Law Group	Legal Services for Contracts and General Legal	\$374.50	
		\$374.50	CT 25014263
Rave Mobile Safety	Rave Alert Annual License Fee	\$6,864.00	
	Premium SMS Messaging for Rave Alert Annual Fee	\$330.00	
	Rave Voice Add-on License Annual Fee	\$6,006.00	
	Rave Smart Loader Professional Services Annual Fee	\$1,800.00	
		\$15,000.00	CT 25014264
Rays Auto Parts	Parts-Supplies, 01-01-20 thru 05-31-20	\$258.54	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$79.35	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$42.96	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$85.04	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$16.57	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Rays Auto Parts	Parts-Supplies, 01-01-20 thru 05-31-20	\$152.73	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$25.49	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$17.49	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$3.90	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$66.64	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$15.87	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$148.36	
	Parts-Supplies, 01-01-20 thru 05-31-20	\$44.07	
		\$957.01	CT 25014265
Susan Roehl	Reimbursement for operational supplies.	\$20.20	
		\$20.20	CT 25014266
SLO Pest And Termite	Pest Control Services, 07-01-19 thru 06-30-20	\$125.00	
	Pest Control Services, 07-01-19 Thru 06-30-20	\$120.00	
		\$245.00	CT 25014267
Smith Pipe & Supply Inc	Landscape Supplies, 7-1-19 thru 5-31-20	\$105.73	
	Landscape Supplies, 7-1-19 thru 5-31-20	\$107.81	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$121.85	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$33.03	
		\$368.42	CT 25014268
State of CA Department Of Justice	Fingerprints for new employees; D.O.J, FBI, and	\$32.00	
		\$32.00	CT 25014269
	Fingerprints for new employees; D.O.J, FBI, and	\$66.00	
		\$66.00	CT 25014270
Sterling Communications	UHF Rugged Portable Radio #A720T	\$3,210.30	
	VHF Rugged Portable Radio #A720T	\$1,605.15	
		\$4,815.45	CT 25014271
Swimoutlet.com	A UNISEX WARMUPJKT ROYAL GREY LARGE 8159890 0022	\$450.45	
	A UNISEX WARMUPJKT ROYAL GREY M 8159890 0023	\$337.84	
	A UNISEX WARMUPJKT ROYAL GREY S 8159890 0024	\$56.31	
	A UNISEX WARMUPJKT ROYAL GREY XL 8159890 0025	\$225.23	
	A UNISEX WARMUPJKT ROYAL GREY XXL 8159890 0027	\$281.53	
	A UNISEX WARMUPJKT ROYAL GREY XXXL 8159890 0028	\$225.23	
	A UNISEX WARMUPPNT BLK L 8159891 0001	\$330.33	
	A WARMUPPNT BLK M 8159891 0002	\$247.75	
	A UNISEX WARMUPPNT BLK S 8159891 0003	\$41.29	
	A UNISEX WARMUPPNT BLK XL 8159891 0004	\$165.17	
	A UNISEX WARMUPPNT BLK XXL 8159891 0006	\$206.46	
	A UNISEX WARMUPPNT BLK XXXL 8159891 0007	\$165.19	
	ARENA TEAM 45 BACKPK TEAM RYL MELANGE 81918355 0007	\$1,035.35	
		\$3,768.13	CT 25014272
Sysco Food Services Of Ventura	Food Supplies for Children Cntr 1-14-20 to 5-25-20	\$2,154.89	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$2,154.89	CT 25014273
Templeton Uniforms Llc	Uniform Supplies 01-15-2020 to 05-31-2020	\$30.34	
	Uniform Supplies 01-15-2020 to 05-31-2020	\$402.30	
	Uniform Supplies 01-15-2020 to 05-31-2020	\$391.52	
	Uniform Supplies 01-15-2020 to 05-31-2020	\$21.34	
		\$845.50	CT 25014274
Urbane Cafe	Just the Basics Lunch in the Box for students	\$647.06	
	Delivery Fee	\$15.00	
		\$662.06	CT 25014275
US Bank Corporate Payment System	American Educational Research Association -	\$215.00	
	American Educational Research Association -	\$240.00	
	United Airlines Inc. Flight fees for VP to attend	\$758.40	
	Office Depot - office supplies	\$14.84	
	Amazon - gift cards for Cal SOAP	\$500.00	
	Starbucks - gift cards for Cal SOAP	\$500.00	
	Sm Inn - EOPS Spring SLO Retreat- room deposit	\$200.00	
	Kiwanis monthly lunch mtg 12.09.19	\$13.00	
	Mi Amore Pizza - AR SLO Retreat	\$199.40	
	Kiwanis monthly lunch mtg 12.22.19	\$13.00	
		\$2,653.64	CT 25014276
Vortex Industries Inc	Hollow Metal Doors Per Proposal SQ-423800	\$2,640.76	
		\$2,640.76	CT 25014277
VTC Enterprises	Bulk Mail Sorting of Promise Steps Postcard	\$894.43	
		\$894.43	CT 25014278
Ward's Science Inc	Science Lab Supplies July 1, 2019-May 31, 2020.	(\$180.02)	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$180.02	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$394.15	
		\$394.15	CT 25014279
Western Exterminator Company	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
		\$484.00	CT 25014280
Diane Miller-Green	Manual Refund Submitted	\$46.00	
		\$46.00	CT 25014281
Kassandra Ramos	Manual Refund Submitted	\$235.00	
		\$235.00	CT 25014282
Marian Amsbaugh	Field Trip to Los Padres Boys Camp 11.01.19T	\$60.78	
		\$60.78	CT 25014283
Josephine Cabanas	Set up Lompoc Camera Equipment 2.18.20T	\$38.53	
		\$38.53	CT 25014284
CCCSFAAA	CCCSFAAA Conf Registration Lori Doty 3.24-26.20T	\$380.00	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$380.00	CT 25014285
Comfort Inn	Lodging Faculty, Staff, Students 3.16-17.20T	\$4,857.88	
		\$4,857.88	CT 25014286
Courtyard By Marriott	Lodging CSU 3.27-28.20T	\$5,132.96	
		\$5,132.96	CT 25014287
Horton Grand Hotel	Lodging Robert Nourse 3.15-19.20T	\$626.64	
		\$626.64	CT 25014288
Hyatt Regency Monterey	Lodging Lori Doty 3.24-26.20T	\$429.08	
		\$429.08	CT 25014289
Kamehameha Schools	Return remaining scholarship: Kalima Keikimuaoka	\$791.00	
		\$791.00	CT 25014290
Jose Millan	Transfer Student Exp. 2.4-8.20T	\$0.00	
	Transfer Student Exp. 2.4-8.20T	\$331.17	
		\$331.17	CT 25014291
Diana Perez	Open Travel 10.7-28.19	\$75.40	
	Open Travel 12.12-17.19	\$44.08	
	Open Travel 1.21-30.20	\$176.53	
		\$296.01	CT 25014292
Ricky Rantz	UCSB Tour 12.06.19T	\$83.87	
		\$83.87	CT 25014293
Christine Reed	MESA Directors Meeting 2.4-5.20T	\$827.29	
		\$827.29	CT 25014294
The RP Group	Armando Cortez Reg 4.14-17.20T	\$0.00	
	Armando Cortez Reg 4.14-17.20T	\$660.00	
		\$660.00	CT 25014295
	Erica Biely Reg 4.14-17.20T	\$0.00	
	Erica Biely Reg 4.14-17.20T	\$660.00	
		\$660.00	CT 25014296
Elizabeth West	SLO Symposium 2.6-9.20 T	\$60.00	
	SLO Symposium 2.6-9.20 T	\$1,012.93	
		\$1,072.93	CT 25014297
David Whitham	Police Academy Leg. Update 12.5.20T	\$95.00	
		\$95.00	CT 25014298
Academic Innovations	Career Choices and Changes 6th Edition 0601-03	\$49.98	
	Instructor's Guide 7th Edition 0102-02	\$39.10	
	Lifestyle Math 6th Edition 0106-01	\$13.00	
	Shipping & Handling	\$8.16	
		\$110.24	CT 25014299
AHC Foundation	Payroll Deduction 2.28.20	\$2,629.96	
		\$2,629.96	CT 25014300
All American Screen Printing	unisex long sleeve royal polo, Math Sciences, Lrg	\$26.62	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Inc	ladies short sleeve royal polo, Lrg	\$21.73	
		\$48.35	CT 25014301
Alpha Fire Corporation	Annual Fire Sprinkler Inspection, Bldg. D	\$750.00	
	Compliance Engine Fees	\$15.00	
		\$765.00	CT 25014302
Amazon	Office Consumables	\$112.42	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	(\$127.50)	
	Uplift Desk - Zilker Single Mo	\$116.36	
	Boweirui R0TMP (7.6V 62wh 8260)	\$380.57	
	Shipping	\$21.67	
	STUDENT SUPPLIES JAN 15-MAY 29, 2020	\$403.75	
	INSTRUCTIONAL SUPPLIES 9-5-19 TO 5-29-20	\$815.40	
	Instructional Supplies 10-29-19 to 05-29-20	\$48.93	
	INSTRUCTIONAL SUPPLIES 9-5-19 TO 5-29-20	\$543.00	
	Instructional Supplies 10-29-19 to 05-29-20	\$18.42	
		\$2,333.02	CT 25014303
American Fidelity Assurance Co	Insurance Premiums: FEB 2020	\$22,976.63	
		\$22,976.63	CT 25014304
	Insurance Premiums: FEB 2020	\$13,800.78	
		\$13,800.78	CT 25014305
	Health Savings Account Premiums FEB 2020	\$3,375.00	
		\$3,375.00	CT 25014306
	Payroll Deduction 2.28.20	\$2,166.67	
		\$2,166.67	CT 25014307
Aqua Serv Engineers Inc	Monthly Water Treatment, 01-01-20 thru 06-30-20	\$456.67	
	Monthly Water Treatment, 01-01-20 thru 06-30-20	\$425.00	
		\$881.67	CT 25014308
Arroyo Grande High School	Full-page ad in 2019-20 Eagle Times	\$170.00	
		\$170.00	CT 25014309
Assoc CA Community College Admin	Payroll Deduction 2.28.20	\$133.75	
		\$133.75	CT 25014310
Automotive Electronics Services	Scope Distribution Kit #17-210	\$433.91	
		\$433.91	CT 25014311
B & B Steel & Supply	Instructional Supplies for WLDT Program	\$381.06	
		\$381.06	CT 25014312
B&H Photo Video	Panasonic Replacement Lamp for VZ580 Projector	\$1,381.02	
	Panasonic Replacement Lamp for VZ580 Projector	\$2,301.69	
		\$3,682.71	CT 25014313
Barnts, Danny	Reimburse 1st & 2nd Interviews	\$600.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$600.00	CT 25014314
Beckson Medical Equipment	IV Pump Repair-Quote#13395 *CHANGE FOAP ON 2/7/20*	\$2,183.57	
	IV Pump Repair-Quote#13395 *CHANGE FOAP ON 2/7/20*	\$394.29	
	IV Pump Repair-Quote#13395 *CHANGE FOAP ON 2/7/20*	\$0.00	
	IV Pump Repair-Quote#13395 *CHANGE FOAP ON 2/7/20*	\$1,292.14	
	Shipping	\$425.00	
	Service Repair 8015 12862027	\$285.00	
	Service Repair 8015 12752454	\$125.00	
	Service Repair 8015 13705982	\$125.00	
	Service Repair 8015 12943988	\$125.00	
	Service Repair 8015 13317146	\$327.00	
	Service Repair 8015 12961823	\$125.00	
	Service Repair 8100 9861000	\$189.00	
	Service Repair 8100 9861491	\$143.00	
	Service Repair 8100 9861335	\$397.00	
	Service Repair 8100 9860475	\$73.00	
	Service Repair 8100 9860213	\$73.00	
	Service Repair 8100 9861278	\$75.00	
	Service Repair 8100 12958137	\$270.00	
		\$6,627.00	CT 25014315
Bio-Rad Laboratories	pGLO Transformation Kit, #1660003EDU	\$198.00	
	GMO Kit with reagents, #1662550EDU	\$468.00	
	Freight	\$15.00	
		\$681.00	CT 25014316
Blick Art Materials	PALOMINO BLACKWING PENCILS-602	\$217.07	
		\$217.07	CT 25014317
Blue Rose Studio	CLAY SUPPLIES FOR CERAMICS PROGRAM	\$431.08	
		\$431.08	CT 25014318
Bremer Auto Parts	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$80.84	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$10.76	
	Parts-tools for LE vehicles 1-7-20 to 5-29-20	\$16.21	
	Parts-Tools for noncredit trucking class vehicles	\$511.56	
	Parts-Tools for noncredit trucking class vehicles	\$309.06	
	Parts-Tools for noncredit trucking class vehicles	\$162.68	
	Parts-Tools for noncredit trucking class vehicles	\$364.88	
		\$1,455.99	CT 25014319
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 2.28.20	\$500.00	
		\$500.00	CT 25014320
C.S.E.A. Victory Club	Payroll Deduction 2.28.20	\$116.50	
		\$116.50	CT 25014321
Cal State Auto Parts	Instructional Supplies for AT Program	\$24.33	
		\$24.33	CT 25014322
Card Integrators	Label-1 Custom Printed Label 3/16" x 5/8" White	\$435.00	
	Freight	\$15.00	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Card Integrators	Staff ID cards 30 MIL PVC Ultra card Order 0105770	\$119.63	
	Print Services	\$326.25	
	Freight	\$16.50	
		\$912.38	CT 25014323
Carolina Biological	Instructional Supplies for Biology labs	\$211.38	
		\$211.38	CT 25014324
Carquest Auto Parts	Instructional Supplies for AT Program	\$5.99	
		\$5.99	CT 25014325
Carr's Boot Shop	Safety Boots July 1, 2019 through June 30, 2020	\$125.00	
		\$125.00	CT 25014326
CDW Government Inc	DELL LATITUDE 5500 15.6" LAPTOP QUOTE LDPB463	\$2,378.56	
	RECYCLING FEE FOR DELL LATITUDE 5500 LAPTOP	\$10.00	
	HP SCANJET PRO 3000 SCANNER QUOTE LDTF659	\$468.82	
	HP OFFICEJET PRO 8020 ALL IN ONE	\$137.01	
		\$2,994.39	CT 25014327
Columbia Business Center Partners Lp	Lease of 890 E.Stowell CBC 2019-20 Base Rent Lease	\$24,214.00	
		\$24,214.00	CT 25014328
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$198.19	
		\$198.19	CT 25014329
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$182.97	
		\$182.97	CT 25014330
CSEA CA School Employee Asso.	Payroll Deduction 2.28.20	\$9,227.07	
		\$9,227.07	CT 25014331
Culligan/Central Coast Water Treatment	Filter exchange for Culligan tanks	\$100.00	
		\$100.00	CT 25014332
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$108.70	
		\$54.69	
		\$163.39	CT 25014333
Deliver-It	Courier Service - PU Lompoc PM, deliver Santa Ynez	\$154.00	
		\$154.00	CT 25014334
Delta Management Associates, Inc	Payroll Deduction 2.28.20	\$310.97	
		\$310.97	CT 25014335
ECMC	Payroll Deduction 2.28.20	\$359.94	
		\$359.94	CT 25014336
Envoy Plan Services Inc.	Payroll Deduction 2.28.20	\$113,792.32	
		\$113,792.32	CT 25014337
Etr Associates	Pamphlet STD Facts (Set of 50)	\$54.38	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Etr Associates	Shipping Fee	\$10.86	
		\$65.24	CT 25014338
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 2.28.20	\$386.50	
		\$386.50	CT 25014339
Faculty Association of AHCC	Payroll Deduction 2.28.20	\$6,528.02	
		\$6,528.02	CT 25014340
Fisher Scientific Co Llc	Analytical Balance, Mettler Toledo, MS204TS	\$15,245.30	
	Fuel Surcharge	\$4.45	
	5L water bath, #FSGPD05, Quote# 0030-3833-24	\$1,259.02	
	Fuel Surcharge	\$4.45	
	pH 3 Buffer #SB97 500 Quote #0029-3795-13	\$17.13	
	pH 5 Buffer #SB102 500	\$15.49	
	pH 7 buffer #SB108 500	\$7.72	
	pH 9 Buffer, #SB114 500	\$16.54	
	pH 11 Buffer, #SB142 500	\$32.66	
	pH 1 Buffer, #SB140 500	\$19.74	
	pH 2 Buffer, #SB96 500	\$28.82	
	pH 8 Buffer, #SB112 500	\$17.08	
	Fuel surcharge	\$4.45	
	Nylon Test Tube Brush M, #S13962	\$21.75	
		\$16,694.60	CT 25014341
	Spare Lamp for Spec 200, #50-134-8610	\$95.68	
		\$95.68	CT 25014342
Foodbank Of Santa Barbara County	Purchase of Food Items for Students 7/1/19-6/30/20	\$182.48	
		\$182.48	CT 25014343
	Purchase of Food Items for Students 7/1/19-6/30/20	\$236.99	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$198.11	
		\$435.10	CT 25014344
	Purchase of Food Items for Students 7/1/19-6/30/20	\$272.62	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$205.53	
		\$478.15	CT 25014345
Franchise Tax Board	Payroll Deduction 2.28.20	\$609.46	
		\$609.46	CT 25014346
Garvey Equipment Company	STIHL MS461R W/20in Bar & Chain #MS461R-20	\$1,743.83	
	Husqvarna K970-16 Power Cutter #K970-16	\$3,086.32	
		\$4,830.15	CT 25014347
GM Financial Leasing	Lease Payment for 2020 Chevrolet Suburban	\$768.55	
		\$768.55	CT 25014348
	Lease Payment for 2020 Chevrolet Suburban	\$768.55	
		\$768.55	CT 25014349
Industrial Medical Group Of Santa Maria Valley	Health and Physicals for new employees and TB	\$1,300.00	

Allan Hancock College
Warrant Register
 Check Dates from 2/1/2020 to 2/29/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,300.00	CT 25014350
J.E. Halliday Sales Inc	Campus Graphics Consumables -	\$274.18	
		\$274.18	CT 25014351
JetBrains Americas, Inc	IntelliJ IDEA Ultimate C-S.II-Y-40C	\$598.00	
		\$598.00	CT 25014352
Jobspeaker Inc	Large Outdoor Banner 96x48	\$130.50	
	Campus Hands Poster 24x18	\$48.94	
	Standard Door Poster 24x36	\$61.99	
	Postcard Flyer- Employer Signup (2500 pck)	\$146.81	
	Postcard Flyer- Student Signup (2500 pck)	\$146.81	
	Print Support	\$100.00	
	Print Design Changes	\$150.00	
	Print Shipping	\$95.00	
		\$880.05	CT 25014353
JR Barto Heating & Air Cond. Inc.	Chilled Water Piping Replacement Project at LVC	\$131,100.00	
	AHC LVC Chiller Replacement Project Job #19-8179P	\$282,020.50	
		\$413,120.50	CT 25014354
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-19 thru 6-30-20	\$811.61	
		\$811.61	CT 25014355
Lee Central Coast Newspapers	Lompoc Record/Santa Maria Times One Year Renewal	\$213.04	
		\$213.04	CT 25014356
McKesson Medical Surgical Inc	Yellow isolation gown	\$26.87	
	Yellow isolation gown	\$241.85	
	Cap, Bouf lf sb 21 blu	\$5.43	
	Hand sanitizer with aloe 8oz	\$23.49	
	Cover, probe tympanic thermoscan	\$12.89	
	Underpad, fluff blu 17x22	\$39.19	
	Bandage Adhsv Fabr Spot 1	\$4.87	
	Medium exam gloves	\$15.33	
	XSmall exam gloves	\$7.67	
	Xlarge exam gloves	\$7.67	
	Small exam gloves	\$15.33	
	Urinal with transparent lid	\$3.32	
	Hand sanitizer 8oz Purell	\$33.43	
	Cold wound spray 4oz	\$37.09	
	Instant cold compress	\$4.43	
		\$478.86	CT 25014357
Metlife Small Market	Insurance Premiums Feb20	\$135.94	
		\$135.94	CT 25014358
Metropolitan Life Insurance Co	Insurance Premiums Feb2020	\$6,248.00	
		\$6,248.00	CT 25014359
Mid State Container Sales Inc	40' Cargo Container (Navy Blue) Quote#1557	\$3,251.63	
	Door- Roll up 7' door	\$1,740.00	
	30 ft. Custom Container-Navy Blue with 7 ft. roll	\$4,948.13	

Allan Hancock College
Warrant Register
Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$9,939.76	CT 25014360
Mission Linen Supply	Laundry services for AT Program	\$37.40	
	Laundry services for AT Program	\$37.40	
	Laundry services for AB Program	\$12.27	
	Laundry services for AB Program	\$12.27	
		\$99.34	CT 25014361
Montana SDU Child Support	Payroll Deduction 2/28/20	\$61.94	
		\$61.94	CT 25014362
Next Day Signs	Styrene Sign, 2 x 16 per Invoice 29552	\$26.10	
	Braille Sign, 4.5 x 4.5, Brown on Ivory, M-312	\$40.24	
		\$66.34	CT 25014363
Niles Biological	Instructional Supplies for Biology labs	\$53.90	
	Instructional Supplies for Biology labs	\$75.35	
		\$129.25	CT 25014364
Holly Nolan-Chavez	Reimburse- Export Success Event Breakfast 11/14/19	\$677.13	
		\$677.13	CT 25014365
Okey La Revista	2 Full Page Magazine Ad Invoice #FEB 0037	\$300.00	
		\$300.00	CT 25014366
Old Town Shirt Factory	GOLF JACKET EMBROIDERY	\$83.19	
		\$83.19	CT 25014367
	SCREEN PRINT COTTON TEES VAR SIZES	\$526.57	
		\$526.57	CT 25014368
Oracle America Inc	Five Year Order Document No. 2637071 Total Value	\$554.49	
	Configuration Management Pack - Named User Plus	\$554.51	
	Oracle Database Enterprise Edition - Named User	\$7,393.43	
	Internet Application Server Enterprise Edition -	\$5,545.07	
	Internet Developer Suite - Named User Plus	\$843.23	
	Programmer - Named User Plus Perpetual 5 FULL USE	\$168.65	
	Diagnostics Pack - Named User Plus Perpetual	\$554.51	
	Internet Application Server Enterprise Edition -	\$1,818.24	
	Tuning Pack - Named User Plus Perpetual 640 FULL	\$181.83	
	Configuration Management Pack - Named User Plus	\$181.83	
	Diagnostics Pack - Named User Plus Perpetual 640	\$181.83	
	Oracle Database Enterprise Edition - Named User	\$2,467.62	
	Configuration Management Pack - Named User Plus	\$289.34	
	Diagnostics Pack - Named User Plus Perpetual 1049	\$413.35	
	Oracle Database Enterprise Edition - Named User	\$3,926.78	
	Internet Application Server Enterprise Edition -	\$2,893.42	
	Tuning Pack - Named User Plus Perpetual 1049 FULL	\$413.35	
	Oracle Linux Basic Limited Support 1 YR (8);	\$998.00	
	Oracle Linux Basic Limited Support 10/1/19-9/30/20	\$1,020.39	
		\$30,399.87	CT 25014369
Orcutt Pioneer	Community Education Change Your Odds Advertisement	\$425.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$425.00	CT 25014370
Otto Frei	Instructional supplies for noncredit jewelry class	\$299.60	
		\$299.60	CT 25014371
Pacific Gas & Electric Company	Electricity Services 7.1.19-6.30.20	\$23,084.69	
	Electricity Services 7.1.19-6.30.20	\$5,771.18	
		\$28,855.87	CT 25014372
Paradise Chevrolet	Chevrolet Truck, 2019, Silverado 2500 HD	\$40,288.01	
	Document Processing Charge	\$92.44	
		\$40,380.45	CT 25014373
PARS Public Agency Retirement	Payroll Deduction 2.28.20	\$16,200.66	
		\$16,200.66	CT 25014374
Part Time Faculty AHC - Member	Payroll Deduction 2.28.20	\$9,609.24	
		\$9,609.24	CT 25014375
PCPA Foundation	Payroll Deduction 2.28.20	\$50.00	
		\$50.00	CT 25014376
Pearson Education	Digital Access Codes MEL: Future, Intro (1 yr)	\$1,600.00	
	MEL: Future, Lv 1 (1 yr) ISBN 9780134289595	\$1,600.00	
	MEL: Future, Lv 2 (1 yr) ISBN 9780134289601	\$1,600.00	
	MEL: Future, Lv 3 (1 yr) ISBN 9780134289618	\$1,600.00	
	MEL: Future, Lv 4 (1 yr) ISBN 9780134289632	\$1,600.00	
		\$8,000.00	CT 25014377
Pharmedix	Prescription Medication July 1 2019 - May 31 2020	\$279.40	
	Prescription Medication July 1 2019 - May 31 2020	\$44.94	
	Prescription Medication July 1 2019 - May 31 2020	\$158.04	
		\$482.38	CT 25014378
Pioneer Valley High School	2020 Grad Night Ticket winner:Montserrat Antonia,	\$1,250.00	
		\$1,250.00	CT 25014379
Portable Johns, Inc.	Rental/Servicing 7-1-19 thru 6-30-20	\$731.60	
	Rental - Holding Tank, 7-1-19 thru 6-30-20	\$65.25	
	Service - 300 Gal. Holding Tank	\$220.00	
	Additional Service	\$220.00	
	Credit For Service Job	(\$110.00)	
		\$1,126.85	CT 25014380
Powerstride Battery Co Inc	Vehicle Battery Invoice #83423	\$126.57	
	CA Battery Recycling Fee	\$1.00	
		\$127.57	CT 25014381
PPG Architectural Finishes Inc	Paint Supplies, 12-01-19 thru 5-31-20	\$17.98	
	Paint Supplies, 12-01-19 thru 5-31-20	\$12.63	
	Paint Supplies, 12-01-19 thru 5-31-20	\$62.84	
	Paint Supplies, 12-01-19 thru 5-31-20	\$28.00	
	Parts per Inv. 812304041044	\$559.17	

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$680.62	CT 25014382
Praxair Distribution Inc.	Carbon Dioxide Liquid, 7-1-19 thru 6-30-20	\$259.59	
	Carbon Dioxide Liquid, 7-1-19 thru 6-30-20	\$259.59	
	Cylinder Demurrage Charges, 7-1-19 thru 06-30-20	\$75.00	
	Supplies for Bulldog Bound Events	\$48.87	
	Instructional supplies for noncredit jewelry class	\$52.37	
	Instructional supplies for noncredit jewelry class	\$51.05	
		\$746.47	CT 25014383
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$459.56	
	Custodial Supplies-Lompoc. 07-01-19 thru 05-31-20	\$476.24	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$85.90	
		\$1,021.70	CT 25014384
Public Agency Law Group	Legal Services for Contracts and General Legal	\$124.20	
		\$124.20	CT 25014385
Public Economics Inc	Services and advice in financial, economic,	\$72.50	
		\$72.50	CT 25014386
R&R Roll-Off	Rental-40 Yard Drop Box Per Invoice 53775	\$200.00	
	Disposal Fee-Mixed Debris	\$268.71	
	Santa Maria Franchise Fee	\$9.37	
		\$478.08	CT 25014387
Veronica Reyes	Reimb for Breakfast for EOPS meeting with Vice	\$249.80	
		\$249.80	CT 25014388
RotoMetals Inc	solder 2080, 20 tin/80 lead solder	\$54.62	
	solder 3070, 30 tin/70 lead solder	\$71.08	
	solder 4060, 40 tin/60 lead solder	\$82.22	
	solder 5050, 50 tin/50 lead solder	\$91.35	
	solder 6040, 60 tin/40 lead solder	\$106.83	
	solder 7030, 70 tin/30 lead solder	\$126.94	
	solder 6337, 63 tin/37 lead solder	\$118.58	
	tin high-grade cut wire pieces, 1 lb	\$330.43	
	lead Nuggets, 1 lb	\$36.87	
	lead wire by the foot-0003, 1/8" lead wire	\$32.30	
	shipping	\$85.00	
		\$1,136.22	CT 25014389
Santa Barbara County Sheriff's Office	Payroll Deduction 2.28.20	\$1,295.46	
		\$1,295.46	CT 25014390
Santa Maria Nissan Mazda	Nissan Truck, 2019, Frontier	\$23,657.14	
	Cash Price Accessories (Bed Liner)	\$636.19	
	Document Processing Charge	\$92.44	
	Electronic Vehicle Registration	\$30.00	
	Nissan Truck, 2019, Frontier	\$23,657.14	
	Cash Price Accessories (Bed Liner)	\$636.19	
	Document Processing Charge	\$92.44	
	Electronic Vehicle Registration	\$30.00	

**Allan Hancock College
Warrant Register**

Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$48,831.54	CT 25014391
New Times	Community Education Change Your Odds Advertisement	\$289.00	
	Community Education Change Your Odds Advertisement	\$289.00	
	Community Education Change Your Odds Advertisement	\$289.00	
		\$867.00	CT 25014392
Santa Ynez Valley Star	Community Education Change Your Odds Advertisement	\$1,139.00	
	Community Education Change Your Odds Advertisement	\$272.00	
	Community Education Change Your Odds Advertisement	\$272.00	
		\$1,683.00	CT 25014393
ScholarShare College Savings 529	Payroll Deduction 2.28.20	\$30.00	
		\$30.00	CT 25014394
Sesac Inc	License Agreement for Non-dramatic performance	\$558.70	
		\$558.70	CT 25014395
Siemens Industry Inc	LVC FIRE ALARM SERVICE 7-1-19 TO 6-30-20	\$383.00	
	LVC SECURITY ALARM SERVICE 7-1-19 TO 6-30-20	\$383.00	
		\$766.00	CT 25014396
Alberto Solano	Independent contract for Guided Pathways coaching	\$2,500.00	
		\$2,500.00	CT 25014397
Sousa Tire Service	Tire, Toyo Open Country, 245-70R-110T	\$411.08	
	Dismount and Mount	\$12.00	
	Wheel Balance	\$6.00	
	Recycle Fee	\$3.50	
	Tire Disposal Fee	\$7.00	
		\$439.58	CT 25014398
Southern California Gas Co	Gas Supply 7.1.19-6.30.20	\$10,169.84	
	Gas Supply 7.1.19-6.30.20	\$2,542.46	
		\$12,712.30	CT 25014399
Spectrum Reach	Spring 2020 Registration Promo Ad	\$350.00	
	Spring 2020 Registration Promo Ad	\$660.00	
	Spring 2020 Registration Promo Ad	\$1,394.00	
	Spring 2020 Registration Promo Ad	\$1,606.00	
	Spring 2020 Registration Promo Ad	\$990.00	
	Spring 2020 Reg Promo ad to run OTT	\$750.00	
	Spring 2020 Reg Promo ad to run OTT	\$750.00	
		\$6,500.00	CT 25014400
State of CA Department Of Justice	January 2020 CNA Fingerprinting Invoice #433625	\$1,376.00	
		\$1,376.00	CT 25014401
	Fingerprints for new employees; D.O.J, FBI, and	\$3,173.00	
		\$3,173.00	CT 25014402
Stotz Equipment	Coring Tine per Invoice P18695	\$67.89	
	Freight Charges	\$37.98	
	Coring Tine	\$746.84	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$852.71	CT 25014403
Strata Information Group	SOW-159 Remote Consultation through 6/30/20	\$5,967.88	
	SOW-159 Travel Expenses	\$1,600.00	
		\$7,567.88	CT 25014404
STRS Cash Balance Plan, MS#20	Payroll Deduction 2.28.20	\$32,577.16	
		\$32,577.16	CT 25014405
Subway	Food for UTC Next Steps Workshop	\$223.72	
		\$223.72	CT 25014406
Crystal Sullins	Provide four educational classes to foster parents	\$300.00	
		\$300.00	CT 25014407
Swimoutlet.com	BETTERTIMES CUSTOM LATEX SWIM CAPS #12604 ROYAL	\$241.31	
	BETTERTIMES CUSTOM LATEX SWIM CAPS #12604 YELLOW	\$241.31	
	SHIPPING	\$31.96	
		\$514.58	CT 25014408
Texas Life Insurance Co.	Insurance Premiums Feb20	\$7,824.69	
		\$7,824.69	CT 25014409
TG	Payroll Deduction 2.25.20	\$1,047.68	
		\$1,047.68	CT 25014410
The Hartford, Group Benefits	Insurance Premiums Feb2020	\$5,439.06	
		\$5,439.06	CT 25014411
Total Clean	Street Sweeper, 2017 Isuzu, Nitehawk Raptor 11	\$45,000.00	
	Street Sweeper, 2017 Isuzu, Nitehawk Raptor 11	\$44,999.33	
		\$89,999.33	CT 25014412
Touchnet Information Systems Inc	TouchNet Annual Subscription Service	\$47,034.00	
		\$47,034.00	CT 25014413
United Refrigeration Inc	HVAC Supplies, 10-01-19 thru 05-31-20	\$54.60	
	HVAC Supplies, 10-01-19 thru 05-31-20	\$51.22	
	HVAC Supplies, 10-01-19 thru 05-31-20	\$73.83	
	HVAC Supplies, 10-01-19 thru 05-31-20	\$57.01	
	HVAC Supplies, 10-01-19 thru 05-31-20	\$268.05	
	HVAC Supplies, 10-01-19 thru 05-31-20	\$1,005.39	
	Refrigerator, 3-Door, Undercounter, UR72A	\$3,361.46	
	Neuco Actuator, 24 Volt per Invoice 71808574-00	\$164.57	
	Freight Charges	\$20.59	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$202.50	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$178.46	
		\$5,437.68	CT 25014414
United Site Services Of California Inc	Restroom, Deluxe (5 with Women Signs) 1/31-2/3/20	\$543.75	
	Restrooms, ADA Wheelchair Accessible	\$163.13	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
United Site Services Of California Inc	Hand Washing Stations	\$141.38	
	Delivery, Setup, Removal	\$130.50	
	Environment-Energy-Compliance Fee	\$17.87	
		\$996.63	CT 25014415
United Way of the Central Coast	Payroll Deductions 2.28.20	\$35.00	
		\$35.00	CT 25014416
US Bank Corporate Payment System	El Pollo Loco Food for Student Ambassador Training	\$151.70	
	Wine Design for Counseling Retreat	\$700.00	
	PAY PAL ALANNA MUNRO	\$10.00	
	MICHAELS	\$26.06	
	Conference registration fees for Sofia Ramirez	\$445.00	
	Conference registration fees for Marina Washburn	\$445.00	
	Panera Bread coffee for Foster Care and Kinship	\$35.98	
	Dominos Pizza for Foster Care and Kinship Program	\$200.56	
	Panera Bread -lunch for CE Retreat-Jan. 14, 2020	\$90.64	
	Panera Bread-sandwiches, chips and coffee for	\$246.66	
	Dominos Pizza for Foster Care and Kinship Program	\$46.02	
	Conference registration fees for Redilyn Holladay	\$540.00	
	Panera Bread-sandwiches, coffee, chips for Foster	\$315.64	
	Domino Pizza for Foster Care and Kinship Program	\$48.12	
	Service charge for hotel for Marina Washburn	\$12.99	
		\$3,314.37	CT 25014417
US Dept of Education	Payroll Deduction 2.28.20	\$2,132.09	
		\$2,132.09	CT 25014418
USI Education & Government Sales	Campus Graphics Lamination Supplies	\$184.00	
		\$184.00	CT 25014419
Espie Valenzuela	Reimb for DMV- Related Admin Service Fees/Exempt	\$22.00	
	Reimb for DMV- Related Admin Service Fees	\$31.00	
		\$53.00	CT 25014420
Verdin Marketing Ink, Co	Verdin Marketing	\$2,993.90	
	Verdin Marketing	\$501.20	
		\$3,495.10	CT 25014421
Verizon Wireless	Cell Phone Monthly Service Fees	\$274.43	
	Cellphone service charges from 7-1-19 to 6-30-20	\$388.80	
	Monthly Line Charges for 805.621.2466 thru 6.30.20	\$38.01	
		\$701.24	CT 25014422
VTC Enterprises	Fee Agreement for Spring	\$7,830.00	
		\$7,830.00	CT 25014423
Ward's Science Inc	Instructional Supplies for Biology labs	\$72.24	
	Instructional Supplies for Biology labs	\$17.90	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$90.14	CT 25014424
Western Interpreting Network	ASL Interpreting Services for Students Through	\$768.96	
	ASL Interpreting Services for Students Through	\$1,487.03	
		\$2,255.99	CT 25014425
Ana E Zuniga	Provide CPR/First Aid classes once per month as	\$780.00	
	Provide CPR/First Aid classes once per month as	\$910.00	
		\$1,690.00	CT 25014426
Hilda Zacarias	TRUSTEE COMPENSATION FOR BOARD MEETING	\$240.00	
	ATTENDANCE		
	DENTAL INSURANCE PREMIUM FEB 2020	(\$65.21)	
	MEDICAL INS PREMIUM FEB 2020 (PARTIAL)	(\$174.79)	
		\$0.00	CT Z5014549

Warrant Register

Check Dates from 2/1/2020 to 2/29/2020
Bank Code: CT

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

Total for General Fund 9410	\$2,704,396.96
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$3,222.79
Total for Capital Outlay Project Fund 9441	\$851,121.40
Total for General Obligation Bond Fund 9447	\$692,643.82
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	\$4,277.86
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

Allan Hancock College

Check Register

Check Dates from 2/1/2020 to 2/28/2020

Bank Code: RC

Vendor Name	Description	Amount	Check
		<hr/>	
		\$0.00	
		<hr/>	
		Total: \$0.00	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

April 21, 2020

ACRONYMS

ABC-CLIO	American Bibliographical Center - Clio Press
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC Foundation	Allan Hancock College Foundation
AHC - Part-Time Faculty Association	Allan Hancock College - Part Time Faculty Association
CALM	Child Abuse Listening Mediation
CCCAOE	California Community College Administrators of Occupational Education
CCC Calworks Association	California Community Colleges Calworks Association
CCCSFAAA	California Community Colleges Student Financial Aid Administration Assoc.
CSEA CA School Employee Asso.	California School Employees Association CA School Employee Association
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
CDW Government Inc	Computer Discount Warehouse Government Inc
CUPA-HR	College and University Professional Association for Human Resources
ECMC	Education Credit Management Corporation
ETR Associates	Education Training Research Associates
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
GM Financial Leasing	General Motors Financial Leasing
IACP	International Association of Chiefs of Police
IPS Group INC	International Parking Systems
LOVARC	Life Options, Vocational and Resource Center
MFAC LLC	MF Athletic Company
MWEE	Medical Waste Environmental Engineers
OASIS Inc	Orcutt Area Seniors In Service Inc
PARS	Public Agency Retirement System
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
STRS Cash Balance Plan, MS#20	State Teachers Retirement System Cash Balance Plan, MS#20
TG	Texas Guaranteed Student Loan Corporation
TR Taqueria	Taco Roco Taqueria
UC Regents	University of Calif Regents
USI Educ & Gov Sales	United School Industries Education & Government Sales
VTC Enterprises	Vocational Training Center Enterprises

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Acceptance of Donations	Item Number: 6.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

The industrial technology department received a 2004 Toyota Sienna van from Ms. Nicole Wilberg. The department intends to use this generous donation to support the Automotive Technology Program.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept the donation of a 2004 Toyota Sienna van from Ms. Nicole Wilberg.

