
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Regular Board Meeting
Meeting to be held remotely
Tuesday, June 9, 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/93229724263>

Please note the meeting may be recorded for future viewing.

- | | <u>Page</u> | <u>Tent.
Time</u> |
|-------------------------------------|-------------|-----------------------|
| 1. Call to Order | | 5:00 PM |
| 2. Public Comment to Closed Session | | |

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.*

Public comment on a closed session agenda item must be submitted in advance, no later than one hour before the start of the meeting, on June 9, 2020, via email to: ccamacho@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
- | | | |
|------------------------------|--|---------|
| 3. Adjourn to Closed Session | | 5:00 PM |
|------------------------------|--|---------|

- 3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)
- 3.B. Conference with Labor Negotiator – (Government Code §54957.6)
- Agency designated representatives: Dr. Paul Murphy
Employee Association: Faculty Association
- Agency designated representative: Dr. Kevin Walthers
Employee Association: Part-Time Faculty Association
- Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Management
- Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Supervisory/Confidential
- Agency designated representative: Ruben Ramirez
Employee Organization: California School Employees Association
(CSEA) Chapter #25

4. Reconvene to Open Session
5. Action Taken in Closed Session
6. Approval of Agenda as Presented

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 June 9, 2020, via email to: ccamacho@hancockcollege.edu. Comments will be read by district staff for the record during the meeting.

Procedures

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3. Comment

	<u>Page</u>	<u>Tent. Time</u>
7. Approval of Minutes		
7.A. Approval of minutes from the May 12, 2020 regular board meeting.	9	
8. Presentation		
8.A. Changing the Odds		
Dr. Walthers will share a Changing the Odds moment.		
9. 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.		
9.A. Register of Warrants Supplemental Payroll 04/01/20 and Regular Payroll 04/30/20	14	
A recommendation that the board of trustees approve commercial warrants.		
9.B. Acceptance of Donations	16	
A recommendation that the board of trustees accept the donation of operational supplies from Safran Cabin Inc.		
9.C. Award of Contract for Campus Beverage Services to PepsiCo (RFP 20-100)	17	
A recommendation that the board of trustees award the contract for Campus Beverage Services to PepsiCo (RFP 20-100).		
9.D. Authorization to Utilize the Reef-Sunset Unified School District Facility Supply Services Contract for a Modular Building and Advertise for Bids Related to the Site Development	20	
A recommendation that the board of trustees approve authorization to utilize the Reef-Sunset Unified School District Facility Supply Services Contract for a modular building and advertise for bids related to the site development.		
9.E. Approval of Final Project Proposal for Building N, Gym Renovation	24	
A recommendation that the board of trustees approve the Final Project Proposal for building N, Gym Renovation.		

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9.F. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	56	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
9.G. Equivalency Certification for Faculty	74	
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.		
9.H. New Community Services (Fee-Based) Education Courses	77	
A recommendation that the board of trustees approve the community service (fee-based) education courses as proposed and authorize that these courses be repeated as frequently as needed to support the needs of the community.		
9.I. Academic Policy and Planning Committee Curriculum Summary	83	
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.		
9.J. Second Reading: Revised Board Policy 4250, Dismissal & Readmission	128	
A recommendation to approve the revised Board Policy 4250, Dismissal & Readmission.		
9.K. Second Reading: Revised Board Policy 5035, Withholding of Student Records	131	
A recommendation to approve the revised Board Policy 5035, Withholding of Student Records		
9.L. Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	133	
A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		