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

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Water & Sewer Relocation – Fine Arts Project, Bid No. 20-01, Notice of Completion	Item Number: 6.C.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

BACKGROUND

On November 12, 2019, the board of trustees awarded a contract to V. Lopez & Sons, Inc. for the Water & Sewer Relocation - Fine Arts Complex Project for \$783,703. The scope of work included the relocation of domestic water, fire suppression lines, irrigation lines and sanitary sewer line. The project is now substantially complete. Therefore, it is appropriate for the district to file a notice of completion with the Santa Barbara County Recorder's Office.

The filing of the Notice of Completion starts the 30-day period within which subcontractors or material suppliers must file any stop payment notices. Upon completion of the time period and with no outstanding stop notices, the college is obligated to release the retention payment to the contractor in accordance with Public Contract Code Section 7107(c).

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends that the board of trustees approve filing a notice of completion for the Water & Sewer Relocation – Fine Arts Project performed by V. Lopez Jr. & Sons Inc.

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

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: 2022-2026 State Five-Year Construction Plan	Item Number: 6.D.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 5

BACKGROUND

Annually, the district is required to update and submit to the Chancellor's Office of the California Community Colleges a five-year construction plan. Most of the proposed construction projects listed in the plan are included in the district's educational and facilities master plans and have been vetted through the shared governance process. The state provides a guide for educational and facilities master plans but the format and depth of detail for prioritizing projects are local decisions. The five-year construction plan is due to the Chancellor's Office on or before July 1, 2020.

The following pages provide priority rationale and a narrative of district projects order of priority for the 2022-2026 State Five-Year Construction Plan.

FISCAL IMPACT

There is no fiscal impact to approve the district's capital outlay project order of priority for the 2022-2026 State Five-Year Construction Plan.

RECOMMENDATION

Staff recommends that the board of trustees approve the district's capital outlay project order of priority for the 2022-2026 State Five Year Construction Plan.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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District Capital Outlay Narrative 2022-2026 Five-Year Construction Plan

Fine Arts Complex - Santa Maria Campus

The Fine Arts Complex is intended to consolidate the fine arts department in a new facility to meet the growing demand for arts training. The planned complex provides instructional space, offices, a music recital hall, instructional media space, and meeting spaces equipped with a robust technology network infrastructure. The project is envisioned to include a number of site improvements that will complete the southern section of The Commons. These include the art walk, which connects the Fine Arts Complex to the Theatre Arts Complex, and provides pedestrian gateways into the campus from parking lots three and eight, as well as the circular arrival area and a landscaped gateway plaza that will create a welcoming southern portal to The Commons.

Gym Renovation – Santa Maria Campus

This project will consist of a renovation of the gymnasium (building 20) at the Allan Hancock campus. The gym was constructed in 1962 and has no major upgrades since then. Many of the buildings systems have outlived their lives and they need to be replaced. The building no longer works for current physical education teaching methodologies and upgrades are needed. This project will consist of 900 assignable square feet (asf) of classroom, 2,286 asf of lab, 2500 asf of office and 31,800 asf of physical education space.

Mesa/ Stem – Santa Maria Campus

This new modular facility is planned to be north of building N in the vacant space. This building will be 2,880 asf and will consist of 384 asf of office space, 1956 asf of study and reception space, 280 asf of classroom, 180 asf of lounge space, and 80 asf of IDF room and work room. This building will allow expanding the mesa and stem programs to accommodate their students served while providing excellent study areas and functions for the program.

PCPA Costume / Prop Shop – Santa Maria

This new modular facility is planned to be east of building W in the vacant space. The relocation of the PCPA prop and costume shop are required to relocate from the O 300 complex and a new location built to accommodate their services. The existing space is approximately 5,000 asf of office, tool, and shop areas. The area will require a yard and outside work areas.

Football Field Improvements – Santa Maria

The need for a new structure which will include showers and a changing room for teams to use as well as program accessories to be stored has been identified. Needs of the program are being evaluated as well as required square footage.

Industrial Technology / Auto

A new facility is being evaluated and planned to be east of building W close to the new PCPA Complex. The need for a new space for the automotive shop is required to relocate from the O 300 complex. A new location built to accommodate the programs needs and square footing is being evaluated. The existing space is approximately 4,800 asf of office, classroom, and shop areas. The area will require a yard and outside work areas.

Grounds / Operations Building – Santa Maria

This new facility is planned to be west of building O 300. The relocation of the grounds and operation divisions of Facilities is required to relocate from the O 300 complex. A new location built to accommodate their services and square footage required is being evaluated. The existing space is approximately 1,700 asf of office, storage, laundry, and staff break rooms. The area will require a yard for storage of grounds equipment, and district vehicles for grounds and the operations departments.

Building W Health Center Remodel – Santa Maria

Building W currently houses the Student Health Center. The need for expansion of these services is vital to the support to students. The expanded facility will provide additional counseling and storage areas for the program to support student needs. Additional service needs of the program is being evaluated.

Theatre Arts Complex - Santa Maria Campus

Completion of the new Fine Arts Complex will allow for building E and F to be torn down and replaced with a new building to house the business offices at the Pacific Conservancy of the performing arts, rehearsal and studio space, and technical theater laboratories for the drama theater arts program. This project will enable these programs to vacate least off-campus sites and relocate near the theaters in Fine Arts Complex. The Theater Arts Complex is located in the heart of the campus and will be an Integral element of the campus arts instructional facilities. The project completes the art walk to create a strong pedestrian link between the Fine Arts Complex in the Theater Arts Complex.

Technology Center - Santa Maria Campus

This project is intended to bring together a number of diverse functions on campus that will profit from a closer affiliation in new, expanded quarters for information technology services, engineering technology, life & physical science, health sciences, math engineering science achievement program (MESA), science technology engineering mathematics (STEM) center, open-access computer laboratory, and other computer technology-based instruction. The site design for the Technology Center incorporates the existing landscape elements that were constructed as a part of the building M renovation. The area between the new Technology Center building is envisioned to include a plaza with informally designed landscape seating areas incorporating and preserving a number of the mature trees that currently grace this location.

Building H Renovation - Santa Maria Campus

This existing facility is planned to be renewed and repurposed to expand Campus Graphics and provide permanent space for the Veterans Center. Building H is adjacent to the Student Center and the Student Services building.

Business/Humanities - Santa Maria Campus

This project is intended to provide state-of-the-art instructional space for the business and humanities disciplines, as well as interdisciplinary classroom and laboratory space. It is planned to include a shared open-access computer lab, office space, and meeting space with the technology network infrastructure needed to support innovative modes of instruction. The location is adjacent to the Fine Arts Complex and will position this building to facilitate cross-disciplinary collaboration between the business and fine arts programs. Programs moving into this facility from building C will vacate space that will be repurposed for the social science

programs. The business/humanities building and the Fine Arts Complex will both orient toward the landscaped courtyard between these buildings. The landscape concept will recognize and honor the increasingly important real world link between the fine arts and business disciplines. This will provide opportunities for students and faculty to collaborate and develop connections that will be beneficial to all.

Physical Plant Building – Lompoc Valley Center

This project will provide new facilities and a service yard that will support sustainable and healthy custodial grounds, maintenance, facilities operations, and recycling/waste/hazardous waste management practices.

Public Safety Training Complex – Lompoc Valley Center

This project would improve and add to the functionality of the outdoor training facilities at the Public Safety Training Complex. In addition to the improvements listed below, the Facilities Master Plan recommends the exploration of the space requirements to support the additional training needs that are identified in the Educational Master Plan and the determination of the potential need for additional land.

Mitigating measures for proposed development within the conservation area and buffer zone will be explored and considered in the determination of project feasibility:

- Expand the off-road driving track
- Provide an access gate to skid pad area
- Provide additional paving at the scenario buildings
- Build restrooms for the outdoor training area
- Build additional burn buildings
- Expand the fire technology simulated street area
- Add tanker, rail cars, and aircraft props for rescue training

Amphitheater – Lompoc Valley Center

The Lompoc Valley Center Amphitheater will be a unique venue for events, performances, and commencement ceremonies and would provide a signature outdoor gathering and learning space. Great care and sensitivity to the environment will assist in the design of the amphitheater. It is intended to be nestled into the existing site contours with the minimum amount of grading needed to achieve the design intended. The design solution will incorporate the many beautiful oak and eucalyptus trees; in addition, to other special character defining elements. Additional oak trees could be planted to screen and embrace the site. The design will be inspired by the natural beauty of the campus and should emphasize the appropriate use of local materials, such as stone and wood, in the construction of the amphitheater. This facility would have the infrastructure and technology to support audio/visual systems and provide lighting for nighttime use.

Kinesiology/Recreation/Management/Athletics - Santa Maria Campus

This project will upgrade the outdoor space including replacement of the existing swimming pool with a 50-meter swimming pool, including spectator seating and support facilities for accommodating swim meets. The area to the north of building N is envisioned to be a pre-function plaza area for staging events and athletic activities. Between the gym and library is seen as an important link between the math and science building, fine arts complex, and parking lot eight. This outdoor space is an opportunity to refresh the landscape on the eastside of the library constructing a major north to south bicycle and pedestrian route across campus.

District Project Order of Priority

2022-2026 State Five-Year Construction Plan

Priority	Project Title	Location	Occupy Year	State Cost	District Cost	Total Cost
1	Fine Arts Complex	AHC	2021-22	\$24,526,000	\$23,792,000	\$48,318,000
2	Gym Renovation	AHC	2025-26	\$13,329,968	\$4,351,174	\$17,681,140
3	MESA/STEM	AHC	2021-22	\$0	\$2,100,000	\$2,100,000
4	PCPA Costume/Prop Shop	AHC	2021-22	\$0	\$3,822,000	\$3,822,000
5	Support Building/ Sports Fields	AHC	2022-23	\$0	\$1,000,000	\$1,000,000
6	Industrial Tech/Auto	AHC	2021-22	\$0	\$3,675,000	\$3,675,000
7	Grounds/Operations Building	AHC	2021-22	\$0	\$1,200,000	\$1,200,000
8	Building W Health Center Remodel	AHC	2022-23	\$0	\$500,000	\$500,000
9	Theatre Arts Complex	AHC	2024-25	\$0	\$14,818,762	\$14,818,762
10	Technology Center	AHC	2026-27	\$0	\$15,678,684	\$15,678,684
11	Building H Renovation	AHC	2024-25	\$0	\$3,636,407	\$3,636,407
12	Business/Humanities	AHC	2026-27	\$0	\$20,462,417	\$20,462,417
13	Physical Plant Building	LVC	2024-25	\$0	\$7,765,260	\$7,765,260
14	Public Safety Training Complex Expansion	LVC	2025-26	\$0	\$3,590,729	\$3,590,729
15	Amphitheater	LVC	2025-26	\$0	\$7,043,386	\$7,043,386
16	Kinesiology/Recreation/Management/ Athletics & Athletics Support Facilities	AHC	2024-25	\$0	\$11,000,000	\$11,000,000

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Self Insurance Program for Employees (SIPE) Rebate	Item Number: 6.E.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Allan Hancock Joint Community College District belongs to the Self Insurance Program for Employees (SIPE) Joint Powers Authority (JPA) for workers' compensation insurance. The district is one of twenty-two member districts who pool premiums to manage risk and lessen the fiscal impact of workers' compensation claims.

Annually the SIPE board commissions an actuarial report to forecast claims and identify the required amount of premiums to be collected to fund all of the claims, and to establish the required reserve. The SIPE board has identified \$12 million as the appropriate amount for the reserve for an entity of its size.

At the end of fiscal year 2018, the SIPE ending fund balance was \$35 million. In order to reduce the ending fund balance, the SIPE board approved a rebate of \$8 million in May 2019. However, the rebate was only partially successful in reducing the fund balance to the targeted amount.

On March 16, 2020, the SIPE board approved an additional rebate of \$10 million. SIPE has calculated the rebate amount for each district by using a percent of payroll for each member district based on a three-year payroll average. The rebate amount for our district is \$1,018,628. Staff recommends the district accept these funds and transfer them to the Capital Outlay Fund to defray one-time costs, such as scheduled maintenance and infrastructure replacement.

FISCAL IMPACT

Positive fiscal impact of \$1,018,628.

RECOMMENDATION

Staff recommends that the board of trustees accept the SIPE rebate amount of \$1,018,628 and authorize the transfer of this amount to the Capital Outlay Fund.

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

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 6.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 7

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 2019-2020 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
SPRING 2020

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Gerrity, John	44755	MACHINE TECHNOLOGY MT 389	Independent Projects	.013

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2020

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
COOPERATIVE WORK EXPERIENCE				
Garcia, Beverly	44741	CWE 149	Coop. Work Exp. Occupational	.008
Garcia, Beverly	44737	CWE 302	Coop Work Exp. General	.016
Lemaire, Neal	44681	CWE 149	Coop. Work Exp. Occupational	.008
Lemaire, Neal	44689	CWE 149	Coop. Work Exp. Occupational	.008
Magie, Gregory	44743	CWE 149	Coop. Work Exp. Occupational	.056
Magie, Gregory	44744	CWE 302	Coop Work Exp. General	.176
Segura, Monique	44665	CWE 149	Coop. Work Exp. Occupational	.032
Segura, Monique	44667	CWE 302	Coop Work Exp. General	.008
Segura, Monique	44745	CWE 149	Coop. Work Exp. Occupational	.024
Segura, Monique	44746	CWE 302	Coop Work Exp. General	.080
COUNSELING				
Machado, Michelle	Assigned	Counseling	EOPS Program – Other	.007
Machado, Michelle	Assigned	Counseling	EOPS Program	.020
FIRE TECHNOLOGY				
Burch, William	42759	FT 307	Firefighter 1 Academy 1A	.029
D’Andrea, Dana	42750	FT 307	Firefighter 1 Academy 1A	.029
Markley, John	44801	FT 307	Firefighter 1 Academy 1A	.066
Martinez, Christopher	42750	FT 307	Firefighter 1 Academy 1A	.030
Paige, Brandon	42750	FT 307	Firefighter 1 Academy 1A	.029
HISTORY				
Ashbaugh, John	42818	HIST 104	Western Civilizations to 1650	.100
LAW ENFORCEMENT				
Alvarez, Gabriel	44533	LE 320	Basic Law Enforcement Academy	.044
Camarena, Juan	43149	LE 425	PC 832 Firearms	.067
Cox, Corey	44533	LE 320	Basic Law Enforcement Academy	.066
Cox, Corey	44533	LE 320	Basic Law Enforcement Academy	.038
Dague, Jean	44533	LE 320	Basic Law Enforcement Academy	.008
Day, Allan	44533	LE 320	Basic Law Enforcement Academy	.081
Dickel, Jason	42943	LE 424	PC 832 Arrest	.083
Dickel, Jason	44533	LE 320	Basic Law Enforcement Academy	.081
Dillard, Bryan	44533	LE 320	Basic Law Enforcement Academy	.042
Dillard, Bryan	44533	LE 320	Basic Law Enforcement Academy	.146
Gerber, Sonny	44533	LE 320	Basic Law Enforcement Academy	.015
Gotschall, Christopher	44533	LE 320	Basic Law Enforcement Academy	.074
Hollis, Michael	44533	LE 320	Basic Law Enforcement Academy	.195
Hollis, Michael	43149	LE 425	PC 832 Firearms	.067
Hutton, Trevor	44533	LE 320	Basic Law Enforcement Academy	.195
Hutton, Trevor	43149	LE 425	PC 832 Firearms	.067
Kuhl, Perry	44533	LE 320	Basic Law Enforcement Academy	.013
Lopez, Joe	42943	LE 424	PC 832 Arrest	.100
Lovato, Chris	44533	LE 320	Basic Law Enforcement Academy	.099
Martinez, Michael	44533	LE 320	Basic Law Enforcement Academy	.033
Martinez, Michael	44533	LE 320	Basic Law Enforcement Academy	.129
Miller, Steven	44533	LE 320	Basic Law Enforcement Academy	.081
Perkins, Michael	44533	LE 320	Basic Law Enforcement Academy	.191
Perkins, Michael	44533	LE 320	Basic Law Enforcement Academy	.111
Purcell, Mark	44533	LE 320	Basic Law Enforcement Academy	.081

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2020

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Reid, Robert	44533	LE 320	Basic Law Enforcement Academy	.108
Reyes, Geronimo	43149	LE 425	PC 832 Firearms	.100
Rivera, Lisa	42943	LE 424	PC 832 Arrest	.042
Ruth, Ross	44533	LE 320	Basic Law Enforcement Academy	.033
Ruth, Ross	44533	LE 320	Basic Law Enforcement Academy	.092
Rylant, Chuck	44533	LE 320	Basic Law Enforcement Academy	.326
LIBRARY				
Reid, Carol	Assigned	Librarian	LVC	.004
WILDLAND FIRE TECHNOLOGY OPERATIONS				
D'Andrea, Dana	44802	WFTO 311	Firefighter Training S-130	.133
D'Andrea, Dana	44803	WFTO 313	Fire Behavior S-190	.033

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Camarena, Juan	Provide EVOC training for Perishable Skills via contract education (3/3/20).	\$503.20
Camarena, Juan	Provide Defensive Driver training for Perishable Skills via contract education (3/19/20 - 3/20/20).	\$1,006.40
Castro Perez, Luis	Coordination consultation for noncredit commercial truck driving course (1/21/20 - 1/31/20).	\$247.12
Childers, Chris	Delivered credit course via Instructional Service Agreement. Payment for this extra assignment and associated benefits will come from USFS via Instructional Service Agreement invoicing (2/24/20 - 2/28/20).	\$2,199.20
Cohn, Kellye	The embedded librarian program sets up a partnership between English instructors and a full-time librarian who collaborate on instruction, assignments, handout creation, and developing research skills. Each librarian works with multiple instructors and works with each instructor to craft a custom approach for each class. This project supports AB 705 related needs as well as the Ensure Learning pillar of Guided Pathways (1/21/20 - 5/13/20).	\$1,250.00
Dague, Jean	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$39.81
Douglas, Jeremy	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$37.36
Douglas, Jeremy	Delivered credit course via contract education. Payment for this extra assignment and associated benefits will come from POST invoicing (2/24/20 - 2/26/20).	\$2,195.28
Garrett, Bill	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$36.66
Hammill, Marc	Provide EVOC training for Perishable Skills via contract education (3/13/20).	\$541.36
Hammill, Marc	Provide EVOC training for Perishable Skills via contract education (3/18/20 - 3/23/20).	\$1,082.72
Hood, John	Provide professional development workshop about kinetic art sculptures for ESTEEM scholarship students (3/6/20).	\$200.00
Jenkins, Basil	Prepare lessons, materials, and other items necessary to hand-off ART 105 CRN 42482; HIST 104/HUM 104 CRN 4281842551; and HIST 105/HUM 105 CRN 42451/43452 to other instructors. Change due to COVID-19 (3/23/20 - 3/27/20).	\$488.24
Kopecky, Susie	Ensure Learning Design team (2/10/20 - 5/29/20).	\$3,200.00
Kopecky, Susie	The embedded librarian program sets up a partnership between English instructors and a full-time librarian who collaborate on instruction, assignments, handout creation, and developing research skills. Each librarian works with multiple instructors and works with each instructor to craft a	\$1,250.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	custom approach for each class. This project supports AB 705 related needs as well as the Ensure Learning pillar of Guided Pathways (1/21/20 - 5/13/20).	
Nunez, Christina	Research and preparation to present a writing center workshop (2/5/20).	\$50.00
Martinez, Michael	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$42.74
Metaxas, Linda	Participation in the assistant professor, veterinary; orientation, screening applications, and interviews (3/9/20 - 4/6/20).	\$427.68
Miller, Steve	Provide EVOC training for Perishable Skills via contract education (3/3/20 - 3/5/20).	\$1,045.44
Miller, Steve	Non-instructional: spring 2020, Attend Skid Car Instructor Update Course (2/25/20).	\$330.00
Murtha, Bob	To work an additional assignment in the writing center (1/29/20).	\$50.00
Neumann, Timothy	Provide Defensive Driver training for Perishable Skills via contract education (3/19/20 to 3/20/20).	\$1,082.72
Neumann, Timothy	Provide EVOC training for Perishable Skills via contract education (3/3/20).	\$541.36
Neumann, Timothy	Delivered credit course via contract education. Payment for this extra assignment and associated benefits will come from POST invoicing (2/24/20 - 2/28/20).	\$2,706.80
Passage, Trevor	The embedded librarian program sets up a partnership between English instructors and a full-time librarian who collaborate on instruction, assignments, handout creation, and developing research skills. Each librarian works with multiple instructors and works with each instructor to craft a custom approach for each class. This project supports AB 705 related needs as well as the Ensure Learning pillar of Guided Pathways (1/21/20 - 5/13/20).	\$1,000.00
Perkins, Michael	Provide EVOC training for Perishable Skills via contract education (3/5/20).	\$326.70
Perkins, Michael	Provide EVOC training for Perishable Skills via contract education (3/3/20).	\$522.72
Perkins, Michael	Non-instructional: spring 2020, Attend Skid Car Instructor Update Course (2/25/20).	\$330.00
Purcell, Mark	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$42.74
Purcell, Mark	Non-instructional: spring 2020, Attend Skid Car Instructor Update Course (2/25/20).	\$341.92
Raybould-Rodgers, Julia	To prepare and present a writing center workshop (2/19/20).	\$150.00
Reed, Christine	Intake and orient new MESA students for fall 2020, Degree Works SEP development or update for new and existing MESA students, MESA/STEM counseling (6/1/20 - 6/30/20).	\$8,416.29

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Reed, Christine	Intake and orient new MESA students for fall 2020, Degree Works SEP development or update for new and existing MESA students, MESA/STEM counseling (7/1/20 - 7/30/20).	\$9,311.64
Reid, Robert	Non-instructional: coordination and scheduling for Perishable Skills program (not-for-credit). Spring 2020, coordinate training dates with agency training managers, schedule courses (3/6/20 - 3/27/20).	\$1,273.92
Reid, Robert	Provide EVOC training for Perishable Skills via contract education (3/17/20 - 3/20/20).	\$1,979.84
Reid, Robert	Provide EVOC training for Perishable Skills via contract education (3/12/20 - 3/13/20).	\$989.92
Reid, Robert	Provide EVOC training for Perishable Skills via contract education (3/3/20 - 3/5/20).	\$989.92
Reyes, Geronimo	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$41.25
Romo, Alina	To present a writing center workshop (2/26/20).	\$50.00
Ruth, Ross	Non-instructional: coordination for the LE 320 program in spring 2020 (3/4/20 - 3/26/20).	\$794.77
Ruth, Ross	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$42.74
Rylant, Chuck	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$45.72
Sjostedt, Nohl	Delivery of not-for-credit course via contract education - Welding - March 2020 (3/2/20 - 3/31/20).	\$11,173.14
Sjostedt, Nohl	Delivery of not-for-credit course via contract education - Welding - April 2020 (4/1/20 - 4/30/20).	\$8,483.31
Sturas, Jonas	3E Bulldog Bound: Bulldog Builders Workshop (2/28/20).	\$250.00
Sukrad, Wilma	To present a writing center workshop (3/4/20).	\$142.80
Varela, Julian	Large class stipend: spring 2020, PSY 101, CRN 43079 had 61 students at census. \$268.00 per unit x 3 = \$858.00. Per faculty agreement 12.14 (1/21/20 - 5/20/20).	\$858.00
Varela, Julian	Large class stipend: spring 2020, PSY 101, CRN 43080 had 64 students at census. \$268.00 per unit x 3 = \$858.00. Per faculty agreement 12.14 (1/21/20 - 5/20/20).	\$858.00
Vaughan, Chris	Participation in the Assistant Professor, AOJ, for orientation, screening applications, and interviews (2/25/20 - 3/24/20).	\$534.52
Vega, Woodrow	Non-instructional: spring 2020, Law Enforcement part-time faculty meeting (3/3/20).	\$41.25
West, Elizabeth	Ensure Learning Design Team (2/10/20 - 5/29/20).	\$3,200.00

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Equivalency Certification for Faculty	Item Number: 6.G.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 5

BACKGROUND

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

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

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Branch, Laura	Geology
Quaid, Cynthia	Business

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the attached equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

Administrator Initiating Item: Robert Curry	Final Disposition:
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ALLAN HANCOCK COLLEGE

✓	Equivalency Approval Date: 4/2/2020
	Not Approved Date:

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

NAME: <i>Laura M. Branch</i>	DIVISION: Academic Affairs
DEPARTMENT: <i>Science</i>	DISCIPLINE: <i>Geological Sciences</i>

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

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

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

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

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

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

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

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

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

- Have a MEd with an emphasis in teaching.
- Have a cleared CTE credential in Environmental Resources which included 1,000 hours within the Industry.
- Have taken 28 college classes within the Geological Sciences discipline.
- Have a secondary credential (cleared) within the Geosciences discipline.
- Have taught Geology at Righetti High School for 12 years. (I organized & prepared the course).
- 2019 AAPG Teacher of the Year (American Association of Petroleum Geologists).
- 2016 National Association of Geoscience Teacher of the year.
- 2003 South Coast Geological Society Teacher of the year.

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

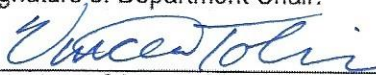



Signature of Candidate:

Laura M. Branch

Date:

10/04/2019

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

Signature of Department Chair:	Date:	Signature of Dean:	Date:
	3/16/20		3/16/2020
Signature of Appropriate Academic or Student Services Vice President:	Date:	Signature of Committee Chair Professional Standards Committee:	Date:
	4/2/20		4/2/20
Date of Board Approval:			
April 21, 2020			

ALLAN HANCOCK COLLEGE

✓	Equivalency Approval Date: 4/2/2020
	Not Approved Date:

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

NAME: Cynthia Quaid	DIVISION: Academic Affairs
DEPARTMENT: Business	DISCIPLINE: Business

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

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

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

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

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

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

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

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

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

I have a Bachelor's Degree in Business Administration and in addition I have over 50 credits of higher education in the same area.

Although I worked in industry for a few years after obtaining my bachelor's degree, I returned to higher education to earn my teaching credential at CSU Fullerton.

See attached statement.

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

Signature of Candidate:

Cynthia M. Leonard

Date:

10/9/19

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

Signature of Department Chair:

[Signature]

Date:

3-4-2020

Signature of Dean:

[Signature]

Date:

3/4/2020

Signature of Appropriate Academic or Student Services Vice President:

[Signature]

Date:

4/2/20

Signature of Committee Chair Professional Standards Committee:

[Signature]

Date:

3/9/20

Date of Board Approval:

April 21, 2020

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Out-of-State Travel Request	Item Number: 6.H.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The men's and women's soccer teams have been given an opportunity to compete in a showcase event against very competitive institutions at the Men's and Women's Soccer 2020 Showcase and would like to include this tournament as a part of their 2020-2021 schedule. In accordance with Board Policy 4300, authorization for out-of-state travel is requested for the team members and coaches to attend the Men's and Women's Soccer 2020 Showcase in Las Vegas, NV on September 4-6, 2020.

FISCAL IMPACT

The estimated cost for travel is \$4,300, to be funded by the athletics budget. The cost for entry fees, hotels, and meal does not exceed the cost of any other tournaments that take place in California, and there will be a savings in transportation costs by having both teams travel together.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for the Men's and Women's Soccer team and coaches to attend the Men's and Women's Soccer 2020 Showcase in Las Vegas, NV on September 4-6, 2020.

Administrator Initiating Item: Robert Curry	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number: 6.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 48

BACKGROUND

The curriculum report for the period January 31, 2020 to March 5, 2020 is attached for consideration by the board of trustees. This report includes a summary of new courses, modifications to existing courses, and the following new programs:

Crop Protection, Certificate of Achievement
 Pest Controller, Certificate of Achievement
 Commercial Dance, Certificate of Achievement
 Geography, Associate in Art for Transfer
 Media Arts: Visual Design, Certificate of Achievement

FISCAL IMPACT

The cost for additional library materials for new and modified curricula is estimated at \$1,760.00.

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 January 31 – March 5, 2020

April 21, 2020

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Antonio Ramirez, Counseling

Robert Senior, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andria Keiser, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Ronaldo Redondo, Associated Student Body Government

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

Non-Credit Education (non-voting, vacant)

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
Allan Hancock College

Date

Adopted by Board of Trustees: _____

President, Board of Trustees
Allan Hancock Joint Community College District

Date

NEW COURSES AND PROGRAMS RECOMMENDED FOR ADOPTION

This section lists all new courses and programs including credit, noncredit, experimental, and special topics. Effective 2021-22 catalog

NEW Credit Courses

Course Number	Course Title	Units
DANC 102	Auditioning for Dancers This is a new course proposal that will align our curriculum with four-year dance degrees and will provide audition experience to students.	2
GEOG 155	Introduction to GIS with Lab This new course aligns with transfer model curriculum and is being proposed in preparation of a new transfer degree in geography	2

New Credit Programs

Discipline	Program Title	Units
Agriculture	Crop Protection, Certificate of Achievement This certificate is the first in a series of two stackable certificates. Completion of this certificate followed by completion of the second stackable certificate (Pest Control Adviser Preparation) will adequately satisfy the curricular requirements to qualify to take the PCA license exam. The need for and value of this certificate was also confirmed by the members of the Allan Hancock College Agriculture Program Advisory Committee.	24
Agriculture	Pest Control Adviser Preparation Certificate of Achievement Justification: California is one of only a few states that require a license for people who advise farmers on pest control management. The need for new licensed Pest Control Advisers (PCAs) is so great in California agriculture, that the California Association of Pest Control Advisers (CAPCA) has been making efforts to reach out to community colleges and universities to encourage students to follow pathways that will lead to qualifications for taking the PCA licensing exam. The Department of Pesticide Regulation (DPR), who has the sole authority to issue the PCA license, requires that 42 specific course units be completed by the exam applicant. This certificate is the second in a series of two stackable certificates. Completion of this certificate after completion of the first stackable certificate (Crop Protection) will satisfy the curricular requirements to qualify to take the PCA exam.	19
Dance	Commercial Dance, Certificate of Achievement The commercial dance certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing communities. Hands-on experience, technical skill-building, and creative problem-solving are emphasized. Additionally, the certificate will provide an important milestone towards a degree or	16.5

transfer for the degree-seeking student. Additional information on job market (from the Center of Excellence) suggests there's a gap between certificate completers than there are job openings. The numbers show that there are jobs available in the commercial dance field. This information can be found in our supporting documents attached.

Need: This is a new program proposal that will align our curriculum with four-year dance degrees and hands-on field work experience for the professional dance industry.

Geography	Associate in Art for Transfer This is an associate degree for transfer based on the geography transfer model curriculum. Eighteen of the twenty-three CSU campuses have Geography majors and three University of California have Geography majors.	18
Media Arts	Media Arts: Visual Design, Certificate of Achievement This 14-unit certificate was written in consultation with the Advisory Committee, and will provide a clear career pathway for students seeking entry level design positions. The program allows students to complete the program in 4 semesters.	14

NEW Noncredit Courses

Course Number	Course Title	Hours
Courses for older adults are designed to improve physical/mental health, enhance mental activity, maintain fine motor skills, and to serve the needs of the community.		
OLDR 7400	Mixed Ensemble	64-72
OLDR 7401	Jazz Ensemble	48-54
OLDR 7214	Ceramics 2	96-108
OLDR 7215	Mixed Media 1	96-108

Course Review

Courses listed here have been reviewed as part of a regularly scheduled course review cycle. Specific modifications are noted below. Effective 2021-22 catalog.

Course Number	Course Title	Units
AT 324	Automatic Transmissions Prerequisite: AT 100, Advisory: AT 303 Modifications are being made to align with C-ID course descriptor AUTO 120X "Automatic Transmissions and Transaxles". Modified areas include catalog description, content, evaluation methods, and objectives, new advisory course, AT 303	5
AT 344	Emission Control/ BAR CAC Advisories: AT 341 and AT 343 Increase weekly lecture hours from 4 to 5 hours, increase in units from 4 to 5 units.	5

ECS 113	Curriculum Strategies for Children with Special Needs Advisories: ECS 151, ECS 100, and ECS 112 Prerequisite courses have been changed to advisories.	3
EMS 309	Pre-hospital Trauma Life Support Co-requisite: Paramedic Theory 1 A new requisite course is being added.	1
HUSV 101	Introduction to Human Services: Becoming a Helping Professional Modifications: Update and simplify outline of course content and scope, delete appropriate readings section, add weekly quizzes and two written papers to evaluation section, and update the text.	3
HUSV 102	Case Management Skills Modifications: Change course title, edit and simplify outline of course content and scope, delete appropriate readings section, modify evaluation section, and update the text.	3
HUSV 103	Basic Counseling Skills Modifications: Update course description, delete appropriate readings section, add weekly quizzes to evaluation section, and update the text.	3
HUSV/PSY 128	Positive Psychology	3
LE 318	Traffic Collision Investigation Limitation on enrollment: Must possess a valid driver's license. Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	0.5
WLDT 106	Beginning Welding Modifications: Update content, text, catalog description, and program selection.	3
WLDT 107	Advanced Welding Prerequisite: WLDT 106	3

MODIFICATIONS
Effective 2021-22 catalog.

Major Course Modifications

Course Number	Course Title	Units
DANC 182	Technical Production Lab Limitation on enrollment: Audition	3

Modifications being made to align with transfer model curriculum.

EL 118	Fundamentals of DC and AC Circuits Analysis Corequisite: EL 119 Fundamentals of DC and AC Circuits Analysis Laboratory. The math prerequisite is being removed from the course.	3
GEOG 105	Geography of California Advisory: ENGL 101 The course is being modified to align with transfer model curriculum and in preparation of new transfer degree.	3
VEN 325	Vineyard Equipment Practices	2
VOCE	The course hours have been modified to comply with term schedules.	Hours
VOCE 7100	Computers and You: Level 1.	28-36
VOCE 7101	Computers and You: Level 2	28-36
VOCE 7103	Introduction to the Internet	14-18
VOCE 7105	Intro to Microsoft Word	28-36
VOCE 7107	Intro to Microsoft Excel	28-36
VOCE 7108	Computer Skills Lab	8-108
VOCE 7110	Social Media	14-18
VOCE 7111	Email.	14-18
VOCE 7112	Intro to Microsoft PowerPoint	14-18
VOCE 7113	Intro to Microsoft Publisher	14-18

Program Modifications

Discipline	Program Title	Units
Computer Science	Computer Science, Associate in Art Removing CS 181, adding CS 102	18
Early Childhood Studies	Early Childhood Studies: Special Education, Certificate of Achievement Justification: Based on program review, the program is being aligned with the Curriculum Alignment Project. Modification: Modify mission statement and program goals and objectives. Add ECS 116 and ECS 149 in the core. Add ASL 120, ECS 151, ECS 111, ECS 114, and EMS 102 in the select list	43
Human Services	Human Services: Advanced Helping Skills 1, Certificate of Accomplishment Modifications were made to program learning outcomes and catalog description, adding HUSV 135.	9

Human Services Advanced Helping Skills 2, Certificate of Accomplishment 9
Modifications were made to program learning outcomes and catalog description.

Addiction Studies, Certificate of Achievement 42
The proposed changes will bring AHC's program into compliance with CAADE's requirements. The addition of HUSV 145 as a selected course (with FCS 131) is made in response to a recommendation from a member of the Advisory Committee.

Photography Media Arts: Photography, Associate in Science 34
Program title change from Applied Design/Media: Photography
The photographic image has supplanted the written word as the dominant means of communication in the 21st century. The photography program at Allan Hancock College equips students with the knowledge and means to communicate in this new language while giving them a strong foundation in the literature, terminology and principles of the medium. The program will prepare them to encompass new technologies and new software to remain a visually literate member of the community and society. With the help of Strong Workforce and CTEA grant funding students have new and exciting career opportunities to explore new technology related to photography. Opportunities for commercial photographers is strong and the skills needed have become more interdisciplinary with other Media Arts programs.

MISCELLANEOUS ITEMS Effective 2020-21

Proposal Type	Course Number and Title	Units
Request for DL	GEOG 155 Introduction to GIS with Lab	2
	PHYS 110 Introductory Physics	3
Textbook Changes	AJ 150 Introduction to Forensics	3
	CA 119 Introduction to Hospitality Industry	2
Discipline Placement	MATH 123 Elementary Statistics	4
	Math <u>and Engineering</u>	

2020-21 College Now Course List

- **Course List** - High school students **are not** eligible to take courses at AHC *if the courses are available at their high school*. *College Now!* students can only enroll in courses on this list.
- **Physical Education** – PE courses listed with a bulldog icon require permission of the instructor of record that may be granted the first day of the term, if enrollment in the course permits adding *College Now!* students. In addition to the instructor's permission, CN students must also meet all other criteria for the College Now program before enrolling in a PE course and complete a PE Disclaimer form.
- ***Course Requisites** – Students who wish to take CN courses must meet the stated academic prerequisites or co-requisites. Courses with pre/co-requisites are listed on this list with an asterisk *.
- **★Auditions** – Courses with a ★require an audition or limitation on enrollment, or admittance to a program.

AB 300	ART 104*	BIOL 120	CS 111*	EL 136*	ET 117
AB 351	ART 105	BIOL 132	CS 112*	EL 179	ET 140*
AB 356	ART 106	BIOL 199	CS 131*	EL 320	ET 145*
AB 370	ART 107	BUS 101	CS 131*	EL 332	ET 300
ACCT 317	ART 108	BUS 102	CS 181*	EL 370	ET 370
AG 101	ART 110	BUS 103	CWE 149	EMS 102	FCS 130
AG 102	ART 112	BUS 104	CWE 302	EMS 300*	FCS 131
AG 120	ART 113*	BUS 107	DANC 101	EMS 301*	FASH 101
AG 114	ART 115	BUS 110	DANC 140	EMS 302*	FASH 102
AG 121	ART 120	BUS 111	DANC 148★	EMS 306	FASH 103
AG 122	ART 121*	BUS 121	DANC 170★	EMS 307	FASH 104
AG 125	ART 124	BUS 130	DANC 180★	EMS 310	FASH 110
AG 130*	ART 144*	BUS 141	DANC 182★	EMS 325*	FCS 170
AG 135	ART 160	BUS 160	DANC 183★	EMS 328	FCS 171
AG 150	ART 161	BUS 189	DANC 185★	ENGL 100*	FCS 199
AG 152	ART 162	BUS 302	DANC 186★	ENGL 101*	FILM 101
AG 153	ART 163	BUS 303	DANC 199	ENGL 102*	FILM 102
AG 154	ART 164	BUS 386	DANC, all activity	ENGL 103*	FILM 103
AG 155	ART 165	CA 119	DRMA 103	ENGL 105	FILM 104
AG 156	ART 199	CA 120	DRMA 104	ENGL 106*	FILM 105
AG 157	ART 366	CA 124	DRMA 106*	ENGL 107	FILM 106*
AG 158	ART 367	CA 125	DRMA 110	ENGL 108	FILM 110
AG 179D	ART 368	CA 126	DRMA 111	ENGL 110	FILM 111*
AG 307	ART 380*	CA 129	DRMA 199N	ENGL 130*	FILM 114
AG 312*	ART 381*	CA 323	ECON 101*	ENGL 131*	FILM 115
AG 314	ART 382*	CA 324	ECON 102*	ENGL 132*	FILM 116*
AG 324	ART 383*	CBIS 101	ECON 121	ENGL 133*	FILM 117
AJ 101	ASL120	CBIS 112	ECON 130	ENGL 135*	FILM 118*
AJ 103	ASL121*	CBIS 141	ECON 141	ENGL 137*	FILM 120
ANTH 101	ASL124*	CBIS 142	ECS 100	ENGL 138*	FILM 121
ANTH 102	ASL130*	CBIS 371	ECS 101	ENGL 139*	FILM 123
ANTH 103	ASTR 100	CBIS 372	ECS 104	ENGL 144*	FILM 125
ANTH 105	ASTR 121	CBOT 100	ECS/EDUC 130	ENGL 145*	FILM 126
ANTH 110*	AT 100	CBOT 131	ECS 303	ENGL 146*	FILM 127
ANTH 122	AT 133*	CBOT 312	EDTC 300	ENGR 100	FILM 380*
ANTH 199	AT 300	CBOT 333	EL 104	ENGR 124*	FILM 381*
ARCH 111	AT 303*	CBOT 337	EL 105	ENGR 126	FRCH 101
ARCH 112	AT 313*	CBOT 350*	EL 107*	ENTR 101	FRCH 102*
ARCH 121	AT 323	CBOT 351*	EL 108*	ENVT 101	FSN 109
ARCH 122	AT 341	CBOT 360	EL 109	ENVT 150	FSN 110
ARCH 131	AT 343	CBOT 361	EL 118*	ENVT 151*	FSN 112
ARCH 151*	AT 370	CHEM 110	EL 119*	ENVT 152	FSN 132
ARCH 152*	ATH 104	CHEM 120*	EL 122*	ENVT 153	FT 101
ARCH 160	ATH 106*	CHEM 140*	EL 123*	ENVT 154	FT 102
ARCH 370	BASK 7014	CHEM 150*	EL 125*	ENVT 155	FT 103
ART 101	BASK 7015	CHEM 151*	EL 126*	ET 100	FT 104
ART 103	BIOL 100	CS 102	EL 135*	ET 104	FT 379

- **Course List** - High school students **are not** eligible to take courses at AHC *if the courses are available at their high school*. *College Now!* students can only enroll in courses on this list.
- **Physical Education** – PE courses listed with a bulldog icon require permission of the instructor of record that may be granted the first day of the term, if enrollment in the course permits adding *College Now!* students. In addition to the instructor's permission, CN students must also meet all other criteria for the College Now program before enrolling in a PE course and complete a PE Disclaimer form.
- ***Course Requisites** – Students who wish to take CN courses must meet the stated academic prerequisites or co-requisites. Courses with pre/co-requisites are listed on this list with an asterisk *.
- **★Auditions** – Courses with a ★require an audition or limitation on enrollment, or admittance to a program.

FT 399	LS 101	MUS 112*	PE 146 🐶	REC 103
GBST 141	MATH 100*	MUS 113*	PE 154 🐶	REC 105
GEOG 101	MATH 121*	MUS 114*	PE 160 🐶	REC 107
GEOG 102	MATH 123*	MUS 115	PE 164 🐶	REC 109
GEOG 103	MATH 123S*	MUS 116	PE 167 🐶	SOC 101
GEOL 100	MATH 131*	MUS 117	PE 170 🐶	SOC 102
GEOL 114	MATH 131S*	MUS 118	PE 172 🐶	SOC 110
GEOL 131	MATH 135*	MUS 119*	PEIA 195	SOC 120
GEOL 141	MATH 135S*	MUS 120*	PHIL 101	SOC 122
GRPH 108	MATH 141*	MUS 121*	PHIL 102	SOC 155
GRPH 110	MATH 141S*	MUS 123*	PHIL 105	SOC 160
GRPH 111*	MATH 181*	MUS 124*	PHIL 112	SPAN 101
GRPH 112*	MATH 182*	MUS 125	PHIL 114*	SPAN 102*
GRPH 113*	MATH 183*	MUS 126*	PHIL 121	SPAN 103*
GRPH 114*	MATH 184*	MUS 128	PHIL 122*	SPAN 104*
GRPH 115	MATH 331S*	MUS 129	PHSC 111*	SPAN 105*
GRPH 118	MMAC 101*	MUS 132★	PHSC 112*	SPAN 111*
GRPH 125*	MMAC 102*	MUS 137★	PHTO 110	SPAN 112*
GRPH 130	MMAC 112	MUS 140★	PHTO 120*	SPCH 101
GRPH 127	MMAC 114	MUS 143	PHTO 130*	SPCH 106
HIST 101	MMAC 115	MUS 144*	PHTO 140*	SPCH 108
HIST 102	MMAC 116*	MUS 145*	PHTO 150*	SPCH 110
HIST 103	MMAC 117	MUS 146*	PHTO 170	STEM 100
HIST 104	MMAC 118*	MUS 151★	PHTO 199	VT 300
HIST 105	MMAC 125	MUS 160	PHTO 380★	WFT 101
HIST 107	MMAC 126	MUS 179	PHTO 381★	WFT 102
HIST 108	MMAC 127	MUS 189	PHTO 382★	WFT 103
HIST 118	MMAC 128	PD 100	PHTO 383★	WFT 104
HIST 119	MMAC 199	PD 101	PHTO 384★	WFT 105
HIST 120	MMAC 380*	PD 110	PHTO 385★	WFT 301
HUM 101	MMAC 381*	PD 115	PHYS 100	WFT 302
HUM 102	MMAC 382*	PE 100	PHYS110*	WLDT 106
HUM 103	MT 109	PE 106	PHYS 141*	WLDT 107*
HUM 104	MT 116	PE 120 🐶	PHYS 142*	WLDT 300
HUM 105	MT 300	PE 121 🐶	PHYS 161*	WLDT 306*
HUSV 101	MT 301	PE 122 🐶	PHYS 162*	WLDT 307*
HUSV 102	MT 113	PE 123 🐶	PHYS 163*	WLDT 308*
HUSV 103	MT 302	PE 128	POLS 101	WLDT 309
HUSV 104	MT 303	PE 129 🐶	POLS 103	WLDT 312
HUSV 105	MT 307	PE 130 🐶	POLS 104	WLDT 316
HUSV 106	MT 370	PE 132 🐶	POLS 105	WLDT 317
HUSV 107	MUS 100	PE 133 🐶	POLS 106	WLDT 318
HUSV 110	MUS 101	PE 134 🐶	POLS 199A	WLDT 319
HUSV 111	MUS 102	PE 140 🐶	PROD 301	WLDT 320
HUSV 112	MUS 104	PE 141 🐶	PSY 101	WLDT 399
HUSV 113	MUS 106	PE 142 🐶	RE 100	
LBRY 170	MUS 110	PE 143 🐶	REC 101	
LDER 111	MUS 111			

Cover

New Program: Crop Protection - Certificate of Achievement

Program Title Crop Protection**Department** Life & Physical Sciences**Discipline** AG**Award Type** Certificate of Achievement**Date Reviewed Semester** Spring**Year** 2020**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes)**Does award also prepare students for transfer?** No**Proposed Start** 08/16/2021**Other**

n/a

Justification/Need for New or Modified Program**How will this program, or program modification, meet student, employer, or community needs?**

California is one of only a few states that require a license for people who advise farmers on pest control management. The need for new licensed Pest Control Advisers (PCAs) is so great in California agriculture, that the California Association of Pest Control Advisers (CAPCA) has been making intentional efforts to reach out to community colleges and four-year universities to encourage students to follow curricular pathways that will lead to qualifications for taking the PCA licensing exam. The Department of Pesticide Regulation (DPR), who has the sole authority to issue the PCA license, requires that 42 specific course units be completed by the exam applicant. This certificate is the first in a series of two stackable certificates. Completion of this certificate followed by completion of the second stackable certificate (Pest Control Adviser Preparation) will adequately satisfy the curricular requirements to qualify to take the PCA license exam.

The local CAPCA chapter reviewed the courses planned by the Allan Hancock College agriculture coordinator for the completion of the Crop Protection and Pest Control Adviser Preparation Certificates. All board members are practicing Pest Control Advisers who have passed the rigorous exam given by the DPR and all agreed that these certificates, with the four new courses created specifically for this Crop Protection Certificate, will provide our students with the knowledge required to pursue this career path. The need for and value of this certificate was also confirmed by the members of the Allan Hancock College Agriculture Program Advisory Committee.

The content of this certificate was also reviewed and approved by the California Department of Pesticide Regulation (DPR). All of the courses required for this certificate are approved by the DPR so students are assured that upon completion of these stackable certificates, they will meet the curricular qualifications to take the PCA exam.

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

This program is intended as a first step in a two-certificate process which will provide students with the skills and knowledge necessary to qualify to take and pass the Pest Control Adviser Licensing exam, given by the California Department of Pesticide Regulation.

Co-Contributor

Contributor

Program Goals and Objectives

The goal of this first of two stackable certificates is to provide students with the foundational knowledge which will begin to prepare them to qualify to take the Pest Control Adviser licensing exam, given by the California Department of Pesticide Regulation.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

As part of this certificate, four new courses are being added to the agriculture curriculum at Allan Hancock College. These four courses were a direct result of the recommendation of the California Association of Pest Control Advisers (CAPCA) board, which is comprised of professionals in the industry who understand the curricular requirements of the PCA licensing process. The Department of Pesticide Regulation (DPR), which is the agency that administers the exam and has sole authority over the issuance of PCA licenses, has reviewed the proposed courses, descriptions and units in these two stackable certificates. The DPR has provided assurance that these certificates will adequately prepare students to qualify to take the PCA exam.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

Completion of this first in a series of two stackable certificates will provide students with the intellectual and experiential knowledge required for employment in the many facets of the crop protection sector of the agriculture industry. Possession of this certificate will represent a level of understanding of crop protection that is required by employers and is extremely rare to obtain at the community college level. This program will open employment opportunities for students desiring immediate employment in the local crop protection field.

Enrollment and Completer Projections

Enter estimated number of program completers:

10

What were the enrollment projections based on?

The enrollment projection is based on the assessment of student interest and employer need as determined through contact with both segments of our local population.

Place of Program in Existing Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

There is not currently a related program to meet this educational need nor is there any duplication with other departments. All of the required courses for this program either currently exist or have been launched.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

There does not exist a similar program in any of the community colleges within commuting distance from the Allan Hancock College service area.

Faculty persons contacted at colleges offering similar programs.

Tim Ellsworth at West Hills Community College, Coalinga

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Qualified Staff
- Instructional Supplies

Other No

Please specify

Grant funding provided through CTEA and NSF provided the supplies needed for the new courses that are required for this certificate.

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes, these are adequate supplies and resources.

List qualified faculty members who will be available to teach the program.

Erin Krier, Alfredo Koch, Ric Fuller

Is this adequate? If no, list additional faculty and/or staff resource needs.

Yes

What type of facilities/classroom are available for this program?

Existing classrooms and outdoor laboratory space is available.

Is this adequate? If no, list the types of facility needs for this program.

An additional indoor laboratory or part of a laboratory where supplies can be stored and experiments and lab assignments completed would be helpful.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Crop Protection certificate of achievement program is designed for students preparing for or advancing in careers in crop protection and pest control. It prepares students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This first of two stackable certificates provides students with the foundational courses which, when built upon by completion of the second certificate in Pest Control Adviser Preparation, will meet the requirements to qualify to take the Pest Control Adviser licensing exam. The program emphasis is on local career opportunities such as pest management and control, agronomy, farm management, greenhouse and nursery operations, agricultural inspection, and crop advising. This program will adequately prepare students for advanced studies in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

Program Completion Requirements

A total of 24 units is required for the certificate:

AG130 Integrated Pest Management 4

AG161 Introduction to Plant Science 4

AG162 Agricultural Plant Pathology 4

AG163 Economic Entomology 4

AG164 Weed Science 4

BIOL100 Introductory Biology 4

Possible sequence:

Year 1 Fall Semester: 12 units

Year 1 Spring Semester: 12 units

Program Learning Outcomes (PLO)

1. **identify plant pathogens, insects and weed species and assess the economic impact of pest infestations to determine the proper course of action for treatment and control.**
2. **utilize integrated pest management strategies and techniques to sustainably prevent and control pathogen, insect and weed populations.**
3. **demonstrate working knowledge of plant physiological processes that affect crop production.**
4. **demonstrate knowledge of pesticide modes of action and the biology of host-pest interactions in order to make effective and sustainable pest management decisions.**

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes

Apprenticeship No

Sponsor Name n/a

Sponsor Address n/a

Sponsor Phone n/a

Related/Supplemental Instruction (RSI) Year 1 hours n/a

Related/Supplemental Instruction (RSI) Year 2 hours n/a

Related/Supplemental Instruction (RSI) Year 3 hours n/a

Include California Division of Apprenticeship Standards (DAS) letter with Attachments No

Labor Market Information (LMI) and Analysis

According to the Bureau of Labor Statistics, California is the state with the highest employment level for SOC code 119013: Farmers, Ranchers and Other Agricultural Managers, with 1370 job openings and an average annual salary of \$92,740. In Santa Barbara County there is expected to be 40 annual job openings with an average wage of \$67,000. The ultimate goal for this program is the completion of both stackable certificates, of which this is the first. Upon completion of both certificates, students will be prepared to take and pass the exam to obtain a Pest Control Adviser (PCA) license. The need in California, and specifically Santa Barbara County, for new PCAs is high. The aging population of PCAs is not being replenished by incoming employees who possess this valuable license. The need for new PCAs is so great, in fact, that the California Association of Pest Control Advisers (CAPCA) is reaching out to community colleges and universities to encourage creation of courses and programs that will give students the education necessary to secure this license. The local CAPCA chapter reviewed the courses planned by the Allan Hancock College agriculture coordinator for the completion of the Crop Protection and Pest Control Adviser Preparation Certificates. All board members are practicing Pest Control Advisers who have passed the rigorous exam given by the DPR and all agreed that these certificates, with the four new courses created specifically for this Crop Protection Certificate, will provide our students with the knowledge required to pursue this career path. The need for and value of this certificate was also confirmed by the members of the Allan Hancock College Agriculture Program Advisory Committee. Students who complete this first of the two stackable certificates will also be prepared to take the Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) exam. Labor market data for SOC code 373012 for Pesticide Handlers, Sprayers and Applicators, indicates that employment opportunities for those in possession of a QAL or QAC will have 2720 job openings statewide, with an average pay of \$50,460. Employment for these workers is expected to increase annually by more than 7%.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

40

Advisory Committee Recommendations

Advisory Committee Members

Committee recommendations for creation of the new Crop Protection program can be found in supporting documents.

The advisory committee members include:

Les Graulich, Plantel Nurseries

Scott Nicholson, Plantel Nurseries

Christopher Greer, UC Cooperative Extension

Cathy Fisher, Santa Barbara County Agricultural Commissioner

Jim Glines, Community Bank of Santa Maria

Tom Gulliver, Farm Credit West

Claire Wineman, Grower-Shipper Association

David Rice, PCA Nutrien Ag Solutions

Andrew Rice, Reiter Berry Affiliated

Brenda Farias, USDA

Teri Bontrager, Santa Barbara County Farm Bureau

Danilu Ramirez, PCA/CCA

Holly Nolan-Chavez, Deputy Sector Navigator, agriculture

Marcos Ramos, AHC ag student

Manny Bonilla, vegetable grower

Ron Labastida, organic certifier/auditor and vegetable grower

Tom Durant, vegetable grower

Emma Chow, USDA Natural Resources Conservation Service

Eryn Gray, Ag Laboratory

Jerry Mahoney, Organic CSA farmer

Marc DeBernardi, Santa Maria High School FFA

Mark Powell, Santa Maria High School FFA

Rosemary Cummings, Nipomo High School FFA

Guillermo Guerra, Righetti High School FFA & AHC part-time ag instructor

Miguel Guerra, Righetti High School FFA & AHC part-time ag instructor

Richard Mahon, Dean Academic Affairs AHC

Eric Shiers, AHC part-time ag instructor

Christine Ready, Nipomo High School FFA & AHC part-time instructor

Summary of Recommendations

Based on feedback from multiple industry leaders, the California Association of Pest Control Advisers central coast region board, and statistical data from the California Employment Development Department, a clear need has been illustrated for the creation of this certificate program.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Ag Advisory Meeting Notes 12318.docx (/Form/Program/_DownloadFile/396/10?fileId=249)

Agriculture_Forestry_Fishing_and_Hunting.xls (/Form/Program/_DownloadFile/396/10?fileId=279)

Crop Protection Narrative, final.docx (/Form/Program/_DownloadFile/396/10?fileId=285)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. No

The college instructional resources are not presently adequate to support the teaching of this course. Yes

Approximate cost of additional materials and equipment to implement new curriculum

365.00

Additional comments:

The library does not have sufficient support for the required materials but recommends the purchase of supplemental materials at the cost of \$365.

Feasibility Analysis - Dean's Page

Program Title Crop Protection

Top Code 0103.10 - Agricultural Pest Control Adviser and Operator (Li*

CIP Code 01.1105: Plant Protection and Integrated Pest Management.

Lecture Load

Lab Load

Total Workload 0.000

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials 365.00

Other

Total Fiscal Impact 365.00

Gainful Employment

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

Course Review Date

Program Review Date

The program is feasible:

The program is not feasible:

Funding Source/Plan

Transfer Documentation

If this page is blank, then this program does not have "Transfer" as a selection. Please check the Cover page.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes

Special Dates

Academic Senate

04/07/2020

Instructional Services

Date Reviewed Semester Spring**Year** 2020**Catalog Term** 2021/2022**Top Code** 0103.10 - Agricultural Pest Control Adviser and Operator (Li***Program Control Number****Originator** Krier, Erin**Origination Date**

01/04/2019

Comments

AP&P approval: 3/5/2020

CCCCO Entry

College has Submitted with C-ID Descriptors**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes)**TOP Code** 0103.10 - Agricultural Pest Control Adviser and Operator (Li***Units for Degree Major/Emphasis (Minimum)****Units for Degree Major/Emphasis (Maximum)****Total Units (Minimum)****Total Units (Maximum)****Annual Completers****Faculty Workload**

0.000

New Faculty Position**New Equipment****New/Remodeled Facilities****Library Materials** 365.00**Gainful Employment** Yes**Net Annual Labor Demand** 40**Program Review Date****Apprenticeship** No**Distance Education Percentage****District Governing Board Approval Date**

Cover New Program: Pest Control Advisor Preparation - Certificate of Achievement

Program Title Pest Control Advisor Preparation

Department Life & Physical Sciences

Discipline AG

Award Type Certificate of Achievement

Date Reviewed Semester Spring

Year 2020

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Does award also prepare students for transfer? No

Proposed Start 08/09/2021

Other

n/a

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

California is one of only a few states that require a license for people who advise farmers on pest control management. The need for new licensed Pest Control Advisers (PCAs) is so great in California agriculture, that the California Association of Pest Control Advisers (CAPCA) has been making efforts to reach out to community colleges and universities to encourage students to follow pathways that will lead to qualifications for taking the PCA licensing exam. The Department of Pesticide Regulation (DPR), who has the sole authority to issue the PCA license, requires that 42 specific course units be completed by the exam applicant. This certificate is the second in a series of two stackable certificates. Completion of this certificate after completion of the first stackable certificate (Crop Protection) will satisfy the curricular requirements to qualify to take the PCA exam.

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

This program is intended as the final step in a two-certificate process which will provide students with the skills and knowledge necessary to qualify to take and pass the Pest Control Adviser Licensing exam, given by the California Department of Pesticide Regulation.

Co-Contributor

Contributor

Program Goals and Objectives

The goal of this second of two stackable certificates is to provide students with the comprehensive knowledge which will prepare them to qualify to take the Pest Control Adviser licensing exam, given by the California Department of Pesticide Regulation.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

The courses required for this certificate were a direct result of the requirements set forth by the Department of Pesticide Regulation (DPR) to complete the 42 specific units required to qualify to take the Pest Control Adviser licensing exam. The DPR, which is the agency that administers the exam and has sole authority over the issuance of PCA licenses, has reviewed the proposed courses, descriptions and units in these two stackable certificates. The DPR has provided assurance that these certificates will adequately prepare students to qualify to take the PCA exam.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

Completion of this second in a series of two stackable certificates will provide students with the intellectual and academic knowledge required for employment in the many facets of the crop protection sector of the agriculture industry. Possession of this certificate will represent a level of understanding of crop protection that is required by employers and is extremely rare to obtain at the community college level. This program will open employment opportunities for students desiring immediate employment in the local crop protection field.

Enrollment and Completer Projections

Enter estimated number of program completers:

12

What were the enrollment projections based on?

The enrollment projection is based on the assessment of student interest and employer need as determined through contact with both segments of our local population.

Place of Program in Existing Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

There is no currently a related program to meet this educational need nor is there any duplication with other departments. All of the required courses for this program currently exist.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

There does not exist a similar program in any of the community colleges within commuting distance from the Allan Hancock College service area.

Faculty persons contacted at colleges offering similar programs.

Tim Ellsworth at West Hills Community College, Coalinga

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Qualified Staff
- Instructional Supplies

Other No

Please specify

The resources needed are already in place as the courses required for this certificate are well established.

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes, these are adequate supplies and resources.

List qualified faculty members who will be available to teach the program.

Erin Krier, Alfredo Koch, Eric Shiers, Guillermo Guerra, Miguel Guerra, Anjali Misra

Is this adequate? If no, list additional faculty and/or staff resource needs.

Yes.

What type of facilities/classroom are available for this program?

Existing classrooms and outdoor laboratory space is available.

Is this adequate? If no, list the types of facility needs for this program.

The courses required for this certificate have all facility needs met.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

Allan Hancock College's Pest Control Adviser Preparation Program is designed for students preparing for, or advancing in careers in crop protection and pest control. The Pest Control Adviser Preparation program will prepare students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This second of two stackable certificates provides students with comprehensive courses which, when preceded by completion of the first certificate in Crop Protection, will meet the requirements to qualify to take the Pest Control Adviser licensing exam.

The program emphasis is on local career opportunities such as pest management and control, pest control advising, agronomy, and agricultural inspection.

This program will adequately prepare students for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

Program Completion Requirements

A minimum of 19 units in the major is required for the certificate.

Required core courses 13 units:

Program Courses

AG125	Soils and Plant Nutrition	4
AG153	Introduction to Sustainable Agriculture	3
AG165	Qualified Applicator Training	2
CHEM120	Introductory Chemistry	4

Plus a minimum of 6 units selected from the following:

VEN102	Introduction to Viticulture	3
AG154	Introduction to Fruit Science	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

- 1. use standard scientific procedures to answer questions related to the chemical and biological properties of agricultural products and materials.**
 - 2. utilize agronomic principles to identify issues in and solutions for agricultural production systems.**
 - 3. apply sustainable agricultural techniques to solve pest and nutrient issues in the agricultural system.**
 - 4. employ safety standards, calibration techniques, and laws and regulations to effectively prepare and apply crop protection materials for pest control.**
-

Labor Market Information (LMI) and Analysis

California is one of only a few states that require a license for people who advise farmers on pest control management. The California Association of Pest Control Advisers (CAPCA), said a survey of CAPCA's 3,100 members revealed that almost 40 percent of its members are over 55. Only 17 percent are 44 or younger. Thirty-five percent are 45 to 55. These troubling statistics have led CAPCA to redoubled its efforts to reach out more aggressively to community colleges and four-year universities to entice students to follow pathways that will lead to qualifications for taking the PCA exam. One of the problems with getting graduates to become PCAs is that that they often do not have the coursework to qualify to take the state-mandated exam. Students who have completed the 42 required units are assured to be in demand for employment. The need in California, and specifically Santa Barbara County, for new PCAs is high. The need for new PCAs is so great, in fact, that the California Association of Pest Control Advisers (CAPCA) is reaching out to community colleges and universities to encourage creation of courses and programs that will give students the education necessary to secure this license. According to the Bureau of Labor Statistics, California is the state with the highest employment level for SOC code 119013: Farmers, Ranchers and Other Agricultural Managers, with 1370 job openings and an average annual salary of \$92,740. In Santa Barbara County there is expected to be 40 annual job openings with an average wage of \$67,000. The ultimate goal for this program is the completion of both stackable certificates, of which this is the second. Upon completion of both certificates, students will be prepared to take and pass the exam to obtain a Pest Control Adviser (PCA) license. The local CAPCA chapter reviewed the courses planned by the Allan Hancock College agriculture coordinator for the completion of the Crop Protection and Pest Control Adviser Preparation Certificates. All board members are practicing Pest Control Advisers who have passed the rigorous exam given by the DPR and all agreed that these certificates, with the four new courses created specifically for the Crop Protection Certificate, will provide our students with the knowledge required to pursue this career path. The need for and value of this certificate was also confirmed by the members of the Allan Hancock College Agriculture Program Advisory Committee.

Net Annual Labor Demand: 40

Advisory Committee Recommendations

Committee recommendations for creation of the new Pest Control Adviser Preparation program can be found in supporting documents.

Advisory Committee Membership

The advisory committee members include:

Les Graulich, Plantel Nurseries
 Scott Nicholson, Plantel Nurseries
 Christopher Greer, UC Cooperative Extension
 Cathy Fisher, Santa Barbara County Agricultural Commissioner
 Jim Glines, Community Bank of Santa Maria
 Tom Gulliver, Farm Credit West
 Claire Wineman, Grower-Shipper Association
 David Rice, PCA Nutrien Ag Solutions
 Andrew Rice, Reiter Berry Affiliated
 Brenda Farias, USDA
 Teri Bontrager, Santa Barbara County Farm Bureau
 Danilu Ramirez, PCA/CCA
 Holly Nolan-Chavez, Deputy Sector Navigator, agriculture
 Marcos Ramos, AHC ag student
 Manny Bonilla, vegetable grower
 Ron Labastida, organic certifier/auditor and vegetable grower
 Tom Durant, vegetable grower
 Emma Chow, USDA Natural Resources Conservation Service
 Eryn Gray, Ag Laboratory
 Jerry Mahoney, Organic CSA farmer
 Marc DeBernardi, Santa Maria High School FFA
 Mark Powell, Santa Maria High School FFA
 Rosemary Cummings, Nipomo High School FFA
 Guillermo Guerra, Righetti High School FFA & AHC part-time ag instructor
 Miguel Guerra, Righetti High School FFA & AHC part-time ag instructor
 Sean Abel, Dean Academic Affairs AHC
 Eric Shiers, AHC part-time ag instructor
 Christine Ready, Nipomo High School FFA & AHC part-time instructor

Summary of Recommendations

Based on feedback from multiple industry leaders, the California Association of Pest Control Advisers central coast region board, and statistical data from the California Employment Development Department, a clear need has been illustrated for the creation of this certificate program.

I nclude Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

62

Ag Advisory Meeting Notes 12318.docx (/Form/Program/_DownloadFile/397/10?fileId=250

Agriculture_Forestry_Fishing_and_Hunting.xls (/Form/Program/_DownloadFile/397/10?fileId=281

PCA Preparation Narrative, revised.docx (/Form/Program/_DownloadFile/397/10?fileId=284

2019-05-13 Notes Agriculture Advisory Meeting.pdf (/Form/Program/_DownloadFile/397/10?fileId=511

Pest Control LMI.pdf (/Form/Program/_DownloadFile/397/10?fileId=512

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. Yes

The college instructional resources are not presently adequate to support the teaching of this course. No

Approximate cost of additional materials and equipment to implement new curriculum

490.00

Additional comments:

The library does have sufficient support for the required materials but recommends the purchase of supplemental materials at the cost of \$490.

Feasibility Analysis - Dean's Page

Program Title Pest Control Advisor Preparation

Top Code 0103.10 - Agricultural Pest Control Adviser and Operator (Li*

CIP Code 01.1105: Plant Protection and Integrated Pest Management.

Lecture Load

Lab Load

Total Workload 0.000

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials

Other

Total Fiscal Impact 0.00

Gainful Employment

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section

(www.ifap.ed.gov/GainfulEmploymentInfo)

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

Course Review Date 04/08/2022

Program Review Date 04/14/2023

The program is feasible:

The program is not feasible:

Funding Source/Plan

Transfer Documentation

If this page is blank, then this program does not have "Transfer" as a selection. Please check the Cover page.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes

Special Dates Board of Trustees
04/21/2020

Instructional Services

Date Reviewed Semester Spring

Year 2020

Catalog Term 2021/2022

Top Code 0103.10 - Agricultural Pest Control Adviser and Operator (Li*

Program Control Number

Originator Krier, Erin

Origination Date

01/04/2019

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

Program Goal CTE (all non-ADT awards with CTE TOP-Codes

TOP Code 0103.10 - Agricultural Pest Control Adviser and Operator (Li*

Units for Degree Major/Emphasis (Minimum)

Units for Degree Major/Emphasis (Maximum)

Total Units (Minimum)

Total Units (Maximum)

Annual Completers

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials 490.00

Gainful Employment Yes

Net Annual Labor Demand 40

Program Review Date 04/14/2023

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

All Fields

Cover

New Program: Commercial Dance - Certificate of Achievement

Program Title Commercial Dance**Department** Fine Arts**Discipline** DANC**Award Type** Certificate of Achievement**Date Reviewed Semester** Fall**Year** 2019**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes)**Does award also prepare students for transfer?** No**Proposed Start** 08/24/2020**Other**

n/a

Justification/Need for New or Modified Program**How will this program, or program modification, meet student, employer, or community needs?**

The commercial dance certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing communities. Hands-on experience, technical skill-building, and creative problem-solving are emphasized. Additionally, the certificate will provide an important milestone towards a degree or transfer for the degree-seeking student. Additional information on job market (from the Center of Excellence) suggests there's a gap between certificate completers than there are job openings. The numbers show that there are jobs available in the commercial dance field. This information can be found in our supporting documents attached.

NEED: This is a new program proposal that will align our curriculum with four-year dance degrees and hands-on field work experience for the professional dance industry.

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

To give students the creative, intellectual, and critical-thinking skills and avenue they need to make positive artistic contributions to our diverse community.

The dance program's Commercial Dance Certificate is designed to provide training that can lead to entry-level careers in the fields of commercial dance, and to provide courses that lead to the Dance Program's Associate Degree and the Associate in Arts for Transfer Degree that is currently under development.

Co-Contributor

Contributor

DeGroot, Dave (ddegroot@hancockcollege.edu)

Program Goals and Objectives

The Commercial Dance Certificate serves the goal of providing a certificate of achievement for competitive placement in entry level work in areas such as cruise lines, amusement parks, resorts, festivals, theater productions, choreography, and other commercial dance avenues or for transfer. Additionally, it will set intermediate milestones for individuals seeking the Dance Program's degrees. The Commercial Dance Certificate provides hands-on experiences in live audition preparation, commercial performance techniques, and various choreographic techniques. Our students will develop critical thinking skills unique to the creation and appreciation of commercial dance and performance forms, and our coursework will enhance their communication skills. Objectives: 1. Students will be able to demonstrate a wide range of commercial dance and performance styles. 2. Students will be able to understand their own inner-creative potential. 3. Students will be able to engage in critical thinking, collaboration, and cultural exchange that is tied into the commercial dance entertainment field. 4. Demonstrate an understanding of commercial

dance concepts, materials, and processes involved in creating choreographic works for film, television, stage and industrial works. 5. Participate in a variety of commercial dance forms, styles, demonstrating accomplishment of skills, techniques, and processes involved in their creativity, through a portfolio of choreographic, performance and dance works.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

All courses required for the Commercial Dance Certificate are currently offered as part of the degree the dance program offers. There will be no modifications of these courses. All courses included in the certificate have been approved by Allan Hancock College's curriculum committee and the chancellor's office.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

Many of our students have found self-employment as a result of the training provided in the courses that will be in the Commercial Dance Certificate. They have collaborated with the World Dance for Humanity in Santa Barbara, Santa Barbara County Fair, Paso Robles Arts Festival, the Choreographers Carnival in Los Angeles, Covered California and Cuesta College Hispanic Heritage month. Our students have choreographed for businesses in the immediate and surrounding area, and have gone out to own their private dance studios and dance schools. Others have found employment at various commercial dance jobs in the entertainment field, such as back-up dancing for music artists, Disney performance tours, cruise lines, B.E.T Awards and more. The Commercial Dance Certificate will provide an alternative form of completion leading to recognition of courses taken at an accredited college. This will accompany the choreography and creative work reels and resumes our students create, thus contributing to the community college mission of providing quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community. The required courses will uphold Allan Hancock College's mission through its assessment of Student Learning Outcomes found in the Commercial Dance Certificate courses, and their alignment with the dance program's PLOs and Allan Hancock's Institutional Learning Outcomes.

Enrollment and Completer Projections

Enter estimated number of program completers:

23

What were the enrollment projections based on?

Student surveys were completed in dance classes from over 30 dance students.

Place of Program in Existing Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

The Commercial Dance Certificate will not replace any other program certificates. The program courses all currently exist. Other certificates within the Fine Arts program at Allan Hancock College are: Website Design Certificate of Achievement, Graphic Design Certificate of Achievement, Multimedia Certificate of Achievement, Animation Certificate of Achievement, & Web Design Certificate of Achievement.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

The Citrus College Commercial Dance Certificate requires the following: a) Students earn a "C" or better in all courses required for the major. b) A "P" indicates the student's academic work is at least satisfactory. Units are awarded, but are not counted in the grade point average. Although there are no community colleges within commuting range that offer a Commercial Dance certificate, Citrus City College was the closest with a viable certificate. With Citrus College being so far in distance, our students would not want to travel that distance just to earn a degree in dance, and with Cuesta College no longer having a dance program, it is more likely that students from the San Luis Obispo county would want to come to Hancock. Citrus College Commercial Dance Certificate Overview The Citrus College Commercial Dance Certificate of Achievement Program provides a vast array of opportunities in the field of dance to the community college student. The program conforms to the mission of Citrus College in that it seeks to improve the local work force in the commercial dance field.

Faculty persons contacted at colleges offering similar programs.

JENNIFER DAWSON ALLGAIER, PH.D., RENEE LISKEY

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

Lab Equipment
Media Equipment

Other No
Please specify

n/a
Are these adequate? If no, describe the type of additional resources that will be needed.
All adequate.

List qualified faculty members who will be available to teach the program.
Jesus Solorio and Sydney Sorenson

Is this adequate? If no, list additional faculty and/or staff resource needs.
No, we are in need of instructors to teach ballroom technique, commercial dance audition techniques and acting for dancers.

What type of facilities/classroom are available for this program?
All current facilities are adequate.

Is this adequate? If no, list the types of facility needs for this program.
Yes.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Commercial Dance Certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will be able transfer to a four year institution or further their education. They will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing community.

Program Completion Requirements

Required Courses (16.5 units)

FALL (7.0 units)

DANC 120	Beginning Ballet	(2.0)
DANC 130	Beginning Jazz	(2.0)
DANC 133	Beginning Hip Hop	(2.0)
DANC 172	Beginning Ballroom Dance	(0.5)
DANC 168	Clinic in Stretch	(0.5)

SPRING (7.0 units)

DANC 102	Auditioning for Dancers	(2.0)
DANC 131	Intermediate Jazz	(2.0)
DANC 185	Intro to Performance Skills	(3.0)

Summer (2.5 units)

DANC 162	Clinic Jazz	(0.5)
DANC 160	Clinic in Ballet	(0.5)
DANC 175	Clinic in Salsa	(0.5)
DANC 154	Clinic in Partnering	(1.0)

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Demonstrate sophisticated and expressive presentation skills in stage and on-camera performance.**
2. **Demonstrate clear understanding of the dynamics associated with the audition and performance process.**
3. **Demonstrate appropriate skills and techniques needed for the competitive auditioning process.**

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment

Apprenticeship

Sponsor Name n/a

Sponsor Address n/a

Sponsor Phone n/a

Related/Supplemental Instruction (RSI) Year 1 hours n/a

Related/Supplemental Instruction (RSI) Year 2 hours n/a

Related/Supplemental Instruction (RSI) Year 3 hours n/a

Include California Division of Apprenticeship Standards (DAS) letter with Attachments No

Labor Market Information (LMI) and Analysis

In the South Central Coast region and Los Angeles County, the number jobs related to commercial dance is expected to remain steady over the next five years, no significant growth is expected. HOWEVER, in 2017 there were only 9 regional/Los Angeles County completions for Commercial Dance – Dance, Other (CIP 50.0399) - and 114 openings. This demonstrates, along with additional data, that the program is viable and will fill an employment gap in this industry.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

105

Advisory Committee Recommendations

The following are recommendations from committee members:

Recommendation #1:

Allan Hancock College students have expressed interest in a Commercial Dance certificate to receive acknowledgment of their work that is associated with Jazz and commercially oriented classes. This will enable them to have certification of classes completed as they apply for employment in the dance industry. This would be a foundation for students to start a career in dance. A certificate in Commercial Dance will increase enrollment/certificates completed in the dance program at Allan Hancock College.

Recommendation #2:

In today's digital and prolific entertainment world there are so many arenas for commercial dancers to make a living. However there are very few academic programs that include training in areas specific to this field ... Training that would make any dancers pathway so much clearer, direct, and successful. Today's young dancers mostly have to learn by trial-and-error... What to wear to auditions, Where to get a head shot, How to get an agent, What venues of dance do they need to have in their wheelhouse, What do professional choreographers look for in a dancer, What can they expect on a TV shoot or a movie set or a musical video situation, a national tour, or any other of the multitude of possible employment situations? How important is it to be a Triple Threat, How do they make a proper resume, A proper video reel, Where do they find audition listings, Who should they be taking classes from, Where should they live for the best possibilities of consistent careers? The more skills a dancer has the more employable they are.. Where can they emerge with an education that has covered acting, Voice, Ballet, Hip hop, Ethnic, Musical theater, Partnering, Contemporary, And Jazz techniques? Shows like "Dancing with the Stars" and "So you think you can Dance", and "The world of Dance" have changed the landscape of the dance industry forever. The number of excellent technicians are currently vast, however the job market has also exploded. To be successful in this competitive field. A dancer needs more than talent. Business

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skills, marketing skills, strategies, savvy and a realistic perception of the industry.... A one stop shop education for a young dancer who wants to make a living at his art, not just pursue the love of it, would be an amazing opportunity. I also believe it would be such a rare thing that the program could attract and generate unique publicity for the department and the college.

Recommendation #3:

Offering a commercial dance certificate at a community college such as Allan Hancock College, would only help enhance the level of dance education in the dance program. The entertainment industry is looking for performers that are well versed in the inner-workings of the commercial entertainment work field. Offering a commercial dance certificate would open many doors for the entry level worker. Plus, Allan Hancock would be the first in its region to offer such a degree.

Summary of Recommendations

AHC Dance Program is in need of a commercial dance certificate. In providing such a certificate, our students are more likely to find work in the commercial dance field.

The entertainment industry is looking for certificates such as commercial dance, to be offered in the education world.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Student Surveys.pdf (/Form/Program/_DownloadFile/417/10?fileId=434)

Student Surveys #2.pdf (/Form/Program/_DownloadFile/417/10?fileId=435)

Similar Degrees (Citrus College).pdf (/Form/Program/_DownloadFile/417/10?fileId=436)

UCI Articulation.pdf (/Form/Program/_DownloadFile/417/10?fileId=437)

UCR Articulation.pdf (/Form/Program/_DownloadFile/417/10?fileId=438)

LMI Data.pdf (/Form/Program/_DownloadFile/417/10?fileId=445)

SCCRC_Notice_of_Intent.pdf (/Form/Program/_DownloadFile/417/10?fileId=447)

Agenda & Minutes-Commercial Dance 2019.pdf (/Form/Program/_DownloadFile/417/10?fileId=448)

New Program Proposal Narrative.pdf (/Form/Program/_DownloadFile/417/10?fileId=453)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. No

The college instructional resources are not presently adequate to support the teaching of this course. Yes

Approximate cost of additional materials and equipment to implement new curriculum

15.00

Additional comments:

Based on our findings, the library recommends the purchase of the adopted text at a cost of \$15.

Feasibility Analysis - Dean's Page

Program Title Commercial Dance

Top Code 1008.10 - Commercial Dance*

CIP Code 50.0399: Dance, Other.

Lecture Load

Lab Load

Total Workload 0.000

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials 15.00

Other

Total Fiscal Impact 15.00

Gainful Employment

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

Program supports the missions of AHC and CCC. LMI data from the Center of Excellence supports a need and there is adequate college resources to support the program.

Course Review Date 04/14/2023

Program Review Date 04/12/2024

The program is feasible:

Yes, this course is feasible.

The program is not feasible:

N/A

Funding Source/Plan

No additional funding is required other than recommended purchase of library textbook at \$15.00.

Transfer Documentation

If this page is blank, then this program does not have "Transfer" as a selection. Please check the Cover page.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes

Special Dates

Academic Senate
04/07/2020

Instructional Services

Date Reviewed Semester Fall**Year** 2019**Catalog Term** 2020/2021**Top Code** 1008.10 - Commercial Dance***Program Control Number****Originator** Solorio, Jesus**Origination Date**

04/05/2019

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors N/A**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes)**TOP Code** 1008.10 - Commercial Dance***Units for Degree Major/Emphasis (Minimum)** 17.000**Units for Degree Major/Emphasis (Maximum)** 17.000**Total Units (Minimum)** 17.000**Total Units (Maximum)** 17.000**Annual Completers** 23**Faculty Workload**

0.000

New Faculty Position**New Equipment****New/Remodeled Facilities****Library Materials** 15.00**Gainful Employment****Net Annual Labor Demand** 105**Program Review Date** 04/12/2024**Apprenticeship****Distance Education Percentage****District Governing Board Approval Date**

Cover New Credit Program: Geography - Associate in Arts for Transfer

Program Title Geography

Department Social & Behavioral Sciences

Discipline GEOG

Award Type Associate in Arts for Transfer

Date Reviewed Semester Spring

Year 2020

Program Goal Transfer

Does award also prepare students for transfer? Yes

Proposed Start 08/14/2020

Other

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This is an associate degree for transfer based on the Geography transfer model curriculum. Eighteen of the twenty three CSU campuses have Geography majors and three University of California have Geography majors. (See spreadsheet in supporting documents)

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

The mission of the Geography program at Allan Hancock College aligns with the college mission by sharing the same goals of providing students with quality education. The design of our program is to develop the creative and intellectual skills of students along with embracing and expanding their cultural awareness. The Geography program is also designed to usher students into potential career paths. Furthermore, the Geography program offers courses that fulfill general education requirements to transfer to other higher education institutions.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)
 - Vandermolen, Thomas (tvandermolen@hancockcollege.edu)
-

Program Goals and Objectives

Provide students an opportunity to earn an associate degree for transfer in Geography. After transfer and completion of a bachelors degree students may be employed in fields such as city planning, agriculture, education, environmental sustainability, and health and safety.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

We are aligning our local Associate Degree for Transfer Geography to the statewide transfer model curriculum for Geography.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

Following the statewide transfer model curriculum for Geography. Eighteen CSU campuses and three UC campuses have geography majors (see attached CSU and UC Degree Requirements spreadsheet).

Enrollment and Completer Projections

72

Enter estimated number of program completers:

12

What were the enrollment projections based on?

Based on eighteen CSU campuses eighteen of the twenty three CSU campuses have Geography majors and three University of California have Geography majors. (See CSU and UC Geography Degree Requirements spreadsheet in supporting documents)

Place of Program in Exsisting Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

None

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

Not applicable as this is an Associate Degree for Transfer (ADT); Associate in Arts for Geography for Transfer.

Faculty persons contacted at colleges offering similar programs.

Not needed because this is an Associate Degree for Transfer (ADT); Associate in Arts for Geography for Transfer.

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

Part of the lab equipment has been ordered. Other equipment and supplies are being ordered soon.

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes.

List qualified faculty members who will be available to teach the program.

Chris Straub Rajni Chaudhari Stephen Ryan

Is this adequate? If no, list additional faculty and/or staff resource needs.

Yes.

What type of facilities/classroom are available for this program?

Current facilities are adequate.

Is this adequate? If no, list the types of facility needs for this program.

Yes.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

Overview:

Geography is both a holistic and varied discipline. Physical geography and human geography help us to better understand both the physical and cultural aspects of our planet. The Geography Degree Program at Allan Hancock College is designed to prepare students for multiple employment and career opportunities (some of which are listed below). Many geography courses also satisfy General Education requirements making the discipline appealing to students within and outside of the program.

Transfer:

The Associate in Arts degree in Geography for Transfer will provide the foundational knowledge in Geography to students who want to earn a Baccalaureate Degree in Geography at any of the CSU campuses. This degree is in compliance with the Student Transfer Achievement Reform Act and guarantees admission to most California State University (CSU) campuses for any community college student who completes an "associate degree for transfer," a variation of the associate degrees traditionally offered at a California community college. Upon completion of the transfer associate degree in geography, the student is eligible for transfer with junior standing into the California State University (CSU) system.

Please check with your counselor for exact details regarding transfer.

Career Opportunities:

The career opportunities available to someone earning a degree in geography are diverse. Some employment and career opportunities include: Natural Resource Management; Environmental Conservation; International Development; Urban and Regional Planning; Education; Tourism; Cartography; Climate Science; Park Management; Transportation Planning and Logistics; Real Estate; International Business; Marketing; Land Surveying; Research Science; Remote Sensing; Demography. Coursework in geography, which includes Geographic Information Systems (GIS), prepares students for a wide range of jobs that employ computers to gather, manipulate, analyze and report spatial data. There is rapid growth in the use of GIS in many applications including: natural resource management, urban planning, marketing, real estate, criminology, emergency services, public health, scientific research and many other areas.

Program Completion Requirements

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

Units: 18

Required core courses (18 units)

GEOG101 Physical Geography	3
GEOG102 Human Geography	3
GEOG103 World Regional Geography	3
GEOG115 Physical Geography Laboratory	1
GEOG105 Geography of California	3
GEOG110 Introduction To Weather and Climate	3
GEOG155 Introduction to GIS with Lab	2

Program Learning Outcomes (PLO)

- Understand and effectively communicate the demographic, cultural, and economic differences, similarities, and connections on our planet.**
- Understand and effectively communicate the Earth-Sun relationship, the Earth's physical processes, and the human influence upon the physical environment.**
- Understand and effectively communicate regional physical and cultural differences, similarities, and connections on our planet.**
- Understand and effectively use the methods and technologies used in geographic analysis, such as remote sensing, GIS, GPS, and cartography.**

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Supporting Documents

Attached File

TMC_Geography_Template_REV_4_6_28_16 (3).docx (/Form/Program/_DownloadFile/356/10?fileId=371)

AHC and GEOGRAPHY_TMC_1_2013_Final_Update (2).doc (/Form/Program/_DownloadFile/356/10?fileId=372)

Fall 2019 Geography AA-T Narrative.docx (/Form/Program/_DownloadFile/356/10?fileId=373)

CSU and UC Geography Degree Requirements.xlsx (/Form/Program/_DownloadFile/356/10?fileId=395)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. Yes

The college instructional resources are not presently adequate to support the teaching of this course. No

Approximate cost of additional materials and equipment to implement new curriculum

Additional comments:

Based on our findings, the library has sufficient resources for this program.

Feasibility Analysis - Dean's Page

Program Title Geography

Top Code 2206.00 - Geography

Lecture Load

Lab Load

Total Workload 0.000

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials

Other

Total Fiscal Impact 0.00

Gainful Employment

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

The program supports the CCCCCO and AHC missions. Enrollments in the existing courses have been good.

Course Review Date

Program Review Date 10/06/2015

The program is feasible:

This program is feasible. All but one of the courses in the program are currently offered.

The program is not feasible:

Funding Source/Plan

Equipment to support the program was purchased with funds allocated through the equipment prioritization process.

Transfer Documentation

If this page is blank, then this program does not have "Transfer" as a selection. Please check the Cover page.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? Yes

Template is completed and attached Yes

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes

Special Dates

Board of Trustees
04/21/2020

Instructional Services

Date Reviewed Semester Spring

Year 2020

Catalog Term 2020/2021

Top Code 2206.00 - Geography

Program Control Number

Originator Straub, Christopher

Origination Date

09/10/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors Yes

Program Goal Transfer

TOP Code 2206.00 - Geography

Units for Degree Major/Emphasis (Minimum) 18.000

Units for Degree Major/Emphasis (Maximum) 18.000

Total Units (Minimum) 60.000

Total Units (Maximum) 60.000

Annual Completers 12

Faculty Workload

0.000

New Faculty Position 0

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand

Program Review Date 10/06/2015

Apprenticeship

Distance Education Percentage 1-49%

District Governing Board Approval Date

Cover New Credit Program: Media Arts: Visual Design - Certificate of Achievement

Program Title Media Arts: Visual Design

Department Fine Arts

Discipline GRPH

Award Type Certificate of Achievement

Date Reviewed Semester Spring

Year 2020

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Does award also prepare students for transfer? No

Proposed Start 08/17/2020

Other

NA

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This 14 unit certificate was written in consultation with the Advisory Committee, and will provide a clear career pathway for students seeking entry level design positions. The program allows students to complete it in 4 semesters, and the courses in the sequence are up to date.

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

This certificate is designed to prepare students for entry level positions in the visual media industry and related fields such as advertising design, graphic design, illustration, and digital imaging. The core principles include visual literacy, exposure to art and design history, conceptual visual problem solving, digital tools and the production of work for a portfolio using industry-standard software and processes.

Co-Contributor

Contributor

Program Goals and Objectives

The Certificate of Achievement in Visual Design provides students with substantial foundational coursework, emphasizing in typography, and design principles needed in careers in visual content design. Students receive hands-on experience in the fundamentals of typography and design principles, using the most current industry software to create projects for the real world. The program is primarily designed for students interested in entry-level employment and culminates in a professional portfolio. This lower unit certificate can be considered stackable for students on their way to the Certificate of Achievement or the AS degree in Graphic Design. Students will be able to gain essential studies and skills needed to transfer to a private or public four-year design program.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

This certificate repackages courses that already exist and are scheduled regularly.

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

By implementing smaller unit Certificates of Achievement, students can achieve short-term goals and build relevant workforce related skills. This Certificate of Accomplishment offers a cohesive package of courses in the area of Graphic Design.

Enrollment and Completer Projections

Enter estimated number of program completers:

6

What were the enrollment projections based on?

This is the average number of annual AS graduates in the Media Arts: Graphic Design program.

Place of Program in Exsisting Curriculum

Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

This certificate is a sub-set of an existing Associate of Science degree.

Similar Programs in the Service Area

Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

Santa Barbara City College has several low-unit Certificates in Graphic Design.

Faculty persons contacted at colleges offering similar programs.

Mandy Schuldt is a part-time faculty at SBCC.

Adequate Resources

Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

The classroom, lab equipment, and program resources currently exist in the Media Arts: Graphic Design program.

Are these adequate? If no, describe the type of additional resources that will be needed.

Yes

List qualified faculty members who will be available to teach the program.

Mandy Schuldt, Brian Tippitt, Glenn Hiramatsu, Nancy Jo Ward.

Is this adequate? If no, list additional faculty and/or staff resource needs.

What type of facilities/classroom are available for this program?

Existing Graphic Design program classrooms - O-308 and O-309. Also, the proposed classrooms in the new Fine Arts building can serve this Certificate.

Is this adequate? If no, list the types of facility needs for this program.

Yes. O-308 is a computer lab already being used for the courses in this Certificate. O-309 is the lecture and the classroom where projects are developed.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Certificate of Achievement in Visual Design prepares students to work in a specialized field of graphic design as production artists, graphic designers, and digital imaging professionals. This one-year, fast-track program emphasizes design and production principles and helps students develop the knowledge and skills required to solve graphic design and layout problems encountered in various print media. The program is designed for both those seeking to enter a career in graphic art and those already working in the field who wish to advance and update their knowledge and skills.

Program Completion Requirements

For the Certificate of Achievement 14 units are required.

Required Courses (14 units)

GRPH 110 Introduction to Graphic Design 3 units

GRPH 111 Digital Imagery Lab 1 unit

GRPH 112 Digital Imagery 3 units

GRPH 113 Digital Illustration 3 units

GRPH 114 Digital Illustration Lab 1 unit

GROH 117 Typography 3 units

Program Learning Outcomes (PLO)

1. **Create and develop visual form in response to design problems using knowledge of visual literacy for meaningful communication.**
2. **Demonstrate proficiency in industry-standard technologies and processes to digitally create, capture, and manipulate visual content in the development of artwork for digital and print media.**
3. **Produce work for a digital portfolio that showcases graphic design competencies.**

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes

Apprenticeship No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

Include California Division of Apprenticeship Standards (DAS) letter with Attachments No

Labor Market Information (LMI) and Analysis

2016-2026 employment projections estimate 29 annual job openings for graphic designers in Santa Barbara county.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

26

Advisory Committee Recommendations

Summary of Recommendations

Pursue technology support; continue to update and add equipment; continue outreach and recruitment efforts; continue development of articulation agreements, certificates and promote transfers; take students on field trips to design studios, print shops, and university design departments; pursue internships; develop resumes and amazing portfolios; incorporate entrepreneurial skills in capstone courses; emerging trends/growth in industry: package design, screen printing, web design and 3D printing.

Include Advisory Committee Minutes with Attachments Yes

Advisory Committee Membership

Brian	Lawler	Cal Poly University
Garret	Matsuura	ArcLight Media
Susan	Rees	Image Factory
Mandy	Schuldt	Hancock College
Glenn	Hiramatsu	Glenn Hiramatsu, Illustration
Debi	Cloud	Debi Cloud, Design
James	Jepsen	Local Copies
Robert	Oliver	Media Faculty, New Tech High School
Sylvia	Gilford	Gilford Photography & Marketing
Roberta	Garner	Point of Action

Brooke	Bradley	American Screen Printing
Brittney	Hensley	S. Lombardi & Associates
Michael	Specchierla	SLOCOE
Brian	Tippit	DSD Creative Group
Tony	de la Riva	Tony de la Riva Marketing & Design
Vicki	Domingues	Old Town Shirt Factory

Supporting Documents

Attached File

Copy of Long-Term_Occupational_Employment_Projections SOC 27-1024.xlsx (/Form/Program/_DownloadFile/380/10?fileId=416)

Media Arts Advisory Committee Info.pdf (/Form/Program/_DownloadFile/380/10?fileId=419)

Narrative Visual Media Certificate of Achievement 2019.pdf (/Form/Program/_DownloadFile/380/10?fileId=449)

SCCRC Submission Visual Design.pdf (/Form/Program/_DownloadFile/380/10?fileId=493)

SCCRC-Regional-Mtg-MINUTES-Jan-13-14-2020-Final1.pdf (/Form/Program/_DownloadFile/380/10?fileId=494)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. No

The college instructional resources are not presently adequate to support the teaching of this course. Yes

Approximate cost of additional materials and equipment to implement new curriculum

35.00

Additional comments:

Based on our findings, the library appears to have adequate resources for this program except for the textbook for GRPH 110 (\$35).

Feasibility Analysis - Dean's Page

Program Title Media Arts: Visual Design

Top Code 1030.00 - Graphic Art and Design*

CIP Code 50.0409: Graphic Design.

Lecture Load 0.930

Lab Load 1.130

Total Workload 2.060

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 35.00

Other 0.00

Total Fiscal Impact 35.00

Gainful Employment

Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Yes

Feasibility Analysis

Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

Certificate supports the AHC and CCC missions; employment demand has been justified (LMI data attached); and enrollments have been historically been adequate. College resources are adequate since the courses currently exist.

Course Review Date 04/14/2023

Program Review Date 04/14/2023

The program is feasible:

Yes

The program is not feasible:

Funding Source/Plan

No additional funding is required as courses in certificate currently exist.

Transfer Documentation

If this page is blank, then this program does not have "Transfer" as a selection. Please check the Cover page.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes

Special Dates

Academic Senate

11/19/2019

Board of Trustees

04/21/2020

Effective

08/17/2020

Regional Consortium

10/24/2019

Instructional Services

Date Reviewed Semester Spring

Year 2020

Catalog Term 2021/2022

Top Code 1030.00 - Graphic Art and Design*

Program Control Number

Originator Ward, Nancy Jo

Origination Date

11/18/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

TOP Code 1030.00 - Graphic Art and Design*

Units for Degree Major/Emphasis (Minimum) 14.000

Units for Degree Major/Emphasis (Maximum) 14.000

Total Units (Minimum) 14.000

Total Units (Maximum) 14.000

Annual Completers 6

Faculty Workload

0.930

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials 35.00

Gainful Employment Yes

Net Annual Labor Demand 26

Program Review Date 04/14/2023

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date 12/10/2019

Allan Hancock College⁸⁴

Program Outline

Title: Human Services: 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) Professional Ethics; (2) Meditation and Mindfulness; and (3) Motivational Interviewing.

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

- Explain the ethical duties of a helping professional regarding confidentiality.
 - Explain how helping professionals may create resistance and describe one form of non-confrontational communication.
 - Describe how to meditate.
-

Program Requirements

A major of 9 units is required for the certificate.

Units: 9

Required core courses:

HUSV112	Motivational Interviewing and Nonconfrontational Approaches	3
HUSV126	Meditation, Mindfulness, and Stress Reduction	3
HUSV135	Ethics for Human Services Professionals	3

Total Program Units

9

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Allan Hancock College⁸⁵

Program Outline

Title: Human Services: 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. (3) Emotional Intelligence--the ability to recognize and cope with one's own emotions and the emotions of others.

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

- Explain how the brain can be hijacked by a negative emotion.
 - Describe one practice aimed at improving one's happiness and fulfillment.
 - Describe two ways to alter one's state of consciousness.
-

Program Requirements

A total of 9 units is required for the certificate.

Units: 9

HUSV122	States Of Consciousness	3
HUSV127	Emotional Intelligence	3
HUSV128	Positive Psychology	3

Total Program Units

9

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Allan Hancock College⁸⁶

Program Outline

Title: Computer Science

Award Type: Associate in Arts

The associate degree program in computer science is designed for students who desire to transfer to a four-year school. Computer Science is the study of the theoretical foundations of information and computation and their implementation and application in computer systems. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages.

The graduate of the Associate in Arts in Computer Science will:

- Recall significant computer science concepts, vocabulary, and theories.
 - Produce elementary programming projects in a variety of languages.
 - Demonstrate the ability to follow instructions.
 - Find and correct programming errors.
-

Program Requirements

A major of 18 units is required for the degree.

Units: 12

Required core courses (12 units):

CS111	Fundamentals of Programming 1	4
CS112	Fundamentals of Programming 2	4
MATH181	Calculus 1	4

Plus a minimum of 6 units selected from the following:

Units: 6

CS102	Introduction to Computing with HTML	3
CS131	Computer Organization	3
CS161	Discrete Structures	3

Total Program Units

18

Allan Hancock College⁸⁷

Program Outline

Title: Early Childhood Studies: Special Education

Award Type: Certificate of Achievement

Completion of the ECS: Special Education certificate of achievement program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Special Education will:

- Understand and apply child development theories and principles.
 - Identify and implement observation, documentation and other assessment strategies.
 - Value and cultivate collaborative family and community relationships.
 - Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
 - Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
 - Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.
-

Program Requirements

A total of 43 units is required for the certificate.

Required core courses (37 units)		Units: 37
ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS112	Introduction to Young Children with Special Needs	3
ECS113	Curriculum and Strategies for Children with Special Needs	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS149	Cooperative Work Experience: Occupational	2
ECS303	Introduction to Early Childhood	2
Plus a minimum of 6 units selected from the following:		Units: 6
ASL120	American Sign Language 1	3
ECS111	Administration I: Programs in Early Childhood Education	3
ECS114	Parent/Child Relationships	3
ECS122	Positive Child Guidance	3
ECS151	Infant and Toddler Development	3
EMS102	First Aid & Safety	3

Total Program Units

43

Allan Hancock College⁸⁸

Program Outline

Title: Media Arts: Photography

Award Type: Associate in Science

The light- and lens-formed image has supplanted the written word as the dominant medium of communication in the 21st century. An AS degree in photography is the doorway to a career in commercial, editorial or artistic photography.

The graduate of the Associate in Science in Media Arts: Photography will:

- Be able to identify and explain terminology, materials, principles, and practices within the discipline of photography and apply them to the production of work for vocational and personal needs.
-

Program Requirements

A major of 34 units is required for the associate in science degree.

Required core courses (19 units):

Units: 19

ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 on the Computer	3
or		
ART110	Design 1	3
FILM110	Introduction to Motion Picture and Video Production	4
GRPH110	Introduction to Graphic Design	3
MMAC101	Introduction to Multimedia	2
MMAC102	Introduction to Multimedia Lab	1
PHTO110	Basic Photography	3
PHTO170	Digital Photography	3

Plus a minimum of 9 units selected from the following:

Units: 9

PHTO101	History of Photography	3
PHTO120	Materials and Processes	3
PHTO130	Advanced Black and White Photography	3
PHTO140	Introduction to Color Photography	3
PHTO150	Introduction to Commercial Photography	2
PHTO151	Portrait Photography	2
PHTO179A	Intro to View Camera	2
PHTO189	Independent Projects	1 - 3

Plus a minimum of 6 units selected from the following:

Units: 6

ART101	Art Appreciation	3
ART104	Art History Renaissance to Modern	3
ART106	Art of the 20th Century	3
ART107	Computer Fine Art	3
ART110	Design 1	3
FILM101	Film as Art and Communication	3
FILM102	Hollywood and the American Film	3

FILM111	Intermediate Motion Picture and Video Production	4 ¹
GRPH111	Digital Imagery Lab	3
GRPH112	Digital Imagery	0.5
PHTO380	Black And White Photo Lab 1	1
PHTO381	Black And White Photo Lab 2	0.5
PHTO382	Color Photo Lab 1	0.5
PHTO384	Digital Photo Lab 1	1
PHTO385	Digital Photo Lab 2	

Total Program Units

34

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CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 6.J.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND**Acceptance of Grants Approved**

The office of Institutional Grants has been notified of funding for the following grants in the amount of \$84,515.

1. The Fund for Santa Barbara: Immigration Justice Fund (\$10,000)

The college has been awarded funding by The Fund for Santa Barbara's Immigrant Legal Defense Fund to expand needed legal counseling and assistance services. The Foundation of California Community Colleges informed Allan Hancock College that the college was selected to host free legal services. The grant requested of The Fund for Santa Barbara will provide support for a temporary, part time assistant on Santa Maria and Lompoc campuses. No matching funds are required. The project period is one year: January 1, 2020 – December 31, 2020. (Submitted by Nohemy Ornelas)

2. California Community College Chancellor's Office: Mathematics, Engineering, and Science Achievement (MESA) Augmentation (\$74,515)

The college has been awarded funding for the MESA program to continue to support the academic success and transfer of financial and educationally disadvantaged students in math-based fields of study. Matching funds are required. The project period is July 1, 2019 – June 30, 2020. (Submitted by Christine Reed)

(Continued)

FISCAL IMPACT

1. The Fund for Santa Barbara: Immigration Justice Fund, in the amount of \$10,000.
2. California Community College Chancellor's Office: Mathematics, Engineering, and Science Achievement (MESA) Augmentation, in the amount of \$74,515.

RECOMMENDATION

Staff recommends the board of trustees accept these contracts for a total of \$84,515 in restricted funds to the district, and review grant proposals as submitted.

Administrator Initiating Item: Jon Hooten	Final Disposition:
--	--------------------

Review of Grant Proposals Submitted

The office of Institutional Grants has submitted the following grant applications for a total of \$185,000 in requested funds:

1. Califa Group: California Revealed Project (\$5,000)

The college has submitted an application for funding to process and catalog California-related library and archival materials from unprocessed collection backlog. This includes 1,000 item-level records for the family collections of G. Allan Hancock, including photographs, text documents, and ephemera; plus rehousing.

No matching funds are required. The project period is June 1, 2020, to August 31, 2020. (Submitted by Susannah Kopecky)

2. United States Department of Justice, Community Oriented Policing Services: COPS Hiring Program (\$125,000)

The college applied to the COPS Hiring Program (CHP) offered through the United States Department of Justice, Community Oriented Policing Services. CHP provides funds directly to law enforcement agencies to hire new or rehire existing career law enforcement officers and to increase their community policing capacity and crime-prevention efforts.

A match of \$240,716 is required and will be covered by the general fund. The project period is for three years from August 1, 2020, to July 31, 2023. (Submitted by Cathy Farley)

3. United States Department of Homeland Security, Federal Emergency Management Agency: Assistance to Firefighters Grant (\$55,000)

The primary goal of the Assistance to Firefighters Grants (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated emergency medical services organizations, and state fire training academies. This funding is for critically needed resources to equip and train emergency personnel to recognized standards, enhance operations efficiencies, foster interoperability, and support community resilience.

No matching funds are required. The project period is May 1, 2020 – April 30, 2021. (Submitted by Mitch McCann and John Ceceña)

**CONSENT ITEM**

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 6.K.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

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

**** IMPORTANT NOTICE: NEW EMPLOYEES ARE NOT TO BEGIN WORKING UNTIL CLEARANCE HAS BEEN CONFIRMED FROM THE HUMAN RESOURCES OFFICE.**

Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Fabela, Robert	Program Specialist	3/27/20 – 5/9/20	Anatomy lab tutor, life and physical sciences	\$17.12
Gallardo, Patricia Rodriguez	Program Specialist	3/11/20 – 6/30/20	Cal-SOAP	\$25.00
Rojas, Melissa Enriquez	Program Specialist	4/21/20 – 6/30/20	Cal-SOAP	\$25.00
Hosley, Liam	Program Assistant V	4/7/20 – 6/30/20	Emergency COVID-19 support, information technology services	\$24.24

(Continued)

FISCAL IMPACT

Assignments for the 2019-2020 fiscal year are included in the 2019-2020 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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Substitute:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Chavez, Alejandra	Program Assistant II	4/6/20 – 5/29/20	Provide temporary, on-call support and oversight for children's center	\$15.98
Bareno, Joseph	Program Assistant II	4/13/20 – 5/29/20	Provide temporary, on-call support and oversight for school-age children of essential sectors	\$15.98
Prado, Will	Custodial I	4/22/20 - 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$13.00

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	\$13.00	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Instructional Aide II	\$15.98		
Instructional Aide III	\$18.34		
Instructional Aide IV	\$22.54		
Instructional Aide V	\$26.00		
Instructional Aide VI	\$36.00		

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

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Marsh, Keane	Instructional Aide III	4/1/20 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pino, Joshua	Instructional Aide III	4/1/20 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Rodriguez, Joel	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 6.L.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

Appointment

Danielle Rivera, program technician, public safety, full time, 12 months, 37 hours weekly, range 17-A, classified bargaining unit salary schedule 55, effective May 1, 2020.

Reason: New position

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

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$10,905 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Danielle Rivera, program technician, public safety, effective May 1, 2020.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Appointment of Management Employee	Item Number: 6.M.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND**Appointment:**

Janeal Blue, assistant director, human resources, full time, 12 months, range 16-B, management salary schedule, effective June 1, 2020.

Reason: Ms. Blue fills the vacancy of Eric Walker, who resigned, effective December 1, 2017.

Ms. Blue earned an Associate of Arts at Cuesta College, San Luis Obispo, California; she earned a Bachelor of Arts at California State University Long Beach, Long Beach, California; and she completed the Association of Chief Human Resource Officers (ACHRO) Human Resources Leadership Academy in October 2019. Ms. Blue has been a human resources specialist at Cuesta College, San Luis Obispo, California from July 2016 to present. She was a human resources analyst at Cuesta College, San Luis Obispo, California from April 2013 through June 2016; human resources technician at Cuesta College, San Luis Obispo, California from November 2012 through April 2013; and operations assistant at REG Property Management, Inc., San Luis Obispo, California from February 2009 to October 2012.

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

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$11,828 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the classified management appointment of Janeal Blue, assistant director, human resources, effective June 1, 2020.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 6.N.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

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

The following personnel actions are recommended:

Out-of-Classification Assignments

1. Jeene Khaykham, FROM admissions and records technician III, admissions and records, full time, 12 months, 37 hours weekly, range 16-D, classified bargaining unit salary schedule 55 TO admissions and records technician III, admissions and records, full time, 12 months, 37 hours weekly, range 16-D plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to March 11, 2020 through June 30, 2020, or earlier per district need.

Reason: Ms. Khaykham is performing additional duties outside of her job description due to the absence and vacancy of admissions and records technician II, admissions and records. Ms. Khaykham will return to her regular assignment effective July 1, 2020, or earlier per district need.

(Continued)

FISCAL IMPACT

1. The increased cost to the unrestricted general fund is approximately \$804 for the 2019-2020 fiscal year.
2. The increased cost to the unrestricted general fund is approximately \$743 (80 percent) and the increased cost to the Student Equity and Achievement Program (SEAP) is approximately \$186 (20 percent) for a total cost of approximately \$929 for the 2019-2020 fiscal year.

These costs are included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignment of Jeene Khaykham, admissions and records technician III, admissions and records, retroactive to March 11, 2020 through June 30, 2020, or earlier per district need; and approve the continuation of out-of-classification assignment of Naomi Suniga, coordinator of assessment, testing center, student services, retroactive to April 1, 2020 through June 30, 2020, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Naomi Suniga, FROM fiscal administrative technician, Cal-SOAP, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule 55 TO coordinator of assessment, testing center, student services, full time, 12 months, 37 hours weekly, range 28-A, classified bargaining unit salary schedule 55, retroactive to April 1, 2020 through June 30, 2020, or earlier per district need.

Reason: This is a continuation of the out-of-classification assignment approved at the regular board of trustees meeting on December 19, 2019. Ms. Suniga is continuing to support counseling and the testing center. Ms. Suniga will return to her regular assignment effective July 1, 2020, or earlier per district need.

CONSENT ITEM

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Restructure/Reorganization Process	Item Number: 6.O.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the California School Employees Association, Chapter #251 “CSEA” represents mutual agreement by the parties regarding the restructure/reorganization process, and shall sunset on June 30, 2023.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding the restructure/reorganization process, and shall sunset on June 30, 2023.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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MEMORANDUM OF UNDERSTANDING
 BETWEEN
 ALLAN HANCOCK COMMUNITY COLLEGE
 AND
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
 AND ITS
 ALLAN HANCOCK CHAPTER 251

Whereas the District retains the right to redefine/reorganize/restructure positions, business units, and/or departments. As stated in Article 3.1.2 the District retains the right "To direct the work of its employees, determine the time and hours of operations and determine the kinds and levels of services to be provided and the methods and means of providing those services...", and Article 3.1.4 which grants the ability to "determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations".

Whereas CSEA retains the right to bargain over wages, hours, and other terms and conditions of employment for current bargaining unit members. Under article 17.1 CSEA also retains some rights to negotiate new matters related to the creation of new positions or classes of positions, specifically, that "New classifications created or positions added to classes that could reasonably be placed within the CSEA bargaining unit shall be subject to negotiation between the district and CSEA to determine if they are to be included in the bargaining unit".

The District will not reorganize CSEA represented classifications without prior notice to the Human Resource Department.

When a proposed restructure/reorganization affects classified bargaining unit employees, the District shall:

- Notify CSEA of the initiation of restructure/reorganization
- Meet and negotiate regarding matters within the scope of bargaining, including the impact on bargaining unit positions insofar as:
 - Changes are logically and reasonably related to wages, hours, or one of the enumerated terms and conditions of employment (Government Code 3543.2);
 - the subject is of such a concern that conflict is likely to occur and collective bargaining can resolve the conflict; and
 - the employer's obligation to negotiate would not significantly abridge its freedom to exercise managerial rights necessary to carry out the district's mission.
- Topics to be discussed shall include:
 - a review of an underline/strikeout job description illustrating proposed changes
 - a meeting with affected bargaining unit members
 - a compensation review/analysis
 - a classification review for equity and parity among other closely-aligned positions

Once the parties have reached an agreement, CSEA shall:

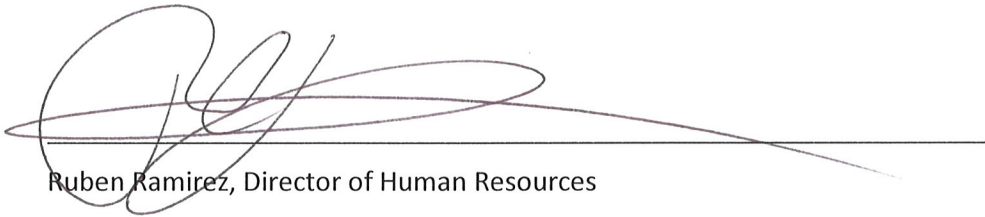
- Enter into a Tentative Agreement (TA) on proposed changes to positions; then
- Submit Tentative Agreement for 610 review; then
- Send Tentative Agreement to members for ratification.

The timeline for this process shall not exceed six (6) months from the time the District notifies CSEA of proposed changes to ratification.

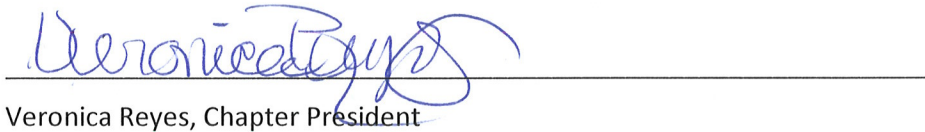
This MOU is subject to the grievance procedure outlined in the contract, Article 7 of the Collective Bargaining Agreement.

This agreement shall sunset on June 30, 2023.

Agreed to by the parties on February 24, 2020.



Ruben Ramirez, Director of Human Resources



Veronica Reyes, Chapter President



Phyllis Comstock, CSEA Labor Representative

CONSENT ITEM

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Coronavirus (COVID-19) Pandemic	Item Number: 6.P.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the California School Employees Association, Chapter #251 “CSEA” represents mutual agreement by the parties that this MOU is in response to the coronavirus (COVID-19) pandemic.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding the district’s response to the coronavirus (COVID-19) pandemic.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS ALLAN HANCOCK CHAPTER #251
AND
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

RE: CORONAVIRUS RESPONSE

This memorandum is agreed between Allan Hancock Joint Community College District and the California School Employees Association and its Allan Hancock Chapter #251 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic.

The College and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the College and its teachers and staff. We recognize the importance of prudent measures to prevent College employees, students, their families, or other people using College facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of College operations should be maintained, and provisions should be made for College employees who are impacted by the epidemic.

To these ends, the College and CSEA agree as follows:


- 1) The College will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of College employees or students.
- 2) The College will train its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA will cooperate with the College in any necessary public health actions, such as contact tracing of infected individuals. Employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another's health at risk).
- 3) In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus, sick leave policies will be liberally construed to encourage such employee not to infect others by coming to work. Similarly, those employees with medical proof of susceptibility to the virus should it be detected among students or staff at a facility will be granted leave as liberally as possible when consistent with the school's operational needs. CSEA will notify its members of the College's commitments but shall not encourage its members to take leave unless there is actually a medical reason to do so.
- 4) In the event the District, an individual college facility, and/or department must close, the District will place affected bargaining unit employees on paid administrative leave; therefore, employees will not suffer loss of pay or benefits relative to their regular schedules during the period of closure. Employees who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality. This paragraph will apply to up to one month of any such closure; in the event the closure seems likely to last more than one month, the District and CSEA will meet and bargain about the issue.

- 5) In the event the College moves to distance education due to the epidemic, the College will ensure that CSEA bargaining-unit employees suffer no loss of pay or benefits as a result. The College will keep CSEA informed of any changes to its operations due to the emergency adoption of distance education, including of any increased need for Information Technology/Information Systems services or for other any other operations that could potentially be performed by classified employees, and will promptly respond to further requests to bargain over such issues.
- 6) CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 (or California Code of Regulations § 58146 for community colleges) in the event of a closure of any College facilities due to epidemic.

The College shall deal with requests by employees who are parents to deal with a childcare provider or school emergency caused by coronavirus-related closure in conformity with Labor Code section 230.8.

Tentatively agreed to on the 17th day of March, 2020. This Memorandum of Understanding will become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 if required by that policy) and the Allan Hancock Joint Community College District.

Dated: 3/18/2020

By: 
For District

Dated: 3.18.2020

By: 
For California School Employees Association

Dated: 3/17/2020

By: 
For California School Employees Association

CONSENT ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Coronavirus (COVID-19) Pandemic	Item Number: 6.Q.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” represents mutual agreement by the parties that this MOU is in response to the coronavirus (COVID-19) pandemic.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$399,264 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” regarding the coronavirus (COVID-19) pandemic.

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

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

WHEREAS the District has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Faculty Association have expressed a mutual interest in finding a solution to the impact on the spring 2020 term caused by the COVID-19 outbreak,


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

- 1) Service faculty who work more than 175 days to be paid for each additional day worked beyond their contract up to four (4) additional days.
- 2) Teaching faculty will receive four (4) additional days of pay. The additional pay will be included as part of the employee's May paycheck.

This adjustment will allow the following changes in the spring 2020 calendar:

- 3) The last day of instruction to be moved from Wednesday, May 13, to Wednesday, May 20.
- 4) Credit Final Exams - Term 4 from Thursday-Saturday, May 14-16, to Thursday-Saturday, May 21-23.
- 5) Credit Final Exams -Semester Length Classes from Thursday-Wednesday, May 14-20, to Thursday-Thursday, May 21-28.
- 6) Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records from Thursday, May 27, 2020, to Thursday, June 4, 2020.


For the Faculty Association



Roger Hall
President

3/25/20
Date

For the District



Kevin G. Walthers
Superintendent/President

3/25/20
Date

MEMORANDUM OF
UNDERSTANDING
between
Allan Hancock Joint Community
College District and
Faculty Association of Allan Hancock
College

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

WHEREAS the District has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Faculty Association have expressed a mutual interest in finding a solution to the impact on the spring 2020 term caused by the COVID-19 outbreak,

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

In all face-to-face courses using Canvas that have been converted to remote instruction in the spring of 2020, taught by full-time faculty, the vice president of academic affairs will have the privilege to access courses to verify course conversion plans are being met. The faculty instructor will be informed in advance of this observation.

This agreement will end May 30, 2020.

For the Faculty Association



Roger Hall
President

3/25/20

Date

For the District



Kevin G. Walthers
Superintendent/President

3/25/20

Date

MEMORANDUM OF
UNDERSTANDING
between
Allan Hancock Joint Community
College District and
Faculty Association of Allan Hancock
College

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

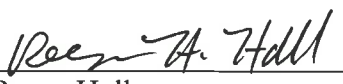
WHEREAS the District has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Faculty Association have expressed a mutual interest in finding a solution to the impact on the spring 2020 term caused by the COVID-19 outbreak,

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

- 1) The District's proposal on the emergency conversion of modalities of instruction as outlined with the understanding that the faculty is considered the topic expert and their input on the ability to meet COR objectives will be paramount. See attached conversion guidelines.
- 2) The week of March 22nd through the 28th, 2020, will be a week allowing faculty the time to train on alternate modalities of content delivery as well as make the adjustments in curriculum necessary to begin the temporary alteration of delivery modality.
- 3) Due to the dramatic change in delivery modalities, and general disruption of a "traditional" semester, all current off-cycle evaluation processes of full-time faculty will be suspended.
- 4) Due to the dramatic change in delivery modalities, and general disruption of a "traditional" semester, all current evaluation processes of full-time tenured faculty will be postponed until Fall 2020.

For the Faculty Association




Roger Hall
President

3/25/20

Date

For the District



Kevin G. Walthers
Superintendent/President

3/25/20

Date

MEMORANDUM OF
UNDERSTANDING
between
Allan Hancock Joint Community
College District and
Faculty Association of Allan Hancock
College

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

WHEREAS the District has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Faculty Association have expressed a mutual interest in finding a solution to the impact on the spring 2020 term caused by the COVID-19 outbreak,

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

Full time faculty will not be penalized for a load of less than .95 created by the emergency cancellation of a spring 2020, term 4, face-to-face class.

For the Faculty Association

Roger Hall
Roger Hall
President

3/25/20
Date

For the District

Kevin G. Walthers
Kevin G. Walthers
Superintendent/President

3/25/20
Date

CONSENT ITEM

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185, Coronavirus (COVID-19) Pandemic	Item Number: 6.R.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” represents mutual agreement by the parties that this MOU is in response to the coronavirus (COVID-19) pandemic.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$206,541 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” regarding the coronavirus (COVID-19) pandemic.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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MEMORANDUM OF UNDERSTANDING

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 Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District"), and the California Federation of Teachers/Part-Time Faculty Association ("Part-time Faculty Association").

WHEREAS the District has declared an emergency in response to the COVID-19 outbreak; and

WHEREAS the District and Part-time Faculty Association have expressed a mutual interest in finding a solution to the impact on the spring 2020 term caused by the COVID-19 outbreak; and

WHEREAS the District and Part-time Faculty Association have expressed a mutual interest in finding an alternative, given the present extraordinary and unanticipated circumstances, to compensation under article 11.8.2 of the contract,

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

1. Instructional part-time faculty who are currently teaching spring 2020 courses that have not been canceled or suspended will be paid for each additional day worked beyond their contract up to four (4) additional days.
2. The compensation for each of the four (4) days will be calculated at each bargaining unit member's load equivalent of the median full-time faculty daily rate of \$471.28.
3. The additional pay will be included as part of the bargaining unit member's May paycheck.

This adjustment will allow the following changes in the spring 2020 calendar:

1. The last day of instruction to be moved from Wednesday, May 13, to Wednesday, May 20.
2. Credit Final Exams - Term 4 from Thursday-Saturday, May 14-16, to Thursday-Saturday, May 21-23.
3. Credit Final Exams - Semester Length Classes from Thursday-Wednesday, May 14-20, to Thursday-Thursday, May 21-28.
4. Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records from Thursday, May 27, 2020, to Thursday, June 4, 2020.

For CFT/PFA Local 6185

Mark James Miller
 Mark Miller, President

Date 4/8/20

For the District

Kevin Walthers
 Kevin Walthers (Apr 8, 2020)

Kevin G. Walther, Superintendent/President

Date

CONSENT ITEM

To:	Board of Trustees	Date:
From:	Superintendent/President	April 21, 2020
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Department Chairs	Item Number: 6.S.
Strategic Goal:	Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2 pages 3 - 44 were not revised/reprinted

BACKGROUND
***Revised Memorandum of Understanding as presented. (This MOU was previously page 2 of 44 pages.)**

The Allan Hancock Joint Community College District "district" and the Faculty Association of Allan Hancock College "FA" met to negotiate on February 8, March 1, 8, 14, and April 5, 2019.

The parties mutually sunshined the following interests:

- To develop a job description for the duties and responsibilities of a department chair to meet the requirements of article 18.14.2 of the current agreement between the district and FA
(Completed and adopted in the spring 2019)
- To develop criteria for an evaluation tool required by articles 17.5.1 and 17.5.2 of the current agreement between the district and FA.

The parties agree to the Collective Bargaining Agreement article changes 16.13 addressing contract year and job description, duties, and responsibilities; and article 17.5 addressing evaluation of special assignments including purpose and intent, criteria, evaluation team, process, and frequency, and its appendix forms including job description, self-evaluation, peer evaluation, and final evaluation.

This Memorandum of Understanding shall be effective upon ratification by the Faculty Association and approval by the board of trustees and will remain in effect through June 30, 2021 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$38,214 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District "district" and the Faculty Association of Allan Hancock College "FA" as presented, effective upon ratification by the Faculty Association and approval by the board of trustees, and will remain in effect through June 30, 2021 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.

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

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

WHEREAS the parties mutually sunshined the following interests:

- To develop a job description for the duties and responsibilities of a Department Chair to meet the requirements of article 18.14.2 of the current agreement between the District and FA.
(Completed and adopted in the spring of 2019)
- To develop criteria for an evaluation tool required by articles 17.5.1 and 17.5.2 of the current agreement between the District and FA.

WHEREAS the parties met to negotiate on February 8, March 1, 8, 14, and April 5, 2019;

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree to the attached Collective Bargaining Agreement article changes (16.13 addressing contract year and job description, duties, and responsibilities; and 17.5 addressing evaluation of special assignments including purpose and intent, criteria, evaluation team, process, and frequency) and its appendix forms (including job description, self-evaluation, peer evaluation, and final evaluation).

This Memorandum of Understanding shall be effective upon ratification by the Faculty Association and approval by the Board of Trustees and will remain in effect through June 30, 2021 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.

**For Faculty Association of
Allan Hancock College**

Roger H. Hall 4/20/20
Roger H. Hall 4/20/20 (Apr 20, 2020)

Roger Hall
President

Date

For the District

Kevin G. Walthers
Kevin G. Walthers (Apr 20, 2020)

Kevin G. Walthers
Superintendent/President

Date

ARTICLE 16: **ASSIGNMENT AND CONTRACT YEAR**

16.1 **Definitions**

"Supervisor," unless otherwise specified in this Agreement, is the District's administrator assigned to supervise the bargaining unit member (faculty coordinators and department chairs are not administrators).

"Vice President," unless otherwise specified in this Agreement, is the Vice President who oversees the bargaining unit member.

"Assignment Year" is the number of days in the employee's contract year.

"Primary Assignment" is the assignment for which an employee is hired, transferred to and classified within and which makes up the employee's regular full-time load. There are two primary assignment areas: instructional faculty and service faculty.

"Overload Assignment" is a voluntary assignment in addition to the employee's regular full-time load.

"Fiscal Year" is from July 1 through June 30.

"Academic Year" shall consist of the fall and spring semesters beginning with two (2) professional development days on the Thursday and Friday immediately prior to the first day of instruction for each semester.

"Service Year" shall consist of the academic calendar within the fall and spring semester and include the two (2) weeks immediately prior to the first day of instruction for each semester. The service year shall allow for up to ten (10) exchange days to be approved by the supervisor (See Article 16.3.4).

"Exchange Day" is one (1) of up to ten (10) days which may be scheduled to times outside the service year. Exchange days may only be scheduled in a five (5) day, one (1) week block (See Article 16.3.4), and completed in compliance with Article 16.4.3.

"Client" is a broad spectrum of persons who use the professional services of a bargaining unit member.

"Holidays" are those days recognized by the District and identified for college closure. Holidays will count as contract days for employees scheduled to work during the week in which the holiday(s) occurs.

"Instruction" is providing credit or non-credit lecture and/or lab student based instruction in the classroom, lab setting, field site, distance learning, or any combination of the aforementioned.

"Load" see *Article 18* definitions.

"Non-instructional Assignment" is a non-instructional administrative assignment other than those designated as service faculty and which carries responsibility for oversight of programs or activities. Examples of non-instructional assignments are faculty coordinators, directors, and department chairs and others with similar duties.

"Preparation Time" is time spent preparing for or as part of an assignment. Preparation includes planning, grading, organizing, exam development, scoring, gathering course information and materials, developing handouts, developing student or client evaluations and plans, preparation of the learning environment, preparing for student activities, and the reviewing and evaluating of student or client work and records.

"College Service" refers to professional activities and services such as program development and annual reviews, professional development activities, committee assignments, the accreditation process, curriculum development, student advisement (instructional faculty), District related meetings, peer evaluation review, part-time faculty evaluations, registration activities, outreach activities including promoting college programs and activities, when not part of the primary assignment, reading and responding to District related mail and correspondence, consulting with colleagues, and/or other activities as approved by the supervisor.

"Instructional Faculty" are bargaining unit members with a primary assignment consisting of instruction. Instructional faculty shall include Children's Center faculty except when specifically otherwise described.

"Service faculty" are bargaining unit members with primary assignments serving students and clients. Service faculty includes counselors, librarians, health service faculty, and academic specialists.

"Children's Center Faculty" are bargaining unit members with a primary assignment consisting of teaching in the children's center and who are paid on the Children's Center Salary Schedules (SS#60 and 61).

"Office Hour" for instructional faculty is time dedicated to being available for student contact and communication. For Children's Center faculty it is time dedicated to being available for parent contact, meeting with colleagues and community partners, and email communications. For service faculty it is time dedicated to being available for professional contacts and communication with community colleagues such as high school counselors, instructors, administrators, social service agency representatives, college and university personnel, and other student success professionals.

"Travel" as used in this article means travel required and/or approved by the District as a condition of an employee's assignment or conditions of employment. It includes travel between centers, travel to off-site locations for workshops, conferences, outreach, field trips, and other approved activities. It does not include commute travel between an employee's residence and District worksite.

"Extra Contract Day" is a day in addition to an employee's contracted assignment year and is directly related to the employee's primary assignment.

"Reduced Load" is a reduction in workweek hours or daily hours.

"Reduced Assignment Year" is a reduction in workdays within the assignment year.

"Workday" is between the hours of 8:00 A.M. and 6:00 P.M.

"Workweek" is Monday through Friday.

“Seniority” is established by the effective date approved in the discipline in a position recognized by Article 2 of this agreement. Employees approved with the same effective date shall participate in a single drawing to determine the order of seniority.

“Service Hours” are time spent by service faculty in performing their professional duties to support student success and development and include interacting with students face-to-face as well as other modalities.

16.2 Assignment

16.2.1 The Vice President shall determine the primary assignment of the bargaining unit member by discipline or service area as per Article 15.

16.2.2 The supervisor, with input from the department chair and faculty member, shall make the employee’s regular load and overload semester assignment(s). The employee’s assignment(s) may include working at the Santa Maria Campus and off-campus centers or sites. The assignment(s) may include day, and/or evening and weekend assignments per District need.

16.2.2.1 Bargaining unit members shall be given first consideration of assignments. If two (2) or more bargaining unit members desire the same assignment, the bargaining unit member with the most seniority within the discipline, as a fulltime faculty member in the District will be given priority.

16.2.2.2 Assignments on Saturday and/or Sunday will be by voluntary Agreement of the employee unless the District determines that such assignment is necessary to achieve 1.0 FTL.

16.2.2.3 If the faculty member disagrees with the assignment(s), the faculty member may discuss the issue with the Vice President. The Vice President’s decision shall be final, providing his/her decision is not arbitrary or capricious and takes into consideration the schedule of the faculty member as well as the needs of students and the District.

16.3 Regular Contract Year

The regular contract year consists of one hundred seventy-five (175) days:

- A. The equivalent of one hundred sixty-nine days of instruction or service; plus
- B. Six (6) days’ worth (36 hours) of professional development activities, consisting of:
 - 1. Two (2) all staff days (on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six hours each; plus
 - 2. Two (2) days of District-designated activities
(on the Thursday or Friday immediately prior to the first day of instruction for each semester) at six (6) hours each which may include curriculum development, student learning outcomes development, program development,

departmental meetings, special projects including grants or partnerships, health and/or safety related trainings, or any other regular faculty obligation to the District; plus

3. Twelve (12) hours of professional development activities, selected by the employee and may be conducted at any time during the fiscal year. During the first year of employment, this responsibility shall include District provided orientation sessions.
 4. When faculty are on a reduced load, sabbatical, or other leave status their professional development responsibility will be prorated accordingly.
 5. By the end of the third (3rd) week of the fall semester, bargaining unit members will submit a tentative professional development plan to their supervisor for approval. Changes can be made at any time during the academic year and a final validation of completed activities shall be submitted to the supervisor's office no later than the fourteenth (14th) week of the spring semester.
 6. Activities completed between the end of the spring semester and June 30th can be counted to the prior year's professional development plan. Activities completed between July 1st and the beginning of the fall semester will be counted in the next year's plan.
 7. College Service over and above the required hours per week as provided in Articles 16 and 18 may be used towards the professional development obligation.
- 16.3.1 An annual contract of 175 days shall be equivalent to 10 months or, 35 weeks; an annual contract of 198 days shall be equivalent to 11 months or, 40 weeks; and an annual contract of 220 days shall be equivalent to 12 months or, 44 weeks.

16.3.2 *Left Blank Intentionally*

16.3.3 Instructional Faculty

For 175 day, 10 month instructional faculty, the annual contract year shall be from the beginning of professional development days in the fall through commencement in the spring.

For 198 day, 11 month instructional faculty, the annual contract year may specify which month shall be a non-contract unpaid month, or the 198 days may be spread over a 12 month period (11 over 12).

For 220 day, 12 month instructional faculty, the annual contract year shall be from July 1 through June 30.

During the annual contract year, employees shall consider employment with Allan Hancock College to be primary.

16.3.4 Service Faculty

For 175 day, 10 month service faculty, the annual contract year shall consist of the academic calendar within the fall and spring semesters and include the two (2) weeks immediately prior to the first day of instruction for each semester which is defined as the Service Year.

For 198 day, 11 month service faculty, the annual contract year may specify which month shall be a non-contract unpaid month (June or July), or the 198 days may be spread over a 12 month period (11 over 12).

For 220 day, 12 month service faculty, the annual contract year shall be from July 1 through June 30.

During the annual contract year, employees shall consider employment with Allan Hancock College to be primary.

In accordance with Article 16.2.2, the District will determine scheduling needs for the service year. Service faculty may choose a schedule based on seniority.

Whenever the workweek assignment is less than 37 hours, the responsibilities outlined in Article 16.4.3 shall be prorated accordingly.

The service year shall allow for up to ten (10) exchange days (not to include days designated as holidays) which may be scheduled to times outside of the defined Service Year. Exchange days may only be scheduled in five (5) day, one (1) week blocks and completed in compliance with Article 16.4.3.

Hourly assignments may be made outside the service year and shall be paid on the Overload and Extra Assignment Salary Schedule SS#20.

16.3.5 Reduced Assignment Year/Workload (see also Article 10 and 11)

An employee may request to be approved to work fewer days than the equivalent of a 175-day contract, or fewer hours in a workday, or fewer days in a workweek. The employee shall submit the request in writing to their immediate supervisor. The request shall include a detailed summary of the proposed work schedule along with an impact statement of how the reduction will affect operations and recommendations to address affected operations.

16.4 Workweek

The District professional service workweek shall be thirty-seven (37) hours.

16.4.1 Instructional Faculty: The workweek for instructional faculty shall be thirty-seven (37) hours which will include thirty (30) hours for primary assignment activities (instruction and preparation time), five (5) hours per week for designated office hours and two (2) hours for professional activities/college service.

16.4.2 Children's Center Faculty: The workweek for Children's Center faculty shall be thirty-seven (37) hours which will include thirty (30) hours for primary assignment activities, five (5) hours for designated office hours, and two (2) hours of college

service. Professional activity/college service is encouraged and must be preapproved by the supervisor.

- 16.4.3 Service Faculty: The workweek for service faculty shall be thirty-seven (37) hours which will include thirty (30) hours for primary assignment activities (25 service hours and 5 hours of preparation time): five (5) office hours scheduled in accordance with Article 16.5 and two (2) hours of professional activities and/or college service. Upon mutual Agreement, service faculty may work a 9 hour/15minute (9.25) workday in a four-day workweek. For those faculty who select to work a four-day workweek, the week shall count as five days toward the annual obligation.

Whenever the workweek assignment is less than thirty-seven (37) hours, the weekly responsibilities shall be prorated accordingly.

- 16.4.4 Other non-instructional assignments shall be based on six (6.0) hours per week for each twenty percent (20%) of a full-time teaching load. The non-instructional load value is $1/30=.03333$.

- 16.4.5 Employees are expected to be reasonably available for District communications and business throughout the workweek during workday hours on contract days.

16.4.6 Forty-hour Workweek Option

The District in its discretion, may offer an employee a forty (40) hour workweek in order to increase his/her college service hours from two (2) hours weekly to five (5) hours weekly or to reduce an employee's reassigned time by .10 FTEL. Employees on the forty (40) hour workweek schedule shall be paid using the approved prorated forty (40) hour workweek salary schedule at the employee's regular column and step placement.

See appendix for list of current 40 hour positions.

16.5 Office Hours

Bargaining unit members shall hold five (5) office hours per week, as regularly scheduled office hours as defined in this Article. Instructional faculty shall post their schedule of office hours on or adjacent to their office doors by the end of the first week of classes. Office hours may be conducted in the manner the employee deems most appropriate.

- 16.5.1 When the bargaining unit member is unable to hold a regularly scheduled office hour because of an emergency or other unforeseeable circumstance(s), the bargaining unit member shall notify the department secretary, or department chair, or supervisor of the change of the office hour prior to or on that day. To the extent possible bargaining unit members should arrange to have affected students notified.

- 16.5.2 When an office hour is to be changed for the remainder of the semester or term, it must be reported to the supervisor. If the change is approved, the instructor

shall revise the posted schedule of office hours and inform the affected students and/or clients of the new office hour schedule.

- 16.5.3 Bargaining unit members with a reduced load shall hold office hours proportionate to their load (for example: .20 FTL equals one office hour).

16.5.4 Summer Office Hours

Bargaining unit members may apply for office hour pay at a rate of \$25.00 per hour. The District will designate up to a total of \$5,000.00 per summer session to support office hours for eligible unit members. Summer office hours will be subject to pre-approval by the supervisor and available funding.

Unit members approved for summer office hours shall publish regularly scheduled office hours in all course syllabi as well as in the designated area for posting office hour information (as described in (Section 16.5) by the end of the first week of instruction.

16.5.5 Final Exam Period Office Hours

During the final examination period, instructors shall hold at least three (3) office hours at times that best serve student needs.

16.6 Program and Annual Review

- 16.6.1 Program and annual review are recognized as professional activities. It is also recognized that program review carries additional workload for which the employee(s) assigned responsibility for such reviews should be compensated. The supervisor, in consultation with the department chairperson, shall make program and annual review assignments. While only one employee shall be assigned primary responsibility for a review, other employees within the discipline or department may be asked to assist.
- 16.6.2 The supervisor will be responsible for notifying departments of upcoming program and annual reviews according to the timelines and processes mutually agreed upon between the District and the Academic Senate. The review shall be completed in accordance with established District guidelines and procedures unless mutually agreed upon deviations are approved by the District administration and the employee during the course of the review and in advance of final submission. The employee who is assigned the review responsibility shall have primary responsibility for authoring the self-study, which should reflect all opinions of the discipline faculty.
- 16.6.3 The employee assigned responsibility for a review and all employees of the discipline and the department chair will sign the final report indicating that they have reviewed the final report. If there is disagreement with the final report, the dissenting employee(s) may submit a minority report that becomes a permanent part of the final report.

16.6.4 The employee assigned responsibility for the review shall be compensated as described in Article 18.14.4. When more than one (1) faculty member is involved in a program review, the compensation shall be divided proportionate to the workload.

16.7 Overload, Summer Session, Intersession, Substitute, Extra Contract Day Assignments

16.7.1 Overload assignments, summer session assignments, intersession assignments, substitute assignments, and extra duty-day assignments are not part of the employee's regular contract year assignment.

- a. Overload assignments, summer session assignments, intersession assignments, and substitute assignments shall be compensated at the overload rate per Article 14 of this Agreement.
- b. Extra contract day assignments shall be compensated at the prorated daily rate per Article 14 of this Agreement.

16.7.2 Bargaining unit members shall be given first consideration in filling overload assignments, summer session assignments, intersession assignments, substitute assignments and extra contract day assignments.

16.7.3 If two (2) or more employees request the same assignment, then the employee with most seniority within the discipline as a full-time faculty member shall be given priority.

16.7.4 Bargaining unit members who receive a needs improvement or unsatisfactory evaluation may teach intersession or summer assignments only with the approval of supervisor.

16.8 Academic Calendar

The academic calendar will not be a negotiable item each year providing that a faculty bargaining unit member co-chairs the District's Calendar Committee. The Association shall appoint one (1) additional member and the academic senate shall appoint one (1) member to the calendar committee.

16.9 Advisory Mentoring

Faculty who agree to act as advisor mentors under the faculty internship program per California Education Code Section 87487 and California Title 5, Section 53500-53502, will be paid for an extra assignment using the Overload and Extra Assignment Salary Schedule (in the appendix for each semester the faculty member acts as an advisor mentor for each classroom faculty intern. (The intern is paid using the part-time faculty salary schedule.)

- 16.9.1 The supervisor, with input from the department chair, will approve the assignment of the advisor mentor.
- 16.9.2 The advisor mentor shall not take the place of the department chair with regard to orientation and evaluation of part-time faculty. It is the department chair's responsibility to evaluate and to provide orientation on college procedures to all part-time faculty, including faculty interns.
- 16.9.3 The duties of the advisor mentor shall be as follows:
- A. Conduct a minimum of four (4) scheduled meetings with the faculty intern each semester. The topics to cover shall include, but not be limited to, curriculum planning, teaching strategies and methodologies, assessment of student work, and review of course materials.
 - B. Conduct a minimum of three (3) one-hour classroom visitations with a faculty intern each semester.
 - C. The advisor mentor shall prepare written documentation to include dates and topics of meetings, dates and summaries of classroom visits, and discussion summaries.
 - D. The advisor mentor shall not teach a class at the same time as the mentee and shall be available on campus.
- 16.9.4 The extra assignment salary shall be determined as follows:
- A. The faculty member's advisor mentor extra assignment salary when working with a first semester faculty intern will be determined by the bargaining unit employee's appropriate pay rate on the Overload and Extra Assignment Salary Schedule (in the appendix) to equal .056 FTE.
 - B. The faculty member's advisor mentor extra assignment salary when working with a second-semester faculty intern will be determined by the bargaining unit employee's appropriate pay rate on the Overload and Extra Assignment Salary Schedule (in the appendix) to equal .040 FTE.
- 16.9.5 Section 16.9 of the Agreement shall be effective as long as Board Policy 7501 "Faculty Internship" or its successor remains in effect. (See California Education Code Section 87487 and California Title 5, Sections 53500-53502.)

16.10 Travel

The District may require employees to travel as a condition of employment assignments per this Article. In such cases the following will apply:

- 16.10.1 The employee shall notify their supervisor of the travel. The supervisor shall determine whether District vehicle, rental vehicle or personal vehicle shall be used.

16.10.2 Employees required to use their own vehicle shall be paid mileage per District policy.

16.10.3 If an employee is involved in a traffic collision during District travel using a personal vehicle, the employee's personal insurance shall cover the costs of damages to the extent allowable under that insurance policy. The District or its insurance carrier shall cover any damages (personal or property) not covered by the employee's personal coverage and shall cover the employee's deductible up to \$1,000 per occurrence.

16.10.4 If an employee is injured during District travel, the employee shall be covered under the District's worker's compensation program.

16.10.5 Employees with assignments at more than one (1) District campus center or worksite shall receive District mileage reimbursement at the District travel policy rate for travel between campuses during the same day.

16.10.6 When an employee requests District funds and approval for travel, and the District is unable to pay for the travel but nevertheless allows the employee to complete the travel, a statement to that effect shall be written on the request and provided to the employee. The District will return the request as soon as possible so that the faculty member will know the status prior to the trip. Alternatively, the travel form may include a "check-off box" when, if checked, the employee will know that the travel is approved but not at District expense.

16.11 Evening Assignments

If an employee has an evening assignment that is part of the regular load assignment and it is not an overload assignment and they have a scheduled assignment the next day, the supervisor shall schedule a break of at least eleven (11) hours between the end of the evening assignment and the beginning of the first assignment the next day unless there is a need to make load or if the employee requests the assignment.

16.12 Coordinators

The District will appoint coordinators of programs after consulting with full-time faculty in the affected department.

16.13 Department Chairs

16.13.1 Contract Year

Beginning fall 2019 department chair assignments shall be a regular contract year of 198 day per article 16.3.3. For the 2019/2020 academic year, department chairs shall identify four (4) additional contract days to be added to their schedule between May 26, 2020 and June 30, 2020..

16.13.2 Job Description, Duties, and Responsibilities

The job description including duties and responsibilities of department chairs shall be included in the appendix of the collective bargaining agreement and modified only upon mutual agreement of the District and Faculty Association.

16.14 Holidays and Campus Closure

When a holiday or college closure is a day that an employee would normally work in a scheduled workweek the day shall count toward the employee's load and assignment year obligations. This section does not apply to designated summer Friday closures.

Article 17: **EVALUATION AND TENURE**

17.1 **Definitions**

“Supervisor” *see Article 16.*

“Appropriate vice president” *see Article 16.*

“Classroom” or “worksite” may refer to either a physical location or to distance learning instruction of all modalities used by the district.

“Client” *see Article 16.*

“College Service” *see Article 16.*

“Contract faculty” or “probationary faculty” or “tenure-track faculty” are synonymous terms and refer to a bargaining unit member who is employed in accordance with the provisions of Education Code Section 87605 or Subdivision (b) of Section 87608.

A “day” in this article is a “business day” – any day Monday through Friday on which the Allan Hancock Joint Community College District administrative offices are open for business.

“Evaluation forms” refer to evaluation forms mutually agreed upon between the District and the Faculty Association to be used in the evaluation of a bargaining unit member and placed in the appendix. The District shall post all evaluation forms on the AHC online management system.

“Evaluation team” refers to the members of the approved group consisting of the supervisor and two tenured bargaining unit members, one of which is selected by the bargaining unit member undergoing evaluation and the other is selected by the supervisor as provided within this Article.

“Primary duties/assignment” *see Article 16.*

“Reassignment or Reassigned duties” *see Article 18.*

“Probationary faculty” - *see “contract faculty.”*

“Regular faculty” or “tenured faculty” means a tenured bargaining unit member who is employed in accordance with the provisions of Education Code Subdivision (c) of Section 87608 or Section 87609.

“Temporary faculty” means a non-tenure track bargaining unit member who is employed on a temporary basis fully compensated by categorical funds within the provisions of Education Code section 87470.

“SGID” - Small Group Instructional Diagnosis is an evaluation process conducted by a trained facilitator.

“Special assignments” are assigned or reassigned activities other than the bargaining unit member’s primary duties; and are voluntary.

“Overload assignment” *see Article 16.*

“Worksite” *see “Classroom” definition.*

“Performance techniques” are methods used appropriate to the bargaining unit member’s teaching or service assignment.

“Prep” as used in 17.4, refers to the act of preparing to teach each course based on the Course Outline of Record (COR). For purposes of evaluation, a course taught through multiple modalities is considered to have multiple preps.

“Colleague” as used in this article is any person employed by the District with whom the evaluatee has regular professional contact. Examples include the bargaining unit member’s immediate supervisor, college administrators, discipline faculty, and classified staff.

17.2 Purpose and Intent

17.2.1 The purpose of the evaluation of faculty is the continuous improvement of instruction and support services at Allan Hancock College. Other purposes include the maintenance of quality in programs and instruction and the professional competence of the faculty.

17.2.1.1 Tenured Faculty: The primary purpose of the regular evaluation for tenured faculty is to provide feedback for the member to consider for personal and professional growth.

17.2.1.2 Probationary Faculty: The primary purpose of the probationary faculty evaluation is to determine suitability for continued employment and tenure.

17.2.2 The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts.

17.2.3 The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice.

17.2.4 The intent of the regular periodic evaluations is to evaluate the employee’s primary assignment activities which are either instruction or service.

17.2.5 The intent of evaluation for special assignment is to determine suitability for that particular assignment. Performance in special assignments is not evaluated for the purposes of tenure.

17.3 Criteria

The following criteria delineate the areas of faculty evaluation and tenure as they relate to their primary assignment.

17.3.1 Competency

17.3.1.1 Bargaining unit members teaching in any modality shall demonstrate satisfactory performance in the following areas:

- a) knowledge of teaching field or assignment;
- b) effective communication with students;
- c) teaching, counseling or other service techniques;
- d) organization skills;
- e) use of appropriate materials related to primary assignment;
- f) incorporation of appropriate student assessment methods;
- g) the use of District course management system is required of all fully on-line and hybrid course sections.

17.3.2 Students

17.3.2.1 Bargaining unit members shall evidence respect for students' rights and needs by demonstrating:

- a) objectivity and fairness in the evaluation and discussion of student work;
- b) maintenance of contractual obligations to hold regular and timely office hours;
- c) respect for the rights and responsibilities of students as expressed in official college policies; and
- d) appropriate record keeping and reporting.

17.3.3 Colleagues

17.3.3.1 Bargaining unit members shall evidence respect for colleagues and the teaching profession by:

- a) acknowledging and defending the free inquiry of their associates in the exchange of ideas;
- b) acknowledging academic debts (crediting sources to avoid plagiarism);
- c) acting in accordance with the ethics of the profession and with a sense of personal integrity; and
- d) establishing and maintaining cooperative working relationships among faculty, administrators, and staff.

17.3.4 Professional Development

17.3.4.1 The bargaining unit member shall demonstrate continued professional development by completing annual hours as defined in Article 16.

17.3.5 College Service: The bargaining unit member shall demonstrate continued college service by completing the required hours as defined in Article 16.

17.4 Evaluation of Instructional Assignments

17.4.1 Tenured faculty shall select at least one class per prep (regular load and overload) to be evaluated.

17.4.2 Probationary faculty may have all classes (regular load and overload) evaluated.

17.5 Evaluation of Special Assignments

17.5.1 Purpose and Intent

Evaluation of a faculty member performing special assignments shall allow program faculty and staff to examine the leadership, conduct of duties, and the establishment and attainment of program goals. Evaluations may offer constructive criticism and shall contribute to a sense of program collegiality, renewing common understanding between program leadership, faculty and staff. The evaluation is intended as a tool for the support and the improvement of leadership skills, not primarily as a quantitative metric of success. The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts. The evaluation shall not be arbitrary or capricious or discriminatory in scope or practice.

17.5.2 Criteria

- a. Evaluation shall be based on the bargaining unit member's ability to perform the assigned duties as defined in the assignment job description.
- b. The evaluation shall utilize a standardized and agreed upon evaluation form and method developed for the assignment (available in the appendix).
- c. Unless otherwise prohibited, the evaluations of special assignments or reassigned duties shall not be more frequent than an annual review.
- e. The evaluation may be conducted in conjunction with the employee's regular evaluation; however, there must be a clear and distinguishable separation of the evaluations. Department Chair and Coordinator shall be evaluated pursuant to article 17.5, 16.13.2, and 18.14.2.

17.5.3 Evaluation Team

By mutual agreement, the faculty member and their supervisor shall determine if the supervisor will solely conduct the evaluation or a team per article 17.9 will conduct the evaluation.

17.5.4 Process

Evaluations for special assignments shall follow the process specified in article 17.10.2.

17.5.5 Frequency of Evaluations

- a. Faculty serving in one-year special assignments are not evaluated per article 17.5.
- b. Faculty serving in two-year special assignments shall be evaluated per article 17.5 in their second semester of the assignment.
- c. Faculty serving in a three-year special assignment shall be evaluated per article 17.5 in their second and fourth semesters of the assignment.
- d. Faculty serving in an on-going special assignment (four years or more) shall be evaluated per article 17.5 in their second and fourth semesters and every three years thereafter.
- e. Faculty members serving in a special assignment that have been evaluated per article 17.5 two times and remain in that special assignment shall only be evaluated every three years per article 17.5.

17.6 Frequency of Evaluations

17.6.1 Probationary faculty shall be evaluated in their first (1st), third (3rd), fifth (5th), and seventh (7th) semesters. Mid-year (spring) hires shall be considered as entering into the first (1st) probationary year in the first (1st) fall semester of the assignment.

17.6.2 Regular faculty shall be evaluated every third (3rd) academic year and may be evaluated in either semester.

17.6.4 In addition to the periodic evaluations, the appropriate vice president may authorize an off cycle evaluation of a bargaining unit member based upon substantiated complaints that their performance is less than satisfactory in the areas delineated in Section 17.3.

17.6.4.1 The supervisor shall notify the bargaining unit member of such an off cycle evaluation in advance. *See off cycle evaluation in this Article.*

17.6.5 A bargaining unit member who teaches or provides service in a discipline outside their primary assignment shall be evaluated using the off cycle process during the first semester of the new assignment, after which evaluations will continue in conjunction with the employee's regular assignment evaluation cycle.

17.6.6 Temporary faculty hired under Education Code Section 87470 will be evaluated in the same manner as "probationary evaluation" in this Article.

17.7 Timelines

In order to fulfill the purpose of this article, bargaining unit members shall be evaluated according to the timelines set forth in this article.

17.8 Training for Evaluators

All members of an evaluation team shall be trained.

17.8.1 The Faculty Association and Academic Senate shall jointly develop and provide training in evaluation techniques including how to conduct class/worksite observations, interpreting student feedback, assessing student learning outcomes, and administering Small Group Instructional Diagnoses (SGIDs).

17.8.2 The District shall provide training in evaluation techniques for supervisors of evaluation teams.

17.9 Evaluation Team

17.9.1 The evaluation team shall consist of the supervisor and two (2) tenured bargaining unit members; one selected by the bargaining unit member undergoing evaluation and the other selected by the supervisor in the following order of preference: the designated program coordinator; the department chair; other tenured faculty member.

17.9.1.1 If the bargaining unit member being evaluated does not provide a name to the supervisor within two (2) weeks of notification of evaluation, the second member of their team will be appointed by the bargaining unit member's supervisor.

17.9.2 The supervisor is the team leader and shall be responsible for communications between the bargaining unit member and the team, assigning evaluation workload to team members, ensuring compliance with process and timelines, distributing and gathering forms, coordinating meetings, and submitting the final report to the vice president.

17.9.3 The evaluation team shall conduct its evaluation in confidence. Team members shall not discuss a bargaining unit member's performance with anyone not directly involved in the process.

17.10 Process

17.10.1 Notification: Prior to the end of the first (1st) week of the semester the supervisor shall notify the bargaining unit member of their pending evaluation in writing specifying the evaluation process and timeline.

17.10.2 Initial/Orientation Meeting: The evaluation team shall meet with the bargaining unit member being evaluated to discuss the purpose, criteria, procedures, and timelines for the evaluation. The team, with input from the bargaining unit

member being evaluated, will identify colleagues who are in positions to comment on the evaluatee's job performance. Team member orientations shall be held prior to or in conjunction with this meeting.

17.10.2.1 Probationary/Temporary Faculty: The probationary bargaining unit member shall be evaluated using student feedback forms and the SGID process, classroom observations, colleague feedback, and the self-evaluation packet.

17.10.2.2 Regular Faculty: Regular faculty shall be evaluated using student feedback (or the bargaining unit member may request an SGID in place of the student feedback), and colleague feedback.

17.10.2.3 Children's Center Faculty: Children's Center Faculty shall be evaluated using parent feedback forms, colleague feedback, and classroom observation using the designated forms.

17.10.3 Observation and Feedback Reports: Between the first day of the tenth (10th) week and the last day of the twelfth (12th) week of the semester, the evaluation team shall conduct worksite observations and/or distribute and collect the colleague feedback forms and student feedback forms.

17.10.3.1 Self Evaluation (Probationary Faculty Only): Prior to the end of the twelfth (12th) week of the semester, the bargaining unit member shall submit the self-evaluation packet to the supervisor.

17.10.3.2 For distance learning classes, at the end of the twelfth (12th) week of the semester, the supervisor shall request the results from the student feedback forms.

17.10.4 Consensus Meeting: Prior to the end of the fourteenth (14th) week, the evaluation team shall meet to review all documents and prepare the Evaluation Report.

17.10.5 Special Meeting(s): At any time during the evaluation process a team member may meet with the bargaining unit member to gain clarification and understanding. The purpose of this meeting is to ensure each team member fully understands the issue(s) and has exercised due consideration for fairness.

17.10.6 Final Meeting: Prior to the end of the sixteenth (16th) week of the semester, the team shall meet with the bargaining unit member to review the Evaluation Report and its findings and recommendation. The bargaining unit member shall be provided a copy of the report.

17.10.7 Administrative Review and Approval: After signature by the team members and the bargaining unit member, the final written evaluation and attachments shall be forwarded to the appropriate vice president for review and signature.

17.10.7.1 The bargaining unit member may request a meeting with the vice president to challenge the team's findings and recommendations.

- 17.10.7.2 For probationary and temporary faculty, the vice president shall make a recommendation to the superintendent/president.
- 17.10.7.3 For tenured faculty, the vice president shall forward overall satisfactory evaluations to the office of human resources for placement in the personnel files. The vice president shall forward overall unsatisfactory evaluations to the superintendent/president along with a recommendation.
- 17.10.7.4 The superintendent/president shall make a final recommendation to the Board of Trustees for all probationary faculty and temporary faculty evaluations and for unsatisfactory tenured faculty evaluations.
- 17.10.7.5 If a probationary employee is not re-hired due to an unsatisfactory evaluation or resignation, the vacant position shall be reopened for recruitment within the academic year taking into consideration the appropriate timeline to recruit for the position, unless the District and Association agree otherwise.
- 17.10.8 Personnel File: One copy of the final evaluation report shall be provided to the bargaining unit member and the original shall be placed in the bargaining unit member's personnel file. No other copies, drafts and materials shall be maintained outside the office of human resources.
 - 17.10.8.1 The evaluation report shall be included in the personnel file, all other documentation related to the evaluation shall be maintained by the office of human resources.
 - 17.10.8.2 If a formal grievance is filed, the District shall provide the grievant with full and complete access to all materials and information used in the evaluation process.

17.11 Classroom/Worksite Observations

- 17.11.1 Classroom/worksite observations are required for all probationary faculty. Classroom/worksite observations are only required for tenured faculty who have never been observed providing instruction or service in the distance learning modality.
 - 17.11.1.1 The purpose of classroom/worksite observations is to observe the bargaining unit member in the performance of his/her primary assignment and to provide feedback to the bargaining unit member.
 - 17.11.1.2 Each evaluation team member, including the supervisor per 17.9.1, shall schedule with the bargaining unit member a time to make a 50-minute class/worksite observation. After the observation, the evaluator shall complete the classroom/worksite observation form and meet with the bargaining unit member to review the results.

- 17.11.1.3 The bargaining unit member shall sign the form acknowledging the review and may indicate agreement with the content or may, within seven (7) days, submit a written response to the observation evaluation form.
- 17.11.1.4 Each team member shall perform at least one classroom or worksite observation of a primary duty. Every attempt shall be made for the evaluators to observe different class sections or courses.
- 17.11.1.5 In the case of counselors and other academic specialists, at least one worksite observation shall include an observation of an activity relevant to his or her primary duty such as a counseling session or in-group session.
- 17.11.1.6 All classroom/worksite/SGID evaluation forms shall be submitted to the supervisor no later than the end of the thirteenth (13th) week of the semester.

17.12 Student/Client Feedback

- 17.12.1 The purpose of student/client feedback is to obtain input from students/clients pertaining to the bargaining unit member's effectiveness.
 - 17.12.1.1 Student/Client Feedback forms shall not be utilized for instruction in open access labs (example: Math Center, Writing Center, physical fitness lab, etc.).
- 17.12.2 For probationary faculty, at least one feedback evaluation shall be completed via the SGID method.
- 17.12.3 The feedback forms shall be distributed to students/clients of the bargaining unit member being evaluated.
- 17.12.4 Except where otherwise specified, team members shall administer the student survey process and, when appropriate, conduct student SGID's.
- 17.12.5 The supervisor shall collect the forms and submit the student survey forms and have them tabulated and processed.
- 17.12.6 The supervisor will distribute the computer printouts of numerical data from the student feedback form to the evaluation team members and the bargaining unit member for review and discussion.
 - 17.12.6.1 In order to maintain student confidentiality, written comments on student feedback forms will not be returned to the person being evaluated until the end of the semester and after grades have been submitted. Only the person being evaluated, the evaluation team, and those District employees whose assignment requires access to student feedback forms shall see written comments on the forms.

17.12.7 Within seven (7) days from date of distribution, the person being evaluated shall submit, in writing, a response to the student feedback and SGID reports to the evaluation team members.

17.12.8 Any reference to student feedback in the final written evaluation shall be based upon information gathered from the student feedback forms, a substantiated complaint and/or the SGID(s).

17.12.9 Student/client surveys may be distributed before or after classroom observations.

17.13 Colleague Feedback

17.13.1 The Colleague feedback forms will be used to gather input from colleagues.

17.13.2 The supervisor shall distribute the colleague feedback forms to the persons identified during the initial meeting and collect the completed forms.

17.13.3 Colleague feedback forms shall include the name and signature of the person completing the form. Anonymous forms shall be discarded and not considered for evaluation.

17.13.4 The bargaining unit member undergoing evaluation shall not have a right to see the names of the person(s) who completed the feedback form except if disclosure is required during a formal grievance proceeding. The supervisor shall ensure that the bargaining unit member undergoing evaluation does not view the name(s) of the person(s) who completed the feedback forms during the regular evaluation process.

17.13.5 Any reference to colleague feedback in the final written evaluation shall be based solely upon information gathered from the colleague feedback forms and/or (a) substantiated complaint(s).

17.14 Evaluation Report

17.14.1 The evaluation report shall accurately describe the evaluation process used, evaluation activities engaged in by the bargaining unit member, and significant findings by the team according to the criteria listed in 17.3. The Evaluation Report shall include a recommendation based upon the findings.

17.14.2 Conclusions reached by the team shall be based on direct observation and feedback documentation gathered during the evaluation. The team may consider documented complaints or concerns as well as commendations that have been previously shared with the bargaining unit member and are part of the bargaining unit member's personnel file.

17.14.3 Complaints arising through the evaluation process must be substantiated through investigation in order to be included in the evaluation report.

17.14.3.1 Second-hand information, hearsay, and unsubstantiated complaints shall not be considered by the team or included in the evaluation report.

17.14.4 All members of the evaluation team must sign the evaluation report. If a member of the evaluation team is not in agreement with the assessment of the other team members, the dissenting member must attach a statement giving the reason(s) for the disagreement.

17.14.5 The bargaining unit member being evaluated shall acknowledge receipt of the evaluation report by signature and may, within eight (8) days after receipt of the report, submit a written response to it, which shall be attached. A copy of the evaluation report shall be provided to the bargaining unit member.

17.14.6 Recommendations - Pursuant to the provisions of the Education Code sections 87606, 87608.5, and 87609:

Satisfactory Evaluations:

17.14.6.1 Regular Faculty: An overall satisfactory rating requires no further action.

17.14.6.2 Probationary Faculty: An overall satisfactory rating during the first three (3) years shall result in a recommendation to rehire. An overall satisfactory rating during the fourth year shall result in a recommendation to award tenure.

Unsatisfactory Evaluations:

17.14.6.3 Regular Faculty: An overall unsatisfactory rating may result in one or more of the following:

- a) a recommendation for an off-cycle evaluation
- b) development and measurement of specific goals for improvement
- c) additional training

17.14.6.4 Probationary Faculty: An overall unsatisfactory rating may result in an off-cycle evaluation, additional mentoring/training or recommendation not to reemploy/not to award tenure pursuant to provisions in the Education Code. The vice president's decision regarding an unsatisfactory evaluation will be based on the severity of the noted deficiencies and previous evaluations. The vice president will provide the bargaining unit member an opportunity to meet and discuss the unsatisfactory evaluation.

17.15 Procedural Compliance

- 17.15.1 It is the intent of the procedures and timelines defined in this Article to provide effective, meaningful, and fair evaluations of bargaining unit members. Every effort shall be made to comply with the defined process and timelines of this Article.
- 17.15.2 The parties recognize there will be occasions when a timeline or process may not apply to a particular bargaining unit member's situation or that it may be inadvertently misapplied or overlooked.
- 17.15.3 If non-compliance is due to a unique assignment or to an accidental oversight, then the supervisor shall immediately notify the director of human resources who in turn shall notify the Faculty Association to meet and confer. The district, bargaining unit member and Faculty Association shall agree to a modified process and/or timeline.
- 17.15.4 Any delays resulting from procedure or timeline non-compliance shall not be held against the bargaining unit member and every effort should be made to implement a modified process which is fair and has the least adverse impact on the bargaining unit member.
- 17.15.5 Failure to comply with a procedure or timeline shall not result in a probationary bargaining unit member automatically acquiring tenure.

17.16 Off Cycle Evaluations

- 17.16.1 Pursuant to Ed Code Section 87734, an off cycle evaluation of a bargaining unit member may be authorized based upon substantiated complaints that the bargaining unit member's performance is less than satisfactory in the areas delineated in Section 17.3; or, when a bargaining unit member receives an overall unsatisfactory rating during a periodic evaluation.
- 17.16.2 Off cycle evaluations shall be limited in scope to those areas in which deficiencies were delineated in the periodic evaluation or complaint.
- 17.16.3 The evaluation process/timelines as outlined in this article for periodic evaluations shall be followed in the off cycle evaluation, except that feedback forms and SGID shall be limited to address only the areas noted for review.
- 17.16.4 Materials gathered in previous evaluations may be used in the initial meeting of the off cycle evaluation.
- 17.16.5 If the off cycle evaluation is the result of an overall unsatisfactory rating during a periodic evaluation, then the same team shall perform the off cycle evaluation unless the bargaining unit member requests a team change. Upon the request for a new team, the supervisor will choose one new faculty team member; the evaluatee will select a second faculty team member.
- 17.16.6 If the bargaining unit member requests a new administrator, then the appropriate vice president may appoint a different administrator to conduct the off cycle evaluation.

17.16.7 The evaluation team shall work constructively with the person being re-evaluated to encourage improvement. The techniques involved shall include consultation and may include class/worksite observations, recommended course work, review of literature, arrangement for updating of background, staff development activities, and any other appropriate activities agreed upon by the team.

17.17 Grievance Process

17.17.1 The contents of evaluations of tenured bargaining unit members are not subject to the grievance procedures set forth in Article 6. The procedures of Article 6 shall apply to any allegation that the specific procedures contained herein have been misinterpreted, misapplied or violated. However, nothing in the procedures contained in Article 6 shall be construed to prohibit revision of the contents of any evaluation.

17.17.2 Allegations that the District, in a decision not to reappoint a probationary bargaining unit member, violated, misinterpreted or misapplied any of the procedures contained in this article shall be classified and procedurally addressed as grievances. They shall thereafter be processed in accordance with this article. Article 6 shall not apply.

17.17.3 General Provisions

The purpose of the general provisions below are to address the grievance procedures not applicable in Article 6.

17.17.3.1 A "grievance" as used in this article only is a formal written allegation that the District, in a decision not to offer a probationary bargaining unit member a second or third contract, or, to deny tenure to a probationary member under a third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the probationary bargaining unit member.

17.17.3.2 A "grievant" as used in this Article is a probationary bargaining unit member denied reappointment or tenure; or the Faculty Association on behalf of the bargaining unit member.

17.17.4 Level One — Written Grievance

17.17.4.1 Within ten (10) days of receiving the official written notice that a second/third contract or tenure is denied, the grievant must present the grievance in writing to the appropriate vice president. The grievance shall:

- a) be specific;
- b) contain a synopsis of the facts supporting the allegation;
- c) identify the specific policy or procedure of this article which is

alleged to have been violated;

- d) contain the date of the alleged violation;
- e) state the remedy requested; and
- f) be signed by the grievant.

17.17.4.2 The vice president shall communicate the decision to the bargaining unit member in writing within ten (10) days after receiving the grievance. If the vice president does not respond within the time limit, the grievant may appeal to the next level.

17.17.5 Level Two — Arbitration

17.17.5.1 If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within ten (10) days after submission of the grievance to the vice president, the grievant may, within an additional five (5) days, request in writing that the grievance be submitted to arbitration.

17.17.5.2 The grievant and the District shall attempt to agree upon an advisory arbitrator. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to supply a panel of five (5) names of persons experienced in hearing grievances in public schools and community colleges. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the advisory arbitrator. The order of the striking shall be determined by lot. If the arbitrator will not be available within sixty (60) days, the parties shall secure another list and repeat the selection.

17.17.5.3 The arbitrator shall be without power to grant tenure, except for failure to give notice on or before March 15 pursuant to subdivision (b) of Education Code Section 87610. The arbitrator may issue an appropriate make-whole remedy, which may include, but need not be limited to, back pay and benefits, reemployment in a probationary position, and reconsideration.

17.17.5.4 The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of the procedures of this article in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the parties in the presence of each other and upon arguments presented in briefs, if any. The arbitrator shall consider and decide only on the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.

17.17.6 Arbitrator's Decision and Board Review

17.17.6.1 The arbitrator's decision will be in writing and will set forth all findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of any act prohibited by law or which violates any term of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities, or obligations as such are prescribed in state or federal law. The decision of the arbitrator will be submitted to the Board of Trustees, the Superintendent/President of the college, the grievant, and the Association.

17.17.6.2 The decision of the arbitrator shall be in the form of a recommendation to the Board of Trustees. The Board shall render a decision on the matter within thirty (30) days after receiving the arbitrator's decision. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached by the vice president at Level One.

17.17.6.3 Arbitration Costs: The district will incur the cost of arbitration for grievances under this section of this article.

17.18 Evaluation Forms to be used in this article shall not be altered or replaced except by mutual agreement via the negotiation process. Approved forms shall be placed into the appendix of this Agreement and the District shall post the forms on the District's online management system.

Department Chair Job Description

Department Chair

Department chairs are tenured or tenure-track faculty who provide academic and organizational leadership to their respective departments and colleagues. The department chair serves as liaison to the area dean and vice president, academic affairs with regard to academic, curricular, professional, and operational business of the department.

Each department has the choice of

1. electing its department chair, subject to the approval of the superintendent/president and appointment by board of trustees, with elections conducted by the Academic Senate; or
2. requesting that the superintendent/president appoint the department chair.

A department chair's term of office shall be set according to BP/AP 7218.

Department chairs are responsible for the timely performance of their duties, as described below. These are administrative duties for which the district may provide reassigned time. It is the responsibility of the area dean and vice president, academic affairs to evaluate the department chairs' performance of these duties.

Recruitment

1. Ensure program review reflects department and program need for new and replacement faculty and classified staff positions. In consultation with department faculty, prepare and submit faculty position requests for prioritization.
2. In consultation with department faculty and dean, recommend classified staff positions for prioritization.
3. In consultation with department faculty and Human Resources, develop position-specific job announcements. Recommend discipline-appropriate venues for marketing and advertising positions to Human Resources.
4. Provide coordination with Human Resources and administration for recruiting, screening, interviewing, and recommending prospective full-time faculty.
5. In conjunction with discipline faculty, recruit, screen, and recommend to the District, the appointment of part-time faculty.
6. Provide department orientation for new faculty.

Scheduling and Catalog

1. In coordination with program coordinators and faculty, build and propose schedules of classes that meet student needs and are responsive to changing enrollment demands.
2. While decisions on assignments, including reassignments and cancellations, will be announced by the district, department chairs will assist in making faculty aware this information is available.
3. Verify accuracy of course information for all departmental credit classes to be listed in each class schedule.
4. Provide input to the dean if the schedule needs to be modified because of faculty changes, course additions, and cancellations.
5. Work with the Office of Public Affairs to promote department offerings as needed.
6. Facilitate review of department-level catalog changes and updates.

Curriculum and Program Development

1. Inform/remind department of established review cycles and curriculum review standards.
2. Facilitate, review, and approve department proposals submitted to the Academic Policy & Planning (AP&P) Committee for new programs, courses, and/or course or program modifications, in accordance with established timelines.
3. In consultation with department faculty, facilitate the assessment cycle (development, assessment, and continuous improvement) for courses and programs according to established timelines and required documentation. Monitor course and program review activities, and report department progress to the area dean.
4. Share assessment results and improvement plans with department faculty and others.
5. In consultation with discipline faculty, approve student requests for waivers and/or substitutions.
6. In consultation with discipline faculty, approve concurrent enrollment requests.

Department Leadership

1. Convene and chair department meetings on a regular basis, but at least monthly during fall and spring semesters.
2. Coordinate and communicate department practices.
3. Represent the department at department chair meetings.
4. Serve as the liaison between the department and the area dean.
5. In accordance with BP/AP 3255, provide support for the preparation of program review(s).
6. Communicate with and solicit information from department faculty, including relevant updates from committees, college-wide initiatives, and other issues that may affect the department.
7. Notify department of openings on campus councils and committees.
8. Communicate to department faculty any required deadlines related to their professional obligations (e.g., census rosters, textbook orders, grades).
9. As applicable, form and schedule advisory committees to:
 - identify members;
 - develop agendas;
 - participate in meetings;
 - produce minutes when required by Education Code.
10. As applicable, work with department members to comply with special accreditation and licensing requirements.
11. Participate in department chair training.
12. Act as liaison to the college advancement office.
13. Review textbook orders and coordinate the acquisition of instructional materials.
14. Request faculty office space assignments.
15. Review documents requiring chair signature for accuracy and completeness.
16. Coordinate with area dean to ensure instructional coverage for courses during faculty absences.

Student and Community Relations

1. Communicate department outreach and other public activities in the community with public affairs and college advancement offices, as appropriate.
2. Respond to student and community member complaints. In accordance with Board Policy and Administrative Procedure 5530, facilitate resolution of matters involving students and faculty. In cases of student complaints about harassment or discrimination, direct students to Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435.

Budget and Resources

1. In consultation with the department faculty and staff, identify and prioritize department resource needs and expenditures and submit resource requests through the annual program review process.
2. As appropriate, participate in planning for facilities maintenance and upgrades.
3. Review and approve department budget transfers and purchase requests for new and replacement equipment, hardware and software, facilities, and other needs.

Department Chair Peer Evaluation Form

Academic Year and Semester: _____

Department Chair: _____

Please complete the following survey (While any answer may be supported by comments, all “Does Not Meet Expectations” answers require comment/explanation):

A. Exceeds Expectations

B. Meets Expectations

C. Does Not Meet Expectations

D. Not Applicable or Observed

Recruitment

1. The department's voice is being represented by the department chair in the recruitment of new faculty.

☐ A

☐ B

☐ C

☐ D

Scheduling and Catalog

1. The chair coordinates with program coordinators and faculty to build and propose schedules that reflect student needs and changing enrollment demands.

☐ A

☐ B

☐ C

☐ D

Curriculum and Program Development

1. The chair maintains appropriate timelines for proposals submitted to AP&P.

☐ A

☐ B

☐ C

☐ D

2. The chair, in consultation with department faculty, facilitates assessment and review cycles.

☐ A

☐ B

☐ C

☐ D

3. The chair, in consultation with discipline faculty, approves student requests for waivers and/or substitutions.

☐ A

☐ B

☐ C

☐ D

4. The chair, in consultation with discipline faculty, approves concurrent enrollment requests.

☐ A ☐ B ☐ C ☐ D

Department Leadership

1. The chair convenes regular monthly department meetings.

☐ A ☐ B ☐ C ☐ D

2. The chair represents the will of the department to college administration and other departments.

☐ A ☐ B ☐ C ☐ D

3. As applicable, the chair works with department members to comply with accreditation and licensing requirements and Board policies.

☐ A ☐ B ☐ C ☐ D

Student and Community Relations

1. The chair, responds appropriately according to Board policy in responding to student and community member complaints.

☐ A ☐ B ☐ C ☐ D

Budget and Resources

1. The chair reflects the will of the department in resource prioritization.

☐ A ☐ B ☐ C ☐ D

Comments

You may use this section (and additional space/pages) to explain answers or provide comments you feel will assist the team in reviewing your evaluation.

Department Chair Self-Evaluation Form

Academic Year and Semester: _____

Supervisor: _____

Please complete the following survey (While any answer may be supported by comments, all “Does Not Meet Expectations” answers require comment/explanation):

A. Exceeds Expectations B. Meets Expectations C. Does Not Meet Expectations

D. Not Applicable or Observed

Recruitment

How satisfied are you with:

1. Your level of performance in ensuring program review reflects department and program need for new and replacement faculty and classified staff positions.

☐ A ☐ B ☐ C ☐ D

2. The level of input you were able to provide in recommending classified staff positions for prioritization.

☐ A ☐ B ☐ C ☐ D

3. Your level of performance in working with department faculty and Human Resources, develop position-specific job announcements and recommending discipline-appropriate venues for marketing and advertising positions to Human Resources.

☐ A ☐ B ☐ C ☐ D

4. Your level of performance in providing coordination, with Human Resources and administration, for recruiting, screening, interviewing, and recommending prospective full-time faculty.

☐ A ☐ B ☐ C ☐ D

5. Your level of performance in working with discipline faculty to recruit, screen, and recommend to the District, the appointment of part-time faculty.

☐ A ☐ B ☐ C ☐ D

6. Your ability to provide department orientation for new faculty.

☐ A ☐ B ☐ C ☐ D

Schedule and Catalog

How satisfied are you with:

1. Your ability to, in coordination with program coordinators and faculty, build and propose schedules of classes that meet student needs and are responsive to changing enrollment demands.
☐ A ☐ B ☐ C ☐ D
2. Your level of performance in assisting the area dean by reinforcing the announcements of District decisions on faculty assignments and course status.
☐ A ☐ B ☐ C ☐ D
3. Your ability to verify accuracy of course information for all departmental credit classes to be listed in each class schedule.
☐ A ☐ B ☐ C ☐ D
4. Your ability to provide input to the area dean if the schedule needs to be modified because of faculty changes, course additions, and cancellations.
☐ A ☐ B ☐ C ☐ D
5. Your level of performance in assisting the Office of Public Affairs and Communications to promote department offerings as needed.
☐ A ☐ B ☐ C ☐ D
6. Your level of performance in facilitating the review of department-level catalog changes and updates.
☐ A ☐ B ☐ C ☐ D

Curriculum and Program Development

How satisfied are you with:

1. Your level of performance informing/reminding members of the department of established review cycles and curriculum review standards.
☐ A ☐ B ☐ C ☐ D
2. Your level of performance facilitating, reviewing, and approving department proposals submitted to the Academic Policy & Planning (AP&P) Committee for new programs, courses, and/or course or program modifications, in accordance with established timelines.
☐ A ☐ B ☐ C ☐ D
3. Your level of performance, in consultation with department faculty, facilitating the assessment cycle (development, assessment, and continuous improvement) for courses and programs according to established timelines and required documentation; monitoring course and program review activities, and reporting department progress to the area dean.
☐ A ☐ B ☐ C ☐ D
4. Your ability to share assessment results and improvement plans with department faculty and others.
☐ A ☐ B ☐ C ☐ D
5. Your ability to, in consultation with discipline faculty, approve student requests for waivers and/or substitutions.
☐ A ☐ B ☐ C ☐ D
6. Your ability to, in consultation with discipline faculty, approve concurrent enrollment requests.
☐ A ☐ B ☐ C ☐ D

Department Leadership

How satisfied are you with:

1. Your ability to convene and chair department meetings on a regular basis, but at least monthly during fall and spring semesters.
☐ A ☐ B ☐ C ☐ D
2. Your level of performance coordinating and communicating department practices.
☐ A ☐ B ☐ C ☐ D

3. Your ability to represent the department at department chair meetings.
☐ A ☐ B ☐ C ☐ D
4. Your ability to serve as the liaison between the department and the area dean.
☐ A ☐ B ☐ C ☐ D
5. Your level of performance provide support, In accordance with BP/AP 3255, for the preparation of program review(s).
☐ A ☐ B ☐ C ☐ D
6. Your ability to communicate with and solicit information from department faculty, including relevant updates from committees, college-wide initiatives, and other issues that may affect the department.
☐ A ☐ B ☐ C ☐ D
7. Your level of performance notifying department of openings on campus councils and committees.
☐ A ☐ B ☐ C ☐ D
8. Your ability to communicate to department faculty any required deadlines related to their professional obligations (e.g., census rosters, textbook orders, grades).
☐ A ☐ B ☐ C ☐ D
9. Your level of performance, as applicable, in forming and scheduling advisory committees to:
a. identify members;
b. develop agendas;
c. participate in meetings;
d. produce minutes or meeting notes when required by Education Code.
☐ A ☐ B ☐ C ☐ D
10. Your level of performance, as applicable, working with department members to comply with special accreditation and licensing requirements.
☐ A ☐ B ☐ C ☐ D
11. Your ability to participate in department chair training.
☐ A ☐ B ☐ C ☐ D
12. Your level of performance acting as liaison to the college advancement office.
☐ A ☐ B ☐ C ☐ D

13. Your level of performance reviewing textbook orders and coordinating the acquisition of instructional materials.

☐ A ☐ B ☐ C ☐ D

14. Your ability to request faculty office space assignments.

☐ A ☐ B ☐ C ☐ D

15. Your level of performance reviewing documents requiring chair signature for accuracy and completeness.

☐ A ☐ B ☐ C ☐ D

16. Your ability to coordinate with area dean to ensure instructional coverage for courses during faculty absences.

☐ A ☐ B ☐ C ☐ D

Student and Community Relations

How satisfied are you with:

1. Your level of performance communicating department outreach and other public activities in the community with public affairs and college advancement offices, as appropriate.

☐ A ☐ B ☐ C ☐ D

2. Your level of performance responding to student and community member complaints. In accordance with Board Policy and Administrative Procedure 5530, the department chair facilitates resolution of matters involving students and faculty. In cases of student complaints about harassment or discrimination, the department chair directs students to Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435.

☐ A ☐ B ☐ C ☐ D

Budget and Resources

How satisfied are you with:

1. Your level of performance, working in consultation with department faculty and staff, in the identification and prioritization of department resource needs and expenditures and submittal of resource requests through the annual program review process.

☐ A ☐ B ☐ C ☐ D

2. Your ability to participate, as appropriate, in planning for facilities maintenance and upgrades.

☐ A ☐ B ☐ C ☐ D

3. Your level of performance in the review and approval of department budget transfers and purchase requests for new and replacement equipment, hardware and software, facilities, and other needs.

☐ A ☐ B ☐ C ☐ D

Comments

You may use this section (and additional space/pages) to explain answers or provide comments you feel will assist the team in reviewing your evaluation.

Department Chair Evaluation (Supervisor)

Academic Year and Semester: _____

Department Chair: _____

Please complete the following survey (While any answer may be supported by comments, all "Does Not Meet Expectations" answers require comment/explanation):

A. Exceeds Expectations B. Meets Expectations C. Does Not Meet Expectations D. Not Applicable

Recruitment

1. Ensures program review reflects department and program need for new and replacement faculty and classified staff positions. In consultation with department faculty, prepares and submits faculty position requests for prioritization.

☐ A ☐ B ☐ C ☐ D

2. In consultation with department faculty and dean, recommends classified staff positions for prioritization.

☐ A ☐ B ☐ C ☐ D

3. In consultation with department faculty, area dean, and Human Resources, develops position-specific job announcements. Recommends discipline-appropriate venues for marketing and advertising positions to Human Resources.

☐ A ☐ B ☐ C ☐ D

4. Provides coordination with Human Resources and administration for recruiting, screening, interviewing, and recommending prospective full-time faculty.

☐ A ☐ B ☐ C ☐ D

5. In conjunction with discipline faculty, recruits, screens, and recommends to the District the appointment of part-time faculty.

☐ A ☐ B ☐ C ☐ D

6. Provides department orientation for new faculty.

☐ A ☐ B ☐ C ☐ D

Scheduling and Catalog

1. In coordination with program coordinators and faculty, builds and proposes schedules of classes that meet student needs and are responsive to changing enrollment demands.

☐ A ☐ B ☐ C ☐ D

2. While decisions on assignments, including reassignments and cancellations, will be announced by the district, department chair assists in making faculty aware this information is available.

☐ A ☐ B ☐ C ☐ D

3. Verifies accuracy of course information for all departmental credit classes to be listed in each class schedule.

☐ A ☐ B ☐ C ☐ D

4. Provides input to the dean if the schedule needs to be modified because of faculty changes, course additions, and cancellations.

☐ A ☐ B ☐ C ☐ D

5. Works with the Office of Public Affairs and Communications to promote department offerings as needed.

☐ A ☐ B ☐ C ☐ D

6. Facilitates review of department-level catalog changes and updates.

☐ A ☐ B ☐ C ☐ D

Curriculum and Program Development

1. Informs/reminds department of established review cycles and curriculum review standards.

☐ A ☐ B ☐ C ☐ D

2. Facilitates, reviews, and approves department proposals submitted to the Academic Policy & Planning (AP&P) Committee for new programs, courses, and/or course or program modifications, in accordance with established timelines.

☐ A ☐ B ☐ C ☐ D

3. In consultation with department faculty, facilitates the assessment cycle (development, assessment, and continuous improvement) for courses and programs according to established

timelines and required documentation. Monitors course and program review activities, and reports department progress to the area dean.

☐ A ☐ B ☐ C ☐ D

4. Shares assessment results and improvement plans with department faculty and others.

☐ A ☐ B ☐ C ☐ D

5. In consultation with discipline faculty, approves student requests for waivers and/or substitutions.

☐ A ☐ B ☐ C ☐ D

6. In consultation with discipline faculty, approves concurrent enrollment requests.

☐ A ☐ B ☐ C ☐ D

Department Leadership

1. Convenes and chairs department meetings on a regular basis, but at least monthly during fall and spring semesters.

☐ A ☐ B ☐ C ☐ D

2. Coordinates and communicates department practices.

☐ A ☐ B ☐ C ☐ D

3. Represents the department at department chair meetings.

☐ A ☐ B ☐ C ☐ D

4. Serves as the liaison between the department and the area dean.

☐ A ☐ B ☐ C ☐ D

5. In accordance with BP/AP 3255, provides support for the preparation of program review(s).

☐ A ☐ B ☐ C ☐ D

6. Communicates with and solicits information from department faculty, including relevant updates from committees, college-wide initiatives, and other issues that may affect the department.

☐ A ☐ B ☐ C ☐ D

7. Notifies department of openings on campus councils and committees.
- ☐ A ☐ B ☐ C ☐ D
8. Communicates to department faculty any required deadlines related to their professional obligations (e.g., census rosters, textbook orders, grades).
- ☐ A ☐ B ☐ C ☐ D
9. As applicable, forms and schedules advisory committees to:
- identify members;
 - develop agendas;
 - participate in meetings;
 - produce minutes when required by Education Code.
- ☐ A ☐ B ☐ C ☐ D
10. As applicable, works with department members to comply with accreditation and licensing requirements and Board policies.
- ☐ A ☐ B ☐ C ☐ D
11. Participates in department chair training.
- ☐ A ☐ B ☐ C ☐ D
12. Acts as liaison to the college advancement office.
- ☐ A ☐ B ☐ C ☐ D
13. Reviews textbook orders and coordinates the acquisition of instructional materials.
- ☐ A ☐ B ☐ C ☐ D
14. Requests faculty office space assignments.
- ☐ A ☐ B ☐ C ☐ D
15. Reviews documents requiring chair signature for accuracy and completeness.
- ☐ A ☐ B ☐ C ☐ D
16. Coordinates with area dean to ensure instructional coverage for courses during faculty absences.
- ☐ A ☐ B ☐ C ☐ D

Student and Community Relations

1. Communicates department outreach and other public activities in the community with public affairs and college advancement offices, as appropriate.

☐ A ☐ B ☐ C ☐ D

2. Responds to student and community member complaints. In accordance with Board Policy and Administrative Procedure 5530, facilitates resolution of matters involving students and faculty. In cases of student complaints about harassment or discrimination, directs students to Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435.

☐ A ☐ B ☐ C ☐ D

Budget and Resources

1. In consultation with the department faculty and staff, identifies and prioritizes department resource needs and expenditures and submits resource requests through the annual program review process.

☐ A ☐ B ☐ C ☐ D

2. As appropriate, participates in planning for facilities maintenance and upgrades.

☐ A ☐ B ☐ C ☐ D

3. Reviews and approves department budget transfers and purchase requests for new and replacement equipment, hardware and software, facilities, and other needs.

☐ A ☐ B ☐ C ☐ D

ACTION ITEM

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Resolution 20-07, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board	Item Number: 8.A.
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 established by the pool for property and liability claims.

It is necessary for the board of trustees to confirm Eric D. Smith, associate superintendent/vice president, finance and administration, as the district's representative and appoint Laura Becker, interim director of business services, as the alternate representative on the Bay Area CCD JPA Board.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 20-07 confirming Eric D. Smith as the district's representative and appoint Laura Becker 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 20-07

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 Laura Becker, interim 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 Laura Becker as the alternate to the Bay Area CCD JPA Board.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 21st day of April, 2020, 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 April 21, 2020, 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: April 21, 2020
From:	Superintendent/President	
Subject:	Resolution 20-08, Delegation of Governing Board Powers and Duties and Authorized Signature Forms for the 2020 Calendar Year	Item Number: 8.B.
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 20-08 authorizes the superintendent/president, the associate superintendent/vice president of finance and administration, the interim 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 2020 calendar year and adopt Resolution 20-08, Delegation of Governing Board Powers and Duties.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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RESOLUTION 20-08

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 April 21, 2020, 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:	Laura Becker, Interim Director, Business Services
Authorized District Employee/Officer:	Dr. Robert Curry, Associate Superintendent/Vice President, Academic Affairs

PASSED and ADOPTED this 21st day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees

Authorized Signatures
District Personnel Approved by the Superintendent
for Release of Commercial and Payroll Warrants

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.

_____ Superintendent	_____ Date
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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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ACTION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Resolution 20-09 Cal OES 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies	Item Number: 8.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND

The office of Institutional Grants is preparing to apply for COVID-19 disaster relief financial assistance provided through the State of California.

Resolution 20-09 Cal OES 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies is an authorization from the board of trustees approving the Allan Hancock Joint Community College District to apply for disaster relief funds from FEMA, Cal OES (California Governor’s Office of Emergency Services), and County of Santa Barbara Office of Emergency Management.

This is a disaster specific resolution and is effective only for disaster number 4482 DR-CA for the COVID-19 pandemic emergency.

FISCAL IMPACT

To be determined.

RECOMMENDATION:

Staff recommends the board of trustees adopt Resolution 20-09 Cal OES 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies to receive financial assistance from the State of California.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 20 .

(Signature)

(Title)

**ACTION ITEM**

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	Resolution 20-10 Declaring an Emergency and Granting Emergency Authority to the Superintendent/President to Prepare and Respond Effectively to Novel Corona Virus (Covid-19)	Item Number: 8.D.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 2

BACKGROUND

On March 16, the superintendent/president of Allan Hancock College declared a state of emergency due to the COVID-19 pandemic. Notice of the declaration, announced under the delegated authority powers of Board Policy 2430, was sent to the board of trustees, Santa Barbara County, local municipalities, and the state chancellor's office. The notice was also provided to students, faculty, and staff of the college.

The attached resolution is an opportunity for the board of trustees to formally affirm the emergency declaration.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 20-10 Declaring an Emergency and Granting Emergency Authority to the Superintendent/President to Prepare and Respond Effectively to Novel Corona Virus (Covid-19).

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION 20-10
OF THE GOVERNING BOARD OF THE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DECLARING AN EMERGENCY AND GRANTING EMERGENCY AUTHORITY TO THE
SUPERINTENDENT/PRESIDENT TO PREPARE AND RESPOND EFFECTIVELY TO NOVEL
CORONA VIRUS (COVID-19)

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to outbreak and spread of novel coronavirus (COVID-19); and

WHEREAS, on March 13, 2020, the President of the United States declared a State of Emergency due to the outbreak and spread of novel coronavirus (COVID-19); and

WHEREAS, on March 16, 2020, the Superintendent/President of Allan Hancock Joint Community College District, pursuant to Board Policy 2430, declared a State of Emergency due to the outbreak and spread of novel coronavirus (COVID-19); and

WHEREAS, on March 19, 2020, The Governor of California issued an Order to comply with California State Public Health Directives directing individuals living in California to stay at home except as needed to maintain continuity of operations of critical infrastructure and at all times practice social distancing; and

WHEREAS, it is imperative that the District implement measures and prepare for and respond to potential further spread of novel coronavirus (COVID-19) and support our community healthcare system and responders; and

WHEREAS, strict compliance with various district board policies and administrative procedures would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of novel coronavirus (COVID-19); and

WHEREAS, Section 1102 of the Public Contract Code defines “emergency” to mean “sudden, unexpected occurrence that poses clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and

WHEREAS, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the Santa Barbara County Superintendent of Schools, during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf of the District for performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bid; and

WHEREAS, Education Code 70902 subdivision (d) allows the Board to delegate authority to the Superintendent/President except for nondelegable powers and requires that any delegation prescribe the limits of the delegation;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Allan Hancock Joint Community College District:

- 1) Determines that the circumstances described in this Resolution constitute an emergency; and
- 2) By unanimous vote pursuant to Section 20654 of the Public Contract Code and subject to the approval of the Santa Barbara County Superintendent of Schools authorizes the Superintendent/President to take the actions allowed under section 20654; and

- 3) Authorizes the Superintendent/President and/or his designee, to take any and all actions necessary to protect safety and ensure the continuation of public education to the extent feasible, including, but not limited to repurposing school facilities and personnel to assist the medical system and first responders, relocation of students and staff; canceling or modifying any activities, programs, or courses; relaxing or waiving specific provisions of board policies and administrative procedures; to provide alternative educational program options; to contract for special services; and
- 4) Authorizes the Superintendent/President and/or appropriate governmental authorities to direct employees to serve as disaster service workers pursuant to Government Code 3100, and/or to make alterations, repairs or improvements to school property to respond or assist healthcare entities or other responders to respond to the emergency.

IT IS FURTHER RESOLVED that

- 1) The Superintendent/President shall timely report to the Board of Trustees all actions taken under the authority of this Resolution; and
- 2) Such authorization shall not abrogate the terms and conditions of any collectively bargained agreement, nor shall such actions violate state collective bargaining statutes. The District is committed to working closely with all collective bargaining agents and the Academic Senate as it deals with the complicated and varied employment and 10+1 questions that will arise in the coming weeks, specifically how the transition to a distance education, respectively work-from-home environment will impact its students, faculty and staff; and
- 3) Nothing in this Resolution is intended to override or conflict with statutes or regulations that do not by their terms provide for such action by the Board; and
- 4) It is the intent of the Board to work closely with the Superintendent/President, and that the District work proactively and cooperatively with its employees, students, and community entities to protect public health and, to the extent feasible, continue its educational mission.

BE IT FURTHER RESOLVED AND ORDERED that this

Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate welfare of the District and students thereof. Therefore, this resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action or the California State of Emergency is ended.

PASSED AND ADOPTED by the Board of Trustees of the Allan Hancock Joint Community College District this 21st day of April 2020, by the following vote:

Ayes:

Noes:

Abstentions:

Concur:

Kevin G. Walthers, Ph.D.
Superintendent/President and
Secretary/Clerk to the Board of Trustees

ACTION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: 2019-2020 Revised Adopted Budget	Item Number: 8.E.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 13

BACKGROUND

Following the adoption of the 2019-2020 budget, a number of factors have affected expenditures and resources available to the district. The most significant of these is the reduction of total computational revenue at the Period 1 (P-1) apportionment. Similar to last year, the Chancellor's Office notified districts that there is a \$250 million deficit system-wide as of the P-1 apportionment. The deficit is due to a \$214.7 million shortfall in property taxes and a \$34.2 million shortfall in enrollment fee revenue. The \$250 million shortfall translates to 3.687 percent deficit system-wide and to a reduction in revenue to our district of \$2,286,238. However, because a local deficit factor of one percent was applied at budget adoption, the actual shortfall has been reduced to \$1,666,611.

Property tax revenues reported by counties at P-1 have historically been lower than revenue ultimately reported at the recalculation. Moreover, the governor and legislature historically backfill revenue shortfalls with supplemental State General Fund appropriations. However, the impact of COVID-19 on the state's economy will adversely affect this trend.

Title 5 Section 58307, requires that the board of trustees adopt revisions to the annual budget: therefore, this revised budget reflecting changes in revenue and expenditures is presented to the board of trustees. The most significant factors identified are as follows.

(Continued)

FISCAL IMPACT

No fiscal impact. Budgets are revised to more accurately reflect available funding.

RECOMMENDATION

Staff recommends that the board of trustees adopt revisions to the 2019-2020 district budget.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

General Fund - Unrestricted

The current projected appropriation for contingencies of \$10,302,412 represents a 15.20 percent reserve level. The most significant factors are the decrease in the state apportionment, an adjustment to the prior year apportionment and the receipt of a sizeable SIPE Insurance rebate. The following factors have been considered.

Major changes to revenues include:

Adjustments to Income	
Current Year Apportionment Reduction	\$ (1,666,611)
Prior Year Apportionment Adjustment	105,681
HEMP Research	121,500
Miscellaneous	15,517
Inter-Fund Transfers:	
From Capital Project Fund for Vehicle Replacement	200,000
From Capital Projects for IT Consulting/Technology Equipment	312,500
Total Income	<u>\$ (911,413)</u>
SIPE Insurance Rebate	\$ 1,018,628

Expenditures

Academic salaries, classified salaries and employee benefits expenditure lines have been reduced to commensurate with the reduction in the state apportionment revenue (after acknowledging the local deficit factor of one percent). Also, included is a transfer of \$123,000 from the unrestricted general fund to support the operations of the Allan Hancock College Foundation. The Allan Hancock College Foundation's strategic priority for the next three years is the Hancock Promise endowment campaign. This focus, however, places increased pressure on its operational budget by reducing its capacity to fundraise for unrestricted operating dollars, and by increasing campaign-related expenses. This pressure increased due to the COVID-19 Pandemic. We anticipate making a transfer of this amount for the current and subsequent two years.

Major changes to expenditures include:

Adjustments to Expenditures	
IT Consulting/Equipment	\$ 312,500
Vehicle Replacement	200,000
Attrition Savings	(1,745,373)
Hemp Research	121,500
Miscellaneous	182,916
Reallocated One-time Contingency Funds:	
Salaries (AB 705, out of class, temporary assignments)	71,585
Supplies and Materials	1,762
Other Operating Expenses (professional services, audit, rentals)	674,064
Capital Outlay (F&E for IT/Media Services)	145,860
Other Outgo	132,504
Total Expenditures	<u>\$ 97,318</u>

General Fund - Restricted

Major revisions include funding for the various federal, state, and categorical programs due to changes in allocations and new or augmented grants approved subsequent to budget adoption in September. Expenditures have been adjusted to reflect these changes in allocations and new or augmented grants.

Student Financial Aid Trust Fund

The original adopted budget reflected the initial grant allocation per the U.S. Department of Education statement of account for the 2019-2020 award year. Income and expenditure budgets have been revised to reflect current allocation levels.

Capital Outlay Projects Funds

The capital outlay projects funds is used to account for the accumulation of money for the acquisition of capital outlay items or construction. Revisions include miscellaneous projects and capital expenditures.

AHC Viticulture and Enology Foundation

Major revisions include increases in contributions, sales, and related expenditures.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
	Unrestricted	10,130,056	10,366,469
	Restricted Reserves	4,476,862	4,476,862
	NET BEGINNING BALANCE JULY 1	14,606,918	14,843,331
	FEDERAL INCOME		
8110	Forest Reserve	4,200	4,200
8190	Other Federal Income	30,000	30,000
Total	Federal Income	34,200	34,200
	STATE INCOME		
8611	Apprenticeship	68,121	68,121
8612	State General Apportionment	31,341,779	29,675,142
8612	State General Apportionment - Prior Year	0	105,681
8613	Other General Apportionment	124,707	124,707
86133	Part Time Faculty Allocations	255,106	255,106
8630	Education Protection Account	9,415,207	9,415,207
8630	Education Protection Account - Prior Year	0	0
8671	Homeowners Property Tax Relief	72,000	72,000
8681	State Lottery Proceeds	1,449,600	1,449,600
8685	State Mandated Costs	275,000	280,876
8690	STRS On-Behalf Of Revenue/Other State Revenue	2,010,405	2,010,405
Total	State Income	45,011,925	43,456,846
	LOCAL INCOME		
8811	District Taxes - Secured Roll	14,300,000	14,300,000
8812	District Taxes - Supplemental Roll	275,000	275,000
8813	District Taxes - Unsecured Roll	500,000	500,000
8816	District Taxes - Prior Years	0	0
8817	District Taxes - ERAF	2,800,000	2,800,000
8818	Redevelopment Agency Funds	200,000	200,000
8820	Contributed Income	310,000	310,000
8830	Contract Instructional Services	120,000	120,000
8840	Sales	1,500	2,820
8850	Rentals and Leases	6,000	6,000
8860	Interest and Investment Income	500,000	500,000
8872	Community Services Classes	120,000	121,500
8874	Enrollment Fees	2,488,866	2,488,866
8875	Use of Nondistrict Facilities	0	0
8877	Sales, Instructional Materials	325,515	324,377
8890	Student Records	50,000	50,000
8880	Nonresident Tuition	435,000	435,000
8885	Student Fines/Fees	26,000	26,000
8890	Miscellaneous Income	105,000	1,253,112
8890	Prior Year Adjustment	0	0
8891	Parking Citations	60,000	60,000
Total	Local Income	22,622,881	23,772,675
	INCOMING TRANSFERS		
8980	Interfund Transfers	5,000	517,500
Total	Incoming Transfers	5,000	517,500
TOTAL	INCOME - ALL SOURCES	67,674,006	67,781,221
TOTAL	BEGINNING BALANCE AND INCOME	82,280,924	82,624,552

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
1000	ACADEMIC SALARIES		
1100	Regular-Instructional Salaries	10,140,670	9,828,279
1200	Regular Non-Instructional Salaries	5,820,683	5,689,761
1300	Other Instructional Salaries	9,100,652	8,836,733
1400	Other Non-Instructional Salaries	865,875	845,424
Total	Academic Salaries	25,927,880	25,200,198
2000	CLASSIFIED SALARIES		
2100	Regular Classified Salaries	14,360,230	14,160,070
2200	Regular Inst Aide Salaries	1,271,086	1,242,050
2300	Other Classified Salaries	692,669	651,110
2400	Other Inst Aide Salaries	419,642	425,484
Total	Classified Salaries	16,743,627	16,478,714
3000	STAFF BENEFITS		
3100	State Teachers' Retirement	4,526,093	4,283,640
3200	Public Employees' Retirement	2,811,151	2,720,486
3300	Social Security - OASDI	1,569,559	1,493,409
3400	Health and Welfare	3,902,175	3,703,070
3500	Unemployment Insurance	61,714	58,300
3600	Workers' Compensation Insurance	373,076	350,061
3700	Other Benefits Retirement	0	0
3900	Other Benefits	28,505	28,949
Total	Staff Benefits	13,272,272	12,637,915
4000	BOOKS, SUPPLIES, AND MATERIALS		
4300	Instructional Supplies	553,720	547,962
4500	Non-Instructional Supplies	621,858	693,606
4600	Pupil Transportation Supplies	217,174	215,244
4700	Food Supplies	23,980	30,194
Total	Books, Supplies, and Materials	1,416,733	1,487,006
5000	OPERATING EXPENSES & SERVICES		
5100	Contract for Personal Services	1,422,677	2,019,772
5200	Travel, Conf. and In-Service Training	238,578	251,880
5300	Dues, Memberships, and Licenses	547,874	563,765
5400	Insurance	422,100	422,100
5500	Utilities and Housekeeping Services	1,931,800	1,931,290
5600	Rents, Leases and Repairs	1,786,695	1,889,439
5700	Legal, Elections and Audit Expenses	424,886	471,619
5800	Other Services, Postage, Advertising	342,632	499,083
5900	Other Operating Expenses	(175,000)	(175,000)
Total	Operating Expenses & Services	6,942,241	7,873,949

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
6000	CAPITAL OUTLAY		
6100	Sites and Improvements	13,147	38,817
6200	Buildings & Improvements	71,370	114,971
6300	Books and Media for Libraries	77,274	79,674
6400	Equipment	620,906	1,126,348
Total	Capital Outlay	782,697	1,359,810
7000	OTHER OUTGO		
7300	Interfund Transfer - Capital Maintenance Reserve	207,960	207,960
7300	Interfund Transfer - Scheduled Maintenance Prj	0	0
7300	Interfund Transfer - Cap Proj - Misc Projects	15,000	15,000
7300	Interfund Transfer - Co-curricular	127,047	139,719
7300	Interfund Transfer - Child Development	10,000	10,000
7300	Interfund Transfer - PCPA	2,031,949	2,031,949
7300	Interfund Transfer - P&L	0	0
7300	Interfund Transfer - ASBG	50,000	50,000
7300	Interfund Transfer - Restricted G/F	71,100	80,604
7400	Other Transfers	0	123,000
7500	Student Financial Aid	75,000	75,000
7600	Misc Payments to/for Students	500	500
Total	Other Outgo	2,588,556	2,733,732
Total	Expenditures and Other Outgo	67,674,006	67,771,324
7900	Appropriation for Contingencies	10,130,056	10,302,412
7920	Reserve for Recovery	0	1,018,628
7922	Restricted Reserve-Mandate Funds	850,966	850,966
7923	Reserve for One-Time Funds	1,923,118	1,148,030
7995	Reserve for Attrition	0	0
7925	Restricted Reserve	1,402,778	1,402,778
7991	Reserve for Reallocation	300,000	130,413
7994	Reserve for OPEB	0	0
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCIES	82,280,924	82,624,552
	General Reserve (Net Ending Balance)		
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	82,280,924	82,624,552

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - RESTRICTED

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
	NET BEGINNING BALANCE JULY 1	16,747,978	15,596,756
	FEDERAL INCOME		
8120	College Work Study	235,247	235,247
8121	Higher Education Act/Title V	519,856	519,856
8133	Workforce Investment Act WIA	0	0
8140	TANF	62,264	63,062
8170	VTEA - Basic Grant	0	0
8170	VTEA - Special Projects	583,896	583,896
8170	Tech-Prep/CTE Grants	0	0
8199	Other Federal Income	743,041	1,536,148
Total	Federal Income	2,144,305	2,938,209
	STATE INCOME		
83132	Basic Skills Apportionment	227,314	227,314
86220	Extended Opportunity Program & Services	837,348	970,300
86230	Disabled Students Programs & Svc	759,478	759,478
86250	CalWORKS	358,676	364,580
86270	Other General Categorical Programs	1,429,577	1,723,838
86271	Cooperative Agencies Resources for Education CARE	282,246	282,246
86272	Student Success and Support Programs	4,000,648	4,047,714
86273	Block Grant/Instructional Equipment & Physical Plant	117,313	117,313
86274	Foster Parent Training Grant	98,053	58,809
86520	Other Reimbursable Categorical Programs	2,277,655	2,508,063
86521	Economic Development	4,486,845	4,193,234
86524	Child Dev Trng Consortium	7,500	5,086
86810	Lottery Proceeds	500,000	500,000
86900	Other State Revenues	4,328,620	1,911,954
Total	State Income	19,711,272	17,669,928
	LOCAL INCOME		
8820	Contributions	253,090	352,331
8830	Contracted Instruction	41,784	41,784
8840	Sales	156,500	156,500
8850	Leases and Rentals	15,000	15,000
8876	Health Fees	545,000	545,000
8877	Sales, Instr Mtl	294,955	294,955
8881	Parking Services Fees	253,300	253,300
8885	Other Student Fees	78,578	74,624
8890	Other Income	537,878	545,533
Total	Local Income	2,176,085	2,279,027
	INCOMING TRANSFERS		
8980	Interfund Transfers	98,164	107,668
TOTAL	INCOME - ALL SOURCES	24,129,825	22,994,832
TOTAL	BEGINNING BALANCE AND INCOME	40,877,803	38,591,588

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - RESTRICTED

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
1000	ACADEMIC SALARIES		
1100	Regular-Instructional Salaries	131,121	119,831
1200	Regular Non-Instructional Salaries	1,788,103	1,843,221
1300	Other Instructional Salaries	62,719	52,907
1400	Other Non-Instructional Salaries	998,677	1,361,384
Total	Academic Salaries	2,980,621	3,377,343
2000	CLASSIFIED SALARIES		
2100	Regular Classified Salaries	2,998,674	3,077,022
2200	Regular Inst Aide Salaries	231,885	286,966
2300	Other Classified Salaries	1,222,675	1,800,742
2400	Other Inst Aide Salaries	780,392	759,874
Total	Classified Salaries	5,233,626	5,924,604
3000	STAFF BENEFITS		
3100	State Teachers' Retirement	591,098	669,836
3200	Public Employees' Retirement	542,110	623,809
3300	Social Security - OASDI & Medicare	257,711	326,568
3400	Health & Welfare	711,318	717,524
3500	Unemployment Insurance	3,611	14,397
3600	Workers' Compensation Insurance	54,900	73,320
3700	Non-Academic STRS	810	30
3900	Other Benefits - Projects	0	0
Total	Staff Benefits	2,161,558	2,425,484
4000	BOOKS, SUPPLIES, AND MATERIALS		
4300	Instructional Supplies	925,197	938,653
4500	Non-instructional Supplies	1,058,824	900,103
4600	Pupil Transportation Supplies	179,901	241,541
4700	Food Supplies	284,498	380,337
Total	Books, Supplies, and Materials	2,448,420	2,460,634
5000	OPERATING EXPENSES & SERVICES		
5100	Contract for Personal Services	1,966,024	1,311,778
5200	Travel, Conf. & In-service Training	882,920	1,000,121
5300	Dues, Memberships, and Licenses	423,548	271,282
5400	Insurance	32,979	32,979
5500	Utilities and Housekeeping Services	108,375	73,685
5600	Rents, Leases and Repairs	3,690,708	1,149,764
5700	Legal, Elections and Audit Expenses	9,356	13,316
5800	Other Services, Postage, Advertising	196,640	555,202
5900	Indirect Support Charges	464,714	588,984
Total	Operating Expenses & Services	7,775,264	4,997,111

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
GENERAL FUND - RESTRICTED

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
6000	CAPITAL OUTLAY		
6100	Sites and Improvements	89,525	270,007
6200	Buildings & Improvement	360,420	140,345
6300	Books & Media for Libraries	14,589	80,745
6400	Equipment	1,789,266	2,722,377
6990	Construction Contingency	0	15,584
Total	Capital Outlay	2,253,800	3,229,058
7000	OTHER OUTGO		
7200	Interfund Transfer - Capital Projects - Infrastructure	0	0
7200	Interfund Transfer - Scheduled Maintenance Projects	0	0
7200	Interfund Transfer - Capital Projects	0	0
7200	Interfund Transfers	152,795	548,924
7500	Student Financial Aid	737,160	1,207,136
7600	Other Payments to Students	283,004	319,279
Total	Other Outgo	1,172,959	2,075,339
7922	Restricted Reserve	16,851,556	14,102,015
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCY	40,877,803	38,591,588
	General Reserve (Net Ending Balance)		0
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	40,877,803	38,591,588

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
STUDENT FINANCIAL AID TRUST FUND

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
	ADJUSTED NET BEGINNING BALANCE JULY 1	33,060	21,600
	FEDERAL INCOME		
8150	Supplemental Ed. Opportunity Grants Prog.	258,885	258,885
8153	Pell Grant Program	10,117,718	11,130,162
8154	Direct Loans and Scholarships	0	457,307
8157	Financial Aid Prior Year	0	102,777
Total	Federal Income	10,376,603	11,949,131
	STATE INCOME		
8627	Other General Categorical Programs	1,100,000	1,035,236
8652	Other Reimbursable Categorical Programs	1,200,000	1,274,932
8690	Other State Revenues	0	10,659
Total	State Income	2,300,000	2,320,827
	LOCAL INCOME		
8890	Other	0	10
8980	Interfund Transfers	125,000	235,811
Total	Local Income	125,000	235,821
TOTAL	INCOME	12,801,603	14,505,779
TOTAL	BEGINNING BALANCE AND INCOME	12,834,663	14,527,379
	EXPENDITURES		
5000	Operating Expenses & Services	0	0
	OTHER OUTGO		
7000	Interfund Transfers	0	0
7390	Pell Grant Program	10,117,718	11,130,162
7510	Pell/SEOG Overpayments	0	0
7512	Supplemental Ed. Opportunity Grants Prog.	258,885	258,885
7520	FT Student Success Grant	1,100,000	1,035,236
7525	Direct Loans and Scholarships	0	457,307
7530	Extended Opportunity Prog. & Serv. Grants	0	108,053
7540	EOPS Loans	0	0
7541	CARE Grants	125,000	53,950
7542	CAFYES Grants	0	67,150
7550	Cal Grant B	1,200,000	1,223,384
7551	Cal Grant C	0	51,548
7591	Pell Grant Prior Year	0	102,777
7592	SEOG Prior Year	0	0
7593	Cal Grant Prior Year	0	10,659
7595	EOPS Prior Year	0	0
7596	ACG Prior Year	0	0
7611	Misc Payments to Students	0	6,658
7900	EOP&S Loan Contingency	0	0
7950	Restricted Reserve	33,060	21,610
TOTAL	OTHER OUTGO	12,834,663	14,527,379
TOTAL	EXPENDITURES AND OTHER OUTGO	12,834,663	14,527,379
	General Reserve (Net Ending Balance)		
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	12,834,663	14,527,379

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
	NET BEGINNING BALANCE JULY 1	8,311,941	8,311,941
	FEDERAL INCOME		
Total	Federal Income	0	0
	STATE INCOME		
8650	Community College Construction	0	0
8627	Scheduled Maintenance Income	0	0
8658	Prop 39 Energy Efficiency Income	0	0
8690	Other State Revenues	0	0
Total	State Income	0	0
	LOCAL INCOME		
8820	Contributions	0	0
8824	Foundation Contributions	0	0
8860	Interest	120,000	120,000
8890	Other Local Revenue	1,616	1,616
Total	Local Income	121,616	121,616
	INCOMING TRANSFERS		
8980	Interfund Transfers	222,960	222,960
Total	Incoming Transfers	222,960	222,960
TOTAL	INCOME	344,576	344,576
TOTAL	BEGINNING BALANCE AND INCOME	8,656,517	8,656,517

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
4000	BOOKS, SUPPLIES, & MATERIALS		
4500	Operational Supplies	0	4,000
Total	Total Books, Supplies, & Materials	0	4,000
5000	OTHER OPERATING EXPENSES		
5100	Consultant & Architectural Svc	0	29,000
5200	Conferences/Travel	0	0
5300	Licenses and Permits	0	3,900
5500	Utilities	0	0
5600	Contracts, Repairs	24,900	24,900
5700	Legal Fees	728	728
5800	Other Services	0	0
Total	Other Operating Expenses	25,628	58,528
6000	CAPITAL OUTLAY		
6100	Site Improvement	5,700	94,700
6200	Buildings	1,460,378	3,424,194
6400	Equipment	1,616	28,716
6900	Construction contingency	0	0
Total	Capital Outlay	1,467,693	3,547,609
7000	OTHER OUTGO		
7300	Intrafund Transfers	0	162,500
Total	Other Outgo	0	162,500
TOTAL	EXPENDITURES AND OTHER OUTGO	1,493,321	3,772,637
7900	Appropriations for Contingency	7,163,196	4,883,880
Total	Contingency and Reserves	7,163,196	4,883,880
	NET ENDING BALANCE		
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	8,656,517	8,656,517

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 REVISED
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND

Account Number	2019-20 Adopted Budget	2019-20 Proposed Revised Adopted
NET BEGINNING BALANCE JULY 1	158,886	188,547
REVENUE		
Contributed Gifts/Grants	10,000	53,990
Non-Cash Contributions	20,000	21,891
Other Local Revenue	20,000	200
Intrafund Transfer-In	0	26,576
NET REVENUE	50,000	102,657
WINE OPERATIONS		
Sales & Commissions	50,000	91,310
Less: Returns & Allowances	0	0
Less: Sales Discounts	(10,500)	(50,492)
NET SALES	39,500	40,818
Less: Cost of Goods Sold	(9,450)	(35,687)
GROSS PROFIT	30,050	5,131
TOTAL REVENUE	80,050	107,788
TOTAL BEGINNING BALANCE AND REVENUE	238,936	296,335
EXPENDITURES		
Classified Salaries	0	5,115
Office/Operational Supplies	15,300	26,121
In-Kind Supply Contribution	26,550	10,700
Inventory Allocation Expense	(51,680)	(69,660)
Printing	7,300	6,118
Graduation Supplies	0	87
Food Supplies	9,000	2,324
Indep Contractor (Individuals)	3,270	2,900
Service Contracts (Businesses)	24,848	35,382
Off-Site-Conference/Bus Exp	2,250	2,250
Non-Tech Licenses,Permits,Fees	1,410	1,410
Insurance	235	235
Facility Leases	100	100
Land Lease	400	400
Repairs	500	500
Technology Hosting Services	410	410
Equipment Rental	150	139
In Kind-Legal Fees	0	450
Sales Tax Expense	300	311
Misc Operating Expenses	400	400
Fngprnt/Bckgrnd/Psy Tst/Poly	0	100
District College Support	0	1,500
Postage/Express Services	400	400
Advertising	1,500	1,500
Merchant Fees	1,000	1,000
Gain/Loss-Disposal of Assets	0	17,063
Cash Over and Short	20	20
Equipment	4,000	26,576
Scholarships	0	1,200
Intrafund Transfer-Out	0	26,576
TOTAL EXPENDITURES	47,663	101,627
Appropriation for Contingency	191,273	194,708
NET ENDING BALANCE	0	0
TOTAL EXPENDITURES AND NET ENDING BALANCE	238,936	296,335

ACTION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: 2019-2020 and 2020-2021 Revised Academic Calendars	Item Number: 8.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 7

BACKGROUND:

Each year the Calendar Committee recommends approval of the academic calendar for the upcoming year(s). The Calendar Committee is composed of faculty, classified, student, and administrator representatives. The 2019-2020 and 2020-2021 academic calendars have been revised to reflect necessary changes due to the Covid-19 pandemic. The following changes are recommended:

2019-2020 academic calendar revisions:

- Spring break was extended by one week; original dates: March 16-21, revised dates: March 16-28.
- Term 4 start date was pushed back by one week; original start date: March 23, revised date: March 30.
- The end of the semester was extended by one week; original last day of instruction: May 13, revised last day of instruction: May 20.
- Last day to select pass/no pass option was extended to May 20.
- Final exams were also pushed back by one week to coincide with the revised last day of instruction; original dates: May 14-20, revised dates: May 21-28.
- Commencement has been pushed back by one week; original date: May 22, revised date: May 29.

2020-2021 academic calendar revisions:

- Summer session 2020 start date was pushed back by one week; original start date: June 8, revised start date: June 15.
- Summer 6-week session end date was pushed back; original end date: July 15; revised end date: July 22.
- Summer 8-week session has been shortened to a 7-week session; original dates: June 8-July 29; revised dates: June 15-July 29.

By shortening summer session, the remainder of the 2020-2021 calendar remains as originally presented.

Calendar dates have been vetted through the shared governance process.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees approve the 2019-2020 and 2020-2021 revised academic calendars.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Summer 2019 (202010)

M	Oct 1, 2018	Application for Admission Opens
M	Apr 15	Online Credit Class Search Opens
M	May 6 - 10	Credit Priority Registration
M	Apr 15	Online Noncredit Class Search Opens
S	May 11	Credit Class Open Registration
M	May 20	<i>College Now!</i> Students Open Registration
S	May 11	Noncredit Class Registration opens
F	May 24	Last day to submit appeals to the counseling department for summer 2019 (prerequisites/corequisites/placement, reinstatement, excessive course attempts.)
M	May 27	Memorial Day – College Closed
M	May 28	Early Start Classes begin (<i>only if 5/10 week classes are offered</i>)
W	June 5	Last Day to Submit Summer College Now Appeals
M	Jun 10	Classes Begin – 6 & 8 week
M	Jun 10	Noncredit classes begin
Th	Jul 4	Independence Day - College Closed Last day to withdraw (drop) from a course varies – please view the online class search for all specific course deadlines
W	Jul 17	Classes end – 6 week
Th	Jul 18	Credit Final Exams – 6 week
Th	July 25	Final Grades due to Admissions and Records for 6 week classes
W	Jul 31	Credit 8 week and 10 week classes end Noncredit Classes end
W	Jul 31	Last day to file applications for summer degrees or certificates
Th	Aug 1	Credit Final Exams – 8 week & 10 week
Th	Aug	Last Day of Instruction for noncredit classes
Th	Aug 8	Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records
F	Aug 16	Grades Finalized

Fall 2019 (202020)

M	Oct 1, 2018	Application for Admission Opens
M	Apr 15	Online Credit Class Search Opens
M	May 6 - 10	Credit Priority Registration
S	May 11	Credit Class Open Registration
M	May 20	<i>College Now!</i> Students Open Registration
M	Jul 1	Online Noncredit Class Search Opens
M	Jul 20	Noncredit Class Registration opens
F	Aug 2	Last day to submit appeals to the counseling department for fall 2019 semester and term 1 courses (prerequisites/corequisites/placement, reinstatement, excessive course attempts.)
W	Aug 14	Last Day to Submit Fall College Now Appeals
Th	Aug 15	Professional Development Day
F	Aug 16	All Staff Day
M	Aug 19	Credit day, evening, and Term 1 classes begin
M	Aug 19	Noncredit semester and Term 1 classes begin
M	Sep 2	Labor Day - College Closed
F	Sep 20	Last Day to Register for Noncredit Term 1 classes
F	Sep 27	Last day to submit appeals to the counseling department for fall 2019 term 2 courses (prerequisites/corequisites/placement, reinstatement, <i>College Now!</i> , excessive course attempts.)
W	Oct 9	Term 1 classes end
W	Oct 9	Noncredit Term 1 classes end
Th, F	Oct 10, 11	Credit Final Exams - Term 1
F	Oct 11	Last day to file applications for fall AA-T and AS-T degrees (associate degrees in transfer)
M	Oct 14	Credit and Noncredit Term 2 classes begin
M	Oct 14	Noncredit Term 1 Positive Attendance hours due
F	Oct 18	Final Grades due to Admissions and Records for Term 1 classes Last day to withdraw (drop) from a course varies – please view the online class search for all specific course deadlines
F	Nov 8	Last Day to Register Noncredit Semester and Term 2 classes
M	Nov 11	Veterans Day - College Closed
Th-S	Nov 28 - 30	Thanksgiving Recess - College Closed
Th	Dec 5	Last Day of Instruction – Semester & Term 2 classes end
F, S	Dec 6, 7	Credit Final Exams – Term 2
Th	Dec 7	Last Day of Instruction for Noncredit Semester and Term 2 classes
F-Th	Dec 6 - 12	Credit Final Exams –Semester Length Classes
Th	Dec 12	Last day to file applications for fall degrees or certificates
M	Dec 9	Noncredit semester and Term 2 Positive Attendance Hours due
Th	Dec 19	Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records
Th	Jan 2	Grades Finalized; may occur by Dec 27

Winter 2020 (202030)

M	Oct 1, 2019	Application for Admission Opens
M	Oct 21, 2019	Online Credit Class Search Opens
M	Nov 4 - 8	Credit Priority Registration
S	Nov 9	Credit Class Open Registration
M	Nov 18	<i>College Now!</i> Students Open Registration
T	Dec 3	Last day to submit appeals to the counseling department for winter 2020 (prerequisites/corequisites/placement, reinstatement, excessive course attempts.)
M	Dec 16	Classes Begin
T, W	Dec 24, 25	Winter Holiday Observed - College Closed
T, W	Dec 31, Jan 1	Winter Holiday Observed - College Closed <i>Last day to withdraw</i> (drop) from a course varies – please view the online class search for all specific course deadlines
W	Jan 15	Last Day of Instruction
Th	Jan 16	Credit Final Exams
M	Jan 20	Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records
Th	Jan 24	Grades finalized

2019/20 Academic Year
Spring 2020 (202040)

M	Oct 1, 2019	Application for Admission Opens
M	Oct 21	Online Credit and Community Education Class Search Opens
M	Nov 4	Noncredit and Fee-Based Class Search Opens
M	Nov 4 - 8	Credit Priority Registration Begins
S	Nov 9	Credit Class Open Registration
S	Nov 9	Community Education/Non Credit Class Registration opens
M	Nov 18	<i>College Now!</i> Students Open Registration
F	Jan 3	Last day to submit appeals to the counseling department for spring 2020 and term 3 (prerequisites/corequisites/placement, reinstatement, excessive course attempts.)
Th	Jan 16	Professional Development Day
F	Jan 17	All Staff Day
M	Jan 20	Dr. Martin Luther King, Jr. Day Observed—College Closed
T	Jan 21	Credit day, evening, and Term 3 classes begin
T	Jan 21	Noncredit Semester and Term 3 classes begin
Th	Feb 13	Last day to file applications for spring AA-T and AS-T degrees (associate degrees in transfer)
F,S	Feb 14-15	Lincoln Day - College Closed
M	Feb 17	Washington Day - College Closed
F	Mar 6	Last day to submit appeals to the counseling department for spring 2020 term 4 courses (prerequisites/corequisites/placement, reinstatement, <i>College Now!</i> , excessive course attempts.)
W	Mar 11	Credit and Noncredit Term 3 classes end
Th, F	Mar 12-13	Credit Final Exams - Term 3
M	Mar 16	Noncredit Term 3 Positive Attendance Hours are due
F	Mar 20	Term 3 Final Grades due to Admissions and Records
M-S	Mar 16-28	Spring Recess – No Credit Classes
Th, F	Mar 19-20	Spring Holiday – College Closed
M	Mar 30-23	Credit and Noncredit Term 4 classes begin
		Last day to withdraw (drop) from a course varies – please view the online class search for all specific course deadlines
Th	<u>Apr 20</u>	<u>Summer & Fall 2020 online credit class search opens</u>
Th	Apr 16 <u>May 20</u>	Last day to file applications for spring degrees or certificates
W	May 20-13	Last Day of Instruction – Credit and Noncredit Semester and Term 4 classes end
W	<u>May 20</u>	<u>Last day to select pass/no pass option for credit classes</u>
Th-S	May 21-14 - <u>23-16</u>	Credit Final Exams - Term 4
Th-S	May 21-14 - <u>28-20</u>	Credit Final Exams –Semester Length Classes
M	<u>May 25</u>	<u>Memorial Day – College Closed</u>
M	May 26-18	Noncredit Semester and Term 4 Positive Attendance Hours due
Th	May 28-1	Scholarship Awards Ceremony
F	May 29-2	Commencement
M	May 25	Memorial Day – College Closed
Th-W	May 27- <u>Jun 4</u>	Final Grades, Positive Attendance Hours and Incomplete Contracts due to Admissions and Records
W	Jun 10-3	Grades Finalized.

184
ALLAN HANCOCK COLLEGE
2020-2021 ACADEMIC CALENDAR

Summer & Fall 2020

JUNE 2020							wk.
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	1
21	22	23	24	25	26	27	2
28	29	30					

JULY 2020							
S	M	T	W	TH	F	S	
			1	2	3	4	3
5	6	7	8	9	10	11	4
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	6
26	27	28	29	30	31		7

AUGUST 2020							
S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	1
23	24	25	26	27	28	29	2
30	31						

SEPTEMBER 2020							
S	M	T	W	TH	F	S	
		1	2	3	4	5	3
6	7	8	9	10	11	12	4
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	6
27	28	29	30				

OCTOBER 2020							
S	M	T	W	TH	F	S	
				1	2	3	7
4	5	6	7	8	9	10	8
11	12	13	14	15	16	17	9
18	19	20	21	22	23	24	10
25	26	27	28	29	30	31	11

NOVEMBER 2020							
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	12
8	9	10	11	12	13	14	13
15	16	17	18	19	20	21	14
22	23	24	25	26	27	28	15
29	30						

DECEMBER 2020							
S	M	T	W	TH	F	S	
		1	2	3	4	5	16
6	7	8	9	10	11	12	17
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Registration dates - Summer & Fall 2020

- April 13 ~~20~~ - Online class search opens
- May 4-8 - Priority Registration
- May 9 - Credit, Community Ed, Noncredit Registration begins
- May 18 - *College Now!* Registration begins
- May 29 - Last day to submit appeals to counseling for summer classes

June 2020

- 8 ~~15~~ - Summer classes begin - 6 & 8 ~~7~~ wk.

July 2020

- 3-4 - Independence Day - COLLEGE CLOSED
- 15 ~~22~~ - Summer 6-wk. classes end
- 16 ~~23~~ - Summer 6-wk. classes final exams
- 29 - Summer 8-~~7~~ wk. classes end
- 29 - Last day to file application for summer degree/certificate
- 30 - Summer 8 ~~7~~ wk. classes final exams
- 23 ~~30~~ - Summer 6 wk. final grades DUE to Admissions & Records
- 31 - Last day to submit appeals to counseling for fall & term 1 classes

*Last day to withdraw (drop) from a course varies - please review the online class search for all specific course deadlines.

August 2020

- 6 - Summer 8 ~~7~~ wk. final grades DUE to Admissions & Records
- 13 - Summer grades finalized
- 13 - Professional Development day
- 14 - All Staff Day
- 17 - Fall & Term 1 classes begin

September 2020

- 7 - Labor Day - COLLEGE CLOSED

October 2020

- 2 - Last day to submit appeals to counseling for fall & term 2 classes
- 7 - Term 1 classes end
- 8-9 - Term 1 classes final exams
- 9 - Last day to file application for fall AA-T & AS-T degrees
- 12 - Term 2 classes begin
- 16 - Term 1 final grades DUE to Admissions & Records

November 2020

- 11 - Veteran's Day - COLLEGE CLOSED
- 26-28 - Thanksgiving Break - COLLEGE CLOSED

*Last day to withdraw from a course varies - please review the online class search for all specific course deadlines.

December 2020

- 3 - Fall & Term 2 classes end
- 4-10 - Fall & Term 2 final exams
- 10 - Last day to file application for fall degrees/certificates
- 17 - Fall & Term 2 final grades DUE to Admissions & Records
- 24-25 - Winter Holiday - COLLEGE CLOSED
- 31 - Winter Holiday - COLLEGE CLOSED
- Jan 2 - Grades finalized

All Staff Day Classes begin Classes end Finals COLLEGE CLOSED SPRING BREAK COMMENCEMENT

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ALLAN HANCOCK COLLEGE
2020-2021 ACADEMIC CALENDAR

Winter & Spring 2021

DECEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Registration dates - Winter & Spring 2021

- Oct 26 - Online class search opens
- Nov 2-6 - Priority Registration
- Nov 7 - Credit, Community Ed, Noncredit Registration begins
- Nov 16 - *College Now!* Registration begins

December 2020

- Dec 4 - Last day to submit appeals to counseling for winter classes
- 14 - Winter classes begin
- 24-25 - Winter Holiday - COLLEGE CLOSED
- 31 - Winter Holiday - COLLEGE CLOSED

January 2021

- 1 - Winter Holiday - COLLEGE CLOSED
- 8 - Last day to submit appeals to counseling for spring & term 3 classes
- 13 - Winter classes end
- 14 - Winter classes Final Exams
- 14 - Professional Development day
- 15 - All Staff Day
- 18 - Final winter grades DUE to Admissions & Records
- 18 - Martin Luther King Jr. day - COLLEGE CLOSED
- 19 - Spring & Term 3 classes begin
- 22 - Winter grades finalized

February 2021

- 11 - Last day to file applications for spring AA-T and AS-T degree
- 12-13 - Lincoln Day - COLLEGE CLOSED
- 15 - Washington day - COLLEGE CLOSED

March 2021

- 10 - Term 3 classes end
- 11-12 - Term 3 class Final exams
- 12 - Last day to submit appeals to counseling for spring & term 4 classes
- 19 - Term 3 grades DUE to Admissions & Records
- 15-20 - Spring Recess - No classes
- 19 - Spring Holiday - COLLEGE CLOSED
- 22 - Term 4 classes begin

April 2021

- 15 - Last day to file application for spring degrees/certificates

**Last day to withdraw from a course varies - please review the online class search for all specific course deadlines.*

May 2021

- 12 - Spring & Term 4 classes end
- 13-19 - Spring & Term 4 final Exams
- 20 - Scholarship Banquet
- 21 - Commencement

- 28 - Spring & Term 4 final grades DUE to Admissions & Records
- 31 - Memorial Day - COLLEGE CLOSED

June 2021

- 2 - Grades finalized

All Staff Day	Classes begin	Classes end	Finals	COLLEGE CLOSED	SPRING BREAK	COMMENCEMENT
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INFORMATION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Employee Resignations and Retirements	Item Number: 9.A.
	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Resignations

1. Keri Common, payroll technician, business services, effective April 1, 2020.

Ms. Common has been employed with the district since March 31, 2008.

2. **Tracey Lamas, accountant, business services, effective April 17, 2020.**

Ms. Lamas has been employed with the district since February 12, 2020.

Retirement

3. Gloria Landeros, administrative assistant III, kinesiology, recreation and athletics, effective July 1, 2020.

Ms. Landeros has been employed with the district since September 23, 1985.

Revised Retirement

Ms. York was reported at the March 10, 2020 board meeting with a retirement date effective August 1, 2020.

4. **Tamara York, library/multimedia services technician, learning resources, effective June 1, 2020.**

Ms. York has been employed with the district since March 1, 2007.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

INFORMATION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Bond Measure I Citizens' Oversight Committee 2019 Annual Report	Item Number: 9.B.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 9

BACKGROUND

The Measure I Citizens' Oversight Committee was established at the October 17, 2006 Allan Hancock Joint Community College Board of Trustees meeting. The committee, currently comprised of seven members, has been meeting quarterly since November 7, 2006. Pursuant to the California Constitution and the Education Code, the committee bylaws require that it "shall present to the Board, in public session, an annual written report which shall include the following: (a) a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and (b) a summary of the Committee's proceedings and activities for the preceding year.

At the April 21, 2020 board meeting, Dr. Kevin G. Walthers, superintendent/president, will present the annual report to the district on behalf of the Citizens' Oversight Committee for the period of January 1 through December 31, 2019.

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

2019 Annual Report

to the Board of Trustees

Bond Measure I
Citizens' Oversight Committee

Presented April 21, 2020

2019 Citizens' Oversight Committee members

Tracy Beard, Chair
Community at-large

Terry Dworaczyk, Vice Chair
Support Organization

Tim Bennett
Community at-large

Bill Thompson
Senior Organization

Hugh Rafferty
Taxpayers Association

David Richardson
Business Organization

DISTRICT STAFF

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

Eric D. Smith
Associate Superintendent
Vice President, Finance &
Administration

Melinda Martinez
Executive Secretary to the
Superintendent/President

Lauren Milbourne
Director, Public Affairs
& Communications

Andy Specht, Ph.D.
Director, Information
Technology Services

*Cover Image:
Aerial photo of the
Allan Hancock College
Community Education building*



Seated left to right: Bill Thompson, Tracy Beard, Kevin G. Walthers, Ph.D.
Standing left to right: Tim Bennett, Hugh Rafferty, Terry Dworaczyk, David Richardson

LETTER FROM THE CHAIR



On behalf of the Allan Hancock College Measure I Citizens' Oversight Committee, it is my privilege as Chairman to present the Measure I 2019 Annual Report to the Board of Trustees.

Since the community approved the bond in 2006, Measure I has revolutionized and modernized the college. From our beautiful Public Safety Training Complex in Lompoc, to the Industrial Technology and Student Services buildings on the Santa Maria campus, the face of the college has transformed in ways that will positively serve our community for generations to come.

The committee regularly receives detailed information from the college's management and staff concerning the progress and expenditures related to the various projects identified in the 2006 Measure I Bond. The committee plays an important role in informing the public about the District's expenditures of bond money, providing oversight to ensure that bond revenues are spent on construction projects as promised to voters.

It is the opinion of this committee that based on the oversight activities and the independent financial and performance audits noted herein, the college remains in full compliance with the requirements of article XIII A, Section 1(b) (3) of the Constitution of the State of California.

Our committee trusts you will find the annual report accurate, informative, and comprehensive.

Very truly yours,

Tracy Beard
Chair
Measure I Citizens' Oversight Committee

Bond Measure I Overview

Northern Santa Barbara County residents voted June 6, 2006, to approve Measure I, the \$180 million general obligation facilities bond to improve Allan Hancock College. Funding from the bond is helping the college modernize technology, upgrade the failing infrastructure of decades-old classrooms and labs, and build new teaching and learning spaces.

Measure I was presented to voters under the provision of Proposition 39, stipulating that at least 55 percent of voters approve a measure for its passage. It passed with 56.9 percent of the vote.

The Citizens' Oversight Committee

As promised to voters and required by law, on August 15, 2006, the Allan Hancock College Board of Trustees adopted Resolution No. 06-35, establishing the Measure I Citizens' Oversight Committee.

The laws governing implementation of the Citizens' Oversight Committee require a minimum of seven members be selected based on criteria established by Proposition 39:

- One active member from the following: a business organization representing the business community located in the district; a senior citizens' organization; a bona-fide taxpayers association; a support organization for the college; and, a student enrolled in a community college support group.
- Two members of the community at-large.

Members of the Citizens' Oversight Committee are appointed for one- or two-year terms and may not serve more than two consecutive terms. Members serve without compensation. Meetings are open to the public and subject to the Brown Act.

Recognition Thank you for your service on the Measure I Citizens' Oversight Committee.



Period covered by the report

This report covers the time period of January 1 – December 31, 2019.

Statement of purpose/ responsibilities of the Citizens' Oversight Committee

The Measure I Citizens' Oversight Committee, with members representing the various facets of our communities, serves as the representative of local residents to monitor the expenditures of Measure I funds. The Citizens' Oversight Committee reviews the progress and expenditure reports to ensure that bond proceeds were expended only for the purposes set forth in the Measure I Bond, and reports their findings annually to the Allan Hancock College Board of Trustees via this report.

Report on independent financial and performance audits

The district has received, and the Citizens' Oversight Committee has reviewed, the financial and performance audit for the Measure I Bond Construction Fund for the fiscal year ending June 30, 2019. EideBaily, Certified Public Accountants, prepared the report to comply with Proposition 39 accountability within the California Constitution.

EideBaily stated, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure I General Obligation Bond Funds of the District at June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America." The auditors further noted, "There were no audit findings reported in the prior year's Financial Statement Findings."

Financial compliance confirmation

All expenditures authorized by Measure I have been reviewed by the Citizens' Oversight Committee to ensure the money was spent only on improvement projects as required by Proposition 39. All funds expended from Measure I will be audited annually by an independent accounting firm.

The Citizens' Oversight Committee has reviewed expenditures and projects, and finds the district is in compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and consistent with the district's approved Measure I local bond measure.

Allan Hancock Joint Community College District

General Obligation Bond Expenditure Report

September 1, 2006 – December 31, 2019

Total General Obligation	
Bond Authorization:	\$180,000,000
Series A Issuance	\$68,000,000
Series B and B1 Issuance	\$29,999,556
Series C Issuance	\$38,860,309
Series D Issuance	\$8,773,376
Series E Issuance	\$23,000,000
General Obligation Bond Balance	
to be Issued	\$11,366,759

REVENUE

Series A Issuance	\$68,000,000
Premium on Sale of Bonds Issuance A	\$528,271
Series B and B1 Issuance	\$29,999,556
Premium on Sale of Bonds	
Issuance B and B1	\$115,261
Series C Issuance	\$38,860,309
Premium on Sale of Bonds Issuance C	\$135,891
Series D Issuance	\$8,773,376
Premium on Sale of Bonds Issuance D	\$70,187
Series D Issuance	\$23,000,000
Premium on Sale of Bonds Issuance E	\$88,746
Interest	\$7,511,574
TOTAL AVAILABLE REVENUE	\$177,083,171

EXPENDITURES (January 1 - December 31, 2019)

Cost of Issuance GO Bond Refunding	\$359,355
One-Stop Student Services Center	\$(420,217)
Fine Arts Complex	\$772,846
TOTAL EXPENDITURES 2019	\$711,985
Total Prior Period Expenditures	\$153,485,430
GRAND TOTAL EXPENDITURES	\$154,197,414

ENDING BALANCE \$22,885,757

Measure I Projects Status

Current Capital Construction Projects



FINE ARTS COMPLEX

The Fine Arts Complex is a new 88,000 sq. ft., two-story building that includes classroom and office space for visual arts, multimedia and applied design, photography, film and video, dance, music and a recital hall. The project consolidates all of the fine arts and performing arts (except theatre arts) currently housed in buildings E, F and O-300 into one Fine Arts Complex.

Final Plans for the Fine Arts Complex were submitted to the Division of the State Architect (DSA) on May 29, 2019 for review. We anticipate final DSA approval by January of 2020. The project will be competitively bid in the spring of 2020 with construction commencing by summer. The project will take between eighteen and twenty four months to complete.

The project will be funded through a combination of Measure I funds, State funds from the Community College Chancellor's Office and through a generous donation from the Patty Boyd Foundation.

Architect: DLR Group | **Construction Manager:** TBD | **Contractor:** Pending Future Award

Total Project Budget: \$47,869,000

Technology Projects

The Measure I technology budget has concluded.

Project Manager: Andy Specht, Ph.D., director, Information Technology Services

Total Project Budget: \$11,357,446

2019 Project Expenditures: \$0



Public Safety Training Center

COMPLETED SCHEDULED MAINTENANCE PROJECTS

PROJECT NAME

Building D Repairs and Upgrades	LVC EMS Upgrade & HVAC Repair	Roof Repair and Replacement, Buildings E, F, G & M300
Parking Lot 1 Expansion	Pool Resurfacing	Audio Visual, Skills & Science
Copper Cabling Project	Building N Roof, Phase III	Underground Fuel/Oil Tank Repair & Replacement
Building C Roof, Paint, and Flooring	M300 HVAC Upgrades Phase I	Campus Upgrade to VOIP
LVC Chiller Replacement	Phase I Energy	Copper Cabling Project

Completed Scheduled Maintenance Total: \$13,913,739



AHC Campus Swimming Pool

Projects Successfully Completed by Bond Measure I

CAPITAL CONSTRUCTION



Academic Resource Center

Project total:
\$3,317,135

Year Completed:
2006



Student Services Center

Project total:
\$21,242,157

Year Completed:
2013



Science Building

Project total:
\$4,611,072

Year Completed:
2007



Industrial Technology/ Physical Education and Athletic Fields (Buildings and Fields)

Project total:
\$24,742,261

Year Completed:
2014



Community Education Building

Project total:
\$1,971,485

Year Completed:
2007



Public Safety Training Complex

Project total:
\$39,507,148

Year Completed:
2017



Childcare Center Addition

Project total:
\$8,371,957

Year Completed:
2013

2019 Allan Hancock Joint Community College District Board of Trustees

Ms. Hilda Zacarías, President

Area 1 (Central & Northern Santa Maria)

Mr. Larry Lahr, Vice President

Area 3 (Southern Santa Maria, Guadalupe)

Mr. Jeffery Hall, Trustee

Area 4 (Lompoc Valley)

Mr. Dan Hilker, Trustee

Area 2 (Southeast Santa Maria, Orcutt, Cuyama Valley)

Mr. Gregory A. Pensa, Trustee

Area 5 (Casmalia, Santa Ynez Valley, Vandenberg Air Force Base)

Heidi Mendiola

Student Trustee

Kevin G. Walthers, Ph.D.

Superintendent/President

Measure I online

The agendas, minutes, and annual reports for Measure I Citizens' Oversight Committee meetings are posted on the college's website. To learn more about Measure I, go to www.hancockcollege.edu and click the "Measure I" link on the bottom of the Allan Hancock College home page (www.hancockcollege.edu/measurei).

Measure I Citizens' Oversight Committee contact information

To contact Allan Hancock College regarding Bond Measure I, or members of the Citizens' Oversight Committee, please call or email:

Melinda Martinez
Executive Secretary
to the Superintendent/President

Ph: 1-805-922-6966 ext. 3454
melinda.martinez1@hancockcollege.edu



800 South College Drive, Santa Maria, CA 93454-6399
www.hancockcollege.edu/measurei
1-805-922-6966

Annual Report

Editors:

Melinda Martinez
Lauren Milbourne

Design & Printing:

Matt MacPherson
Allan Hancock College
Campus Graphics

INFORMATION ITEM

To: Board of Trustees	Date: April 21, 2020
From: Superintendent/President	
Subject: Update on Measure I and General Obligation Bond Issuance	Item Number: 9.C.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Staff will provide an update on the status of Measure I Series F and General Obligation Bond.

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

To:	Board of Trustees	Date: April 21, 2020
From:	Superintendent/President	
Subject:	A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 9.D.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 22

BACKGROUND

Attached are copies of financial statements for the following funds:

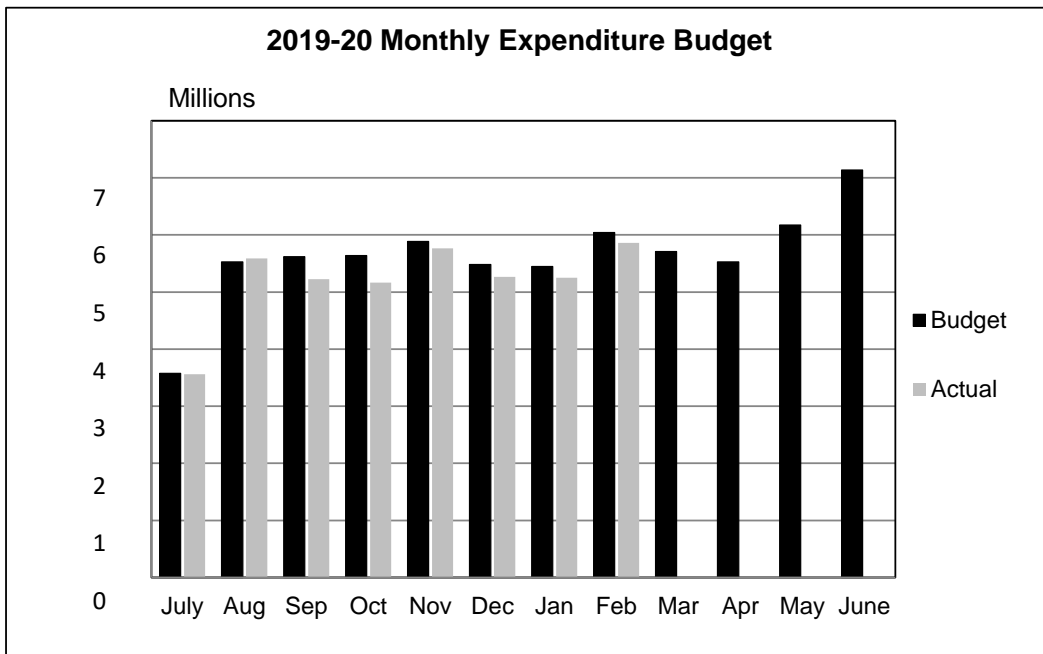
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment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

	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,421,428	2,327,031	96.10%
Classified Salaries	1,353,815	1,350,774	99.78%
Employee Benefits	1,074,749	1,067,357	99.31%
Supplies and Materials	96,207	51,538	53.57%
Other Operating Expenses	465,681	461,826	99.17%
Capital Outlay	196,094	188,797	96.28%
Other Outgo/Transfers	<u>434,041</u>	<u>415,340</u>	95.69%
	6,042,015	5,862,663	97.03%

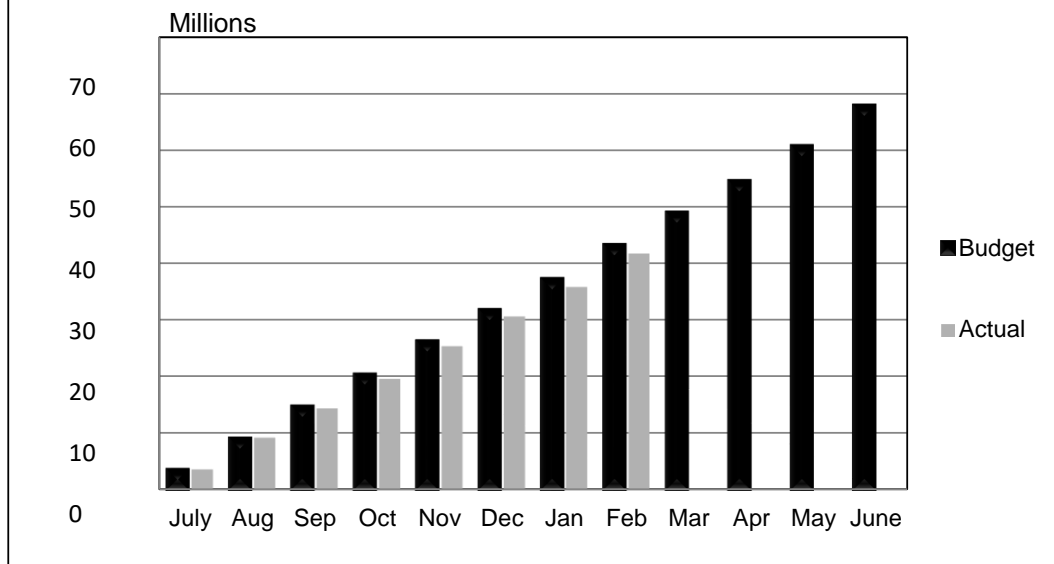


GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-February Budget	July-February Year to Date	Percentage Variance
Academic Salaries	17,100,801	16,590,879	97.02%
Classified Salaries	10,761,305	10,690,980	99.35%
Employee Benefits	7,778,151	7,667,539	98.58%
Supplies and Materials	943,033	705,015	74.76%
Other Operating Expenses	4,676,294	4,165,803	89.08%
Capital Outlay	686,345	654,947	95.43%
Other Outgo/Transfers	<u>1,275,518</u>	<u>1,202,376</u>	94.27%
	43,221,447	41,677,539	96.43%

2019-20 YTD Expenditure Budget



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<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	24,224	70.83%	2,938,209	690,852	23.51%
State Revenues	43,456,846	26,605,687	61.22%	17,669,928	14,364,424	81.29%
Local Revenues	23,772,675	13,584,973	57.15%	2,279,027	1,610,201	70.65%
Total REVENUES	<u>67,263,721</u>	<u>40,214,884</u>	<u>59.79%</u>	<u>22,887,164</u>	<u>16,665,477</u>	<u>72.82%</u>
EXPENDITURES						
Academic Salaries	25,200,198	16,590,879	65.84%	3,377,343	1,907,827	56.49%
Classified Salaries	16,478,714	10,690,980	64.88%	5,924,604	2,956,955	49.91%
Employee Benefits	12,637,915	7,667,539	60.67%	2,425,484	1,189,575	49.04%
Supplies and Materials	1,487,006	705,015	47.41%	2,460,634	756,181	30.73%
Other Operating Exp. and Services	7,873,949	4,165,803	52.91%	4,997,110	2,078,364	41.59%
Capital Outlay	1,359,810	654,947	48.16%	3,229,058	1,755,479	54.37%
Total EXPENDITURES	<u>65,037,592</u>	<u>40,475,163</u>	<u>62.23%</u>	<u>22,414,233</u>	<u>10,644,381</u>	<u>47.49%</u>
Excess of Revenues Over/ (Under) Expenditures	2,226,129	(260,279)		472,931	6,021,096	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	517,500	526,427	101.73%	107,668	109,926	102.10%
Total OTHER FINANCING SOURCES (USES)	<u>517,500</u>	<u>526,427</u>	<u>101.73%</u>	<u>107,668</u>	<u>109,926</u>	<u>102.10%</u>
OPERATING TRANSFERS OUT						
Other Outgo	2,733,732	1,202,376	43.98%	2,075,339	1,191,787	57.43%
Total OPERATING TRANSFERS OUT	<u>2,733,732</u>	<u>1,202,376</u>	<u>43.98%</u>	<u>2,075,339</u>	<u>1,191,787</u>	<u>57.43%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	9,897	(936,228)		(1,494,740)	4,939,235	
FUND BALANCE						
Fund balance, July 1	<u>14,843,331</u>	<u>14,843,331</u>		<u>15,596,756</u>	<u>15,596,756</u>	
Current Balance	<u>14,853,228</u>	<u>13,907,103</u>		<u>14,102,016</u>	<u>20,535,991</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	282,700	132,909	47.01%
State Revenues	719,852	395,392	54.93%
Local Revenues	795,318	75,835	9.54%
Total REVENUES	<u>1,797,870</u>	<u>604,136</u>	<u>33.60%</u>
EXPENDITURES			
Academic Salaries	280,109	186,414	66.55%
Classified Salaries	431,317	281,327	65.23%
Employee Benefits	129,354	63,094	48.78%
Supplies and Materials	372,345	25,926	6.96%
Other Operating Exp. and Services	173,504	8,110	4.67%
Capital Outlay	239,306	1,991	0.83%
Total EXPENDITURES	<u>1,625,935</u>	<u>566,862</u>	<u>34.86%</u>
Excess of Revenues Over/ (Under) Expenditures	171,935	37,274	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	25,000	10,000	40.00%
Total OTHER FINANCING SOURCES (USES)	<u>25,000</u>	<u>10,000</u>	<u>40.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	196,935	47,274	
FUND BALANCE			
Fund balance, July 1	<u>347,025</u>	<u>347,025</u>	
Current Balance	<u>543,960</u>	<u>394,299</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,781,024	2,206,167	79.33%
Total REVENUES	<u>2,781,024</u>	<u>2,206,167</u>	<u>79.33%</u>
EXPENDITURES			
Classified Salaries	2,284,060	1,492,747	65.35%
Employee Benefits	628,876	416,024	66.15%
Supplies and Materials	481,775	239,802	49.77%
Other Operating Exp. and Services	605,841	542,449	89.54%
Capital Outlay	41,600	2,594	6.24%
Total EXPENDITURES	<u>4,042,152</u>	<u>2,693,616</u>	<u>66.64%</u>
Excess of Revenues Over (Under) Expenditures	(1,261,128)	(487,449)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	2,106,949	643,983	30.56%
Total OTHER FINANCING SOURCES (USES)	<u>2,106,949</u>	<u>643,983</u>	<u>30.56%</u>
OPERATING TRANSFERS OUT			
Other Outgo	652,998	401,376	61.47%
Total OPERATING TRANSFERS OUT	<u>652,998</u>	<u>401,376</u>	<u>61.47%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	192,823	(244,842)	
FUND BALANCE:			
Fund balance, July 1	<u>918,790</u>	<u>918,790</u>	
Current Balance	<u>1,111,613</u>	<u>673,948</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	0	0	0.00%
Local Revenues	121,616	102,616	84.38%
Total REVENUES	<u>121,616</u>	<u>102,616</u>	<u>84.38%</u>
EXPENDITURES			
Supplies and Materials	4,000	11	0.00%
Other Operating Exp. and Services	58,528	32,075	54.80%
Capital Outlay	3,547,609	1,476,448	41.62%
Total EXPENDITURES	<u>3,610,137</u>	<u>1,508,534</u>	<u>41.79%</u>
Excess of Revenues Over/ (Under) Expenditures	(3,488,521)	(1,405,918)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	222,960	222,960	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>222,960</u>	<u>222,960</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	162,500	162,500	0.00%
Total OPERATING TRANSFERS OUT	<u>162,500</u>	<u>162,500</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(3,428,061)	(1,345,458)	
FUND BALANCE			
Fund balance, July 1	<u>8,311,941</u>	<u>8,311,941</u>	
Current Balance	<u>4,883,880</u>	<u>6,966,483</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	400,000	211,504	52.88%
Total REVENUES	<u>400,000</u>	<u>211,504</u>	<u>52.88%</u>
EXPENDITURES			
Supplies and Materials	2,100	2,064	0.00%
Other Operating Exp. and Services	108,770	34,275	31.51%
Capital Outlay	<u>23,197,904</u>	<u>804,554</u>	<u>3.47%</u>
Total EXPENDITURES	<u>23,308,774</u>	<u>840,893</u>	<u>3.61%</u>
Excess of Revenues Over/ (Under) Expenditures	(22,908,774)	(629,389)	
FUND BALANCE			
Fund balance, July 1	<u>22,908,774</u>	<u>22,908,774</u>	
Current Balance	<u>0</u>	<u>22,279,385</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	<u>840,000</u>	<u>440,241</u>	<u>52.41%</u>
Total REVENUES	<u>840,000</u>	<u>440,241</u>	<u>52.41%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>814,845</u>	<u>496,106</u>	<u>60.88%</u>
Total EXPENDITURES	<u>814,845</u>	<u>496,106</u>	<u>60.88%</u>
 Excess of Revenues Over/ (Under) Expenditures	 25,155	 (55,865)	
FUND BALANCE			
Fund balance, July 1	<u>1,525,543</u>	<u>1,525,543</u>	
 Current Balance	<u>1,550,698</u>	<u>1,469,678</u>	

Allan Hancock College
Self - Insurance Health Exam Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	1,474	294.80%
Total REVENUES	<u>500</u>	<u>1,474</u>	<u>294.80%</u>
EXPENDITURES			
Employee Benefits	21,000	0	0.00%
Total EXPENDITURES	<u>21,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	(20,500)	1,474	
FUND BALANCE			
Fund balance, July 1	<u>160,075</u>	<u>160,075</u>	
Current Balance	<u>139,575</u>	<u>161,549</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	20,000	10,884	54.42%
Total REVENUES	<u>20,000</u>	<u>10,884</u>	<u>54.42%</u>
EXPENDITURES			
Supplies and Materials	15,476	76	0.49%
Other Operating Exp. and Services	26,469	9,720	36.72%
Capital Outlay	31,100	3,055	0.00%
Total EXPENDITURES	<u>73,045</u>	<u>12,851</u>	<u>37.21%</u>
 Excess of Revenues Over/ (Under) Expenditures	 (53,045)	 (1,967)	
FUND BALANCE			
Fund balance, July 1	<u>1,181,851</u>	<u>1,181,851</u>	
 Current Balance	 <u><u>1,128,806</u></u>	 <u><u>1,179,884</u></u>	



TRUST EB FORMAT

Statement Period	02/01/2020 through 02/29/2020
Account Number	115150007100
	BENEFIT TRUST COMPANY
	AS TRUSTEE FOR ALLAN
	HANCOCK COMMUNITY COLLEGE
	DISTRICT

Summary Of Fund

MARKET VALUE AS OF 02/01/2020

EARNINGS

NET INCOME CASH RECEIPTS
FEES AND OTHER EXPENSES
REALIZED GAIN OR LOSS
UNREALIZED GAIN OR LOSS

11,399.97
7,082.85-
4,676.60
241,800.43-

TOTAL EARNINGS

232,806.71-

9,683,125.79

TOTAL MARKET VALUE AS OF 02/29/2020

9,450,319.08



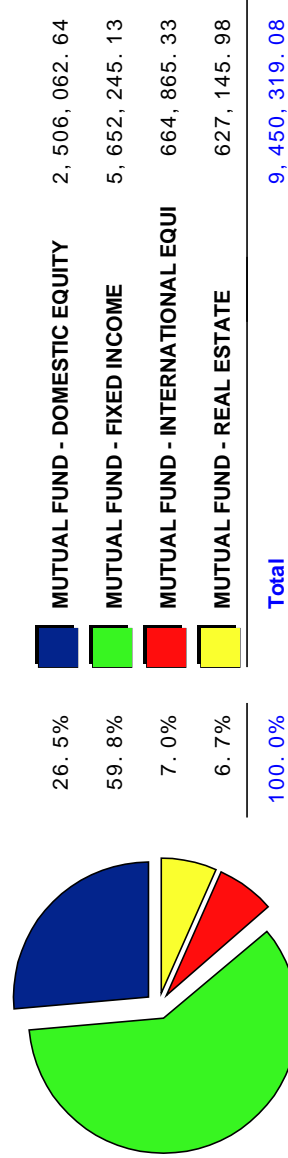
TRUST EB FORMAT

Statement Period
Account Number
02/01/2020 through 02/29/2020
115150007100
BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

Asset Summary As Of 02/29/2020

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,652,245.13	5,496,046.21	60
MUTUAL FUND - DOMESTIC EQUITY	2,506,062.64	2,356,317.65	27
MUTUAL FUND - INTERNATIONAL EQUITY	664,865.33	642,049.39	7
MUTUAL FUND - REAL ESTATE	627,145.98	640,400.68	7
TOTAL INVESTMENTS	9,450,319.08	9,134,813.93	
CASH	11,399.97		
DUE FROM BROKER	0.00		
DUE TO BROKER	11,399.97		
TOTAL MARKET VALUE	9,450,319.08		

Ending Asset Allocation



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	252,554	187,989	74.44%
Total REVENUES	<u>252,554</u>	<u>187,989</u>	<u>74.44%</u>
EXPENDITURES			
Supplies and Materials	168,256	104,255	61.96%
Other Operating Exp. and Services	71,544	52,113	72.84%
Total EXPENDITURES	<u>239,800</u>	<u>156,368</u>	<u>65.21%</u>
Excess of Revenues Over/ (Under) Expenditures	12,754	31,621	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	189,719	189,719	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>189,719</u>	<u>189,719</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	229,500	181,550	79.11%
Total OPERATING TRANSFERS OUT	<u>229,500</u>	<u>181,550</u>	<u>79.11%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(27,027)	39,790	
FUND BALANCE:			
Fund balance, July 1	<u>124,691</u>	<u>124,691</u>	
Current Balance	<u>97,664</u>	<u>164,481</u>	

Allan Hancock College
Student Representation Fee Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	<u>20,095</u>	<u>20,477</u>	<u>101.90%</u>
Total REVENUES	<u>20,095</u>	<u>20,477</u>	<u>101.90%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>31,691</u>	<u>22,151</u>	<u>69.90%</u>
Total EXPENDITURES	<u>31,691</u>	<u>22,151</u>	<u>69.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(11,596)	(1,674)	
FUND BALANCE			
Fund balance, July 1	<u>15,375</u>	<u>15,375</u>	
Current Balance	<u>3,779</u>	<u>13,701</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	24,800	23,241	93.71%
Total REVENUES	<u>24,800</u>	<u>23,241</u>	<u>93.71%</u>
EXPENDITURES			
Supplies and Materials	0	0	0.00%
Capital Outlay	24,800	0	0.00%
Total EXPENDITURES	<u>24,800</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	0	23,241	
FUND BALANCE			
Fund balance, July 1	<u>182,028</u>	<u>182,028</u>	
Current Balance	<u>182,028</u>	<u>205,269</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	11,949,131	11,433,561	95.69%
State Revenues	2,320,827	2,259,205	97.34%
Local revenues	10	7	0.00%
Total REVENUES	<u>14,269,968</u>	<u>13,692,773</u>	<u>95.96%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>235,811</u>	<u>182,376</u>	<u>77.34%</u>
Total OTHER FINANCING SOURCES(USES)	<u>235,811</u>	<u>182,376</u>	<u>77.34%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>14,505,769</u>	<u>13,245,507</u>	<u>91.31%</u>
Total OPERATING TRANSFERS OUT	<u>14,505,769</u>	<u>13,245,507</u>	<u>91.31%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	10	629,642	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u><u>21,610</u></u>	<u><u>651,242</u></u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>1,000</u>	<u>(500)</u>	<u>-50.00%</u>
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>(500)</u>	<u>-50.00%</u>
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 0	 500	
FUND BALANCE			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
 Current Balance	<u>8,708</u>	<u>9,208</u>	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	151,276	119,003	78.67%
Total REVENUES	<u>151,276</u>	<u>119,003</u>	<u>78.67%</u>
EXPENDITURES			
Academic Salaries	1,586	1,321	83.29%
Classified Salaries	33,876	15,392	45.44%
Employee Benefits	88	0	0.00%
Supplies and Materials	104,096	42,140	40.48%
Other Operating Exp. and Services	64,222	47,170	73.45%
Capital Outlay	4,909	772	0.00%
Total EXPENDITURES	<u>208,777</u>	<u>106,795</u>	<u>51.15%</u>
Excess of Revenues Over/ (Under) Expenditures	(57,501)	12,208	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	3,618	9,238	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>3,618</u>	<u>9,238</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	20,307	16,555	81.52%
Total OPERATING TRANSFERS OUT	<u>20,307</u>	<u>16,555</u>	<u>81.52%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(74,190)	4,891	
FUND BALANCE			
Fund balance, July 1	<u>1,074,542</u>	<u>1,074,542</u>	
Current Balance	<u>1,000,352</u>	<u>1,079,433</u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 2/29/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	33,745	11,834	35.07%
Total REVENUES	<u>33,745</u>	<u>11,834</u>	<u>35.07%</u>
EXPENDITURES			
Supplies and Materials	29,657	7,799	26.30%
Other Operating Exp. and Services	29,322	702	2.39%
Total EXPENDITURES	<u>58,979</u>	<u>8,501</u>	<u>14.41%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,234)	3,333	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	8,512	7,122	83.67%
Total OPERATING TRANSFERS OUT	<u>8,512</u>	<u>7,122</u>	<u>83.67%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(33,746)	(3,789)	
FUND BALANCE			
Fund balance, July 1	<u>68,784</u>	<u>68,784</u>	
Current Balance	<u>35,038</u>	<u>64,995</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 02/29/2020

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	57,478	2,124,343	245,325	244,280	0	2,671,426
District/Grant Contribution	0	46,998	0	0	0	0	46,998
Sales and Commission	0	0	885	0	0	0	885
Interest and Investment Income	0	18,320	686	0	0	423,297	442,304
Realized Gain/Loss on Invest	0	(964)	0	0	0	454,471	453,507
Unrealized Gain/Loss on Invest	0	(7,592)	0	0	0	(803,125)	(810,716)
Other Local Revenues	0	705	907	0	0	0	1,612
Total Revenues	0	114,945	2,126,822	245,325	244,280	74,644	2,806,016
EXPENSES:							
Non Bargaining Unit	0	159,591	0	0	0	0	159,591
Benefits	0	14,545	0	0	0	0	14,545
Public Relations/Recognitions	0	452	160	0	0	0	612
Office/Operational Supplies	0	2,698	14,810	0	0	0	17,508
In Kind Supply Expense	0	0	800	0	0	0	800
Non Instr Printing	0	2,593	4,400	0	0	0	6,993
Food - Business Meetings/Events	0	2,934	27,252	0	0	0	30,186
Service Contracts (Businesses)	0	2,099	0	0	0	0	2,099
Travel - All Travel Costs	0	3,241	2,609	0	0	0	5,850
On-Site-Prof. Develop/Webinars	0	177	0	0	0	0	177
Foundation Community Activities	0	5,252	14,447	0	0	0	19,698
Dues & Memberships	0	1,464	1,847	0	0	0	3,311
Non-Tech Licenses,Permits,Fees	0	40	2,692	0	0	0	2,732
Software/Technology Licenses	0	0	10,370	0	0	0	10,370
Facility Rental	0	0	320	0	0	0	320
Equipment Rental	0	0	634	0	0	0	634
District/College Support	0	0	21,189	0	0	0	21,189
Postage/Express Services	0	1,490	434	0	0	0	1,924
Mailing Service	0	0	2,455	0	0	0	2,455
Advertising	0	2,968	2,200	0	0	0	5,168
Bank Service Charges	0	1,367	2,295	0	0	0	3,662
Investment Brokerage Fees	0	2,219	0	0	0	147,044	149,263
PCPA Support	0	0	0	55,986	0	0	55,986
PCPA Foundation Support	0	0	0	0	101,265	33,733	134,997
Equipment	0	1,132	0	0	0	0	1,132
Student Assistance	0	0	13,906	0	0	0	13,906
Scholarships	0	0	4,062	495,584	0	0	499,646
Total Expenses	0	204,263	126,878	551,570	101,265	180,777	1,164,753
Net Income (Loss)	0	(89,317)	1,999,943	(306,245)	143,015	(106,133)	1,641,263
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	221,362	645,645	4,584	2,179,862	238,465	3,289,918
Intrafund Transfers-Out	0	25,500	1,607,989	100	1,312,002	344,328	3,289,918
Net Transfers	0	195,862	(962,344)	4,484	867,860	(105,863)	0
Net Inc/Dec in Fund Bal	0	106,545	1,037,599	(301,761)	1,010,876	(211,995)	1,641,263
FUND BALANCE:							
Fund Equity, July 1	0	155,095	1,794,246	699,654	20,574,231	4,080,531	27,303,757
Current Balance	0	261,640	2,831,846	397,892	21,585,106	3,868,536	28,945,020

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For The Period Ending 2/29/2020

REVENUES	<u>Budget</u>	<u>Actual</u>	% Budget
Contributed Gifts/Grants/Endw	53,990	53,987	99.99%
Non-Cash Contributions	21,891	21,891	100.00%
Other Local Revenues	200	200	
Intrafund Transfer-In	<u>26,576</u>	<u>26,576</u>	<u>100.00%</u>
Net Revenue	102,657	102,654	0.00%
WINE OPERATION			
Sales & Commissions	91,310	87,364	95.68%
Less: Returns & Allowances	0	(168)	0.00%
Less: Sales Discounts	<u>(50,492)</u>	<u>(49,193)</u>	<u>97.43%</u>
Net Sales	40,818	38,003	
Less: Cost of Goods Sold	<u>(35,687)</u>	<u>(35,596)</u>	<u>99.75%</u>
Gross Profit	<u>5,131</u>	<u>2,407</u>	
 Total REVENUES	 <u>107,788</u>	 <u>105,061</u>	 <u>97.47%</u>
EXPENDITURES			
Classified Salaries	5,115	5,115	0.00%
Supplies and Materials	45,350	53,409	117.77%
Inventory Allocation Expense	(69,660)	(60,527)	86.89%
Other Operating Exp. and Services	66,470	45,221	68.03%
Capital Outlay	<u>26,576</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>73,851</u>	<u>43,218</u>	<u>58.52%</u>
 Excess of Revenues Over (Under) Expenditures	 33,937	 61,843	
OPERATING TRANSFERS OUT			
Other Outgo	<u>27,776</u>	<u>27,776</u>	<u>100.00%</u>
Total OPERATING TRANSFERS OUT	<u>27,776</u>	<u>27,776</u>	
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 6,161	 34,067	
FUND BALANCE			
Fund balance, July 1	<u>188,547</u>	<u>188,547</u>	
 Current Balance	 <u>194,708</u>	 <u>222,614</u>	



ALLAN HANCOCK COLLEGE

APRIL 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	3	4
5	6	7 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	8	9	10	11
12	13	14	15	16	17	18
19	20	21 6:00 p.m. Board of Trustees Meeting via Zoom	22	23	24	25
26	27	28	29	30		



ALLAN HANCOCK COLLEGE

MAY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	6	7 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	8	9
10	11	12 6:00 p.m. Board of Trustees Meeting	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day College Closed	26	27	28	29	30
31						