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9.M. Appointments, Transfers, and Promotions of Classified Service Employees	139	
<p>A recommendation that the board of trustees approve the permanent transfer of Naomi Suniga, library/multimedia technician, learning resources, retroactive to June 1, 2020; approve the appointment of Myrna Flores, administrative assistant III, academic affairs, effective June 10, 2020; and approve the promotion of Armando Gonzalez-Diaz, equipment specialist I, kinesiology, recreation and athletics, effective June 10, 2020.</p>		
9.N. Appointment of Temporary Nontenure-Track Faculty Member	141	
<p>A recommendation that the board of trustees approve the appointments of Erin Krier, temporary, coordinator/nontenure-track faculty, Agriculture Program, life and physical sciences, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding; and Anjali Misra temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding.</p>		
9.O. New and/or Revised Classified Bargaining Unit Job Descriptions	142	
<p>A recommendation that the board of trustees approve the revised job descriptions and applicable salary range change adjustments as presented: admissions and records technician II, effective July 1, 2020; groundskeeper I; groundskeeper II; groundskeeper III; groundskeeper – lead; teacher – children’s center; lead teacher – children’s center, effective June 10, 2020; and payroll supervisor, effective July 1, 2020.</p>		
9.P. Classified and Educational Management Employment Agreements	165	
<p>A recommendation that the board of trustees approve the rolling employment agreements for management and executive management employees who have met performance evaluation criteria.</p>		
9.Q. Allan Hancock Joint Community College District Initial Proposal with the Faculty Association of Allan Hancock Joint Community College on the Entire Agreement for 2021-2024	167	
<p>A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 14, 2020, in accordance with Board Policy 7140.</p>		

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9.R. Faculty Association of Allan Hancock Joint Community College Initial Proposal with the Allan Hancock Joint Community College District on the Entire Agreement for 2021-2024	169	
<p>A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 14, 2020, in accordance with Board Policy 7140.</p>		
9.S. Acceptance of Grants Approved and Review of Grant Proposals Submitted	173	
<p>A recommendation to accept funded proposals and review grant proposals submitted.</p>		
10. Oral Reports		6:35 PM
10.A. Superintendent/President's Report		
10.B. Board Member Reports		
10.C. Association Reports		6:45 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) Hancock College Foundation		
4) Management Association		
5) Part-Time Faculty Association		
6) Faculty Association		
7) Academic Senate		
11. Action Items		
11.A. Resolution 20-25 Honoring a Retiring Employee	175	
<p>Staff recommends that the board of trustees adopt resolution 20-25 honoring Denize Cain as a 2019-20 retiree.</p>		
11.B. Resolution 20-26, Honoring Student Trustee	177	
<p>A recommendation that the board of trustees adopt Resolution 20-26 honoring Student Trustee Heidi Mendiola for her exemplary service.</p>		
11.C. Resolution 20-27, Order of Election	179	
<p>A recommendation to adopt resolution 20-27, Order of Election</p>		

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11.D. Resolution 20-28 Authorizing Elimination of Grant-Funded Classified Position	181	
<p>A recommendation that the board of trustees adopt resolution 20-28 regarding lay-off, reassignment, and/or change of status of the designated grant-funded classified bargaining unit position. This 12-month position will end effective at the close of business on August 31, 2020.</p>		
11.E. Equal Employment Opportunity Plan	183	
<p>A recommendation that the board of trustees adopt the revised Equal Employment Opportunity Plan for 2020 – 2023, as presented.</p>		
11.F. Equal Employment Opportunity Fund Multiple Method Allocation Certification Form for Fiscal Year 2019-2020	222	
<p>A recommendation that the board of trustees approve the Equal Employment Opportunity Multiple Method Fund Allocation Form 2019 – 2020, as presented.</p>		
12. Information Items		
12.A. First Reading: Five-Year Cycle Review of Board Policies and Procedures	235	
<p>A recommendation to review the board policies and administrative procedures that have been reviewed and have no changes.</p>		
12.B. First Reading: Revised Board Policy and Administrative Procedure 5030, Fees	237	
<p>A recommendation to review the revised Board Policy and Administrative Procedure 5030, Fees.</p>		
12.C. Employee Retirements and Resignations	243	
<p>The superintendent/president has accepted the retirements of Stephen O’Neill, full-time faculty, chemistry, life and physical sciences, effective June 1, 2020; Denize Cain, full-time faculty, English, effective June 1, 2020; and Karen Tait, full-time faculty, mathematics, mathematical sciences, effective May 30, 2020.</p>		

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12.D. 2020-21 State Budget May Revise	244	
A report on the May Revise for the 2020-21 California State Budget.		
12.E. 2020-21 District Budget Development	245	
A report on the District's Fiscal Year 2020-21 Budget Development.		
12.E. A Monthly Report on the Year-to-Date Financial Data for Various Funds	246	
13. New Business		7:45 PM
14. Calendar	269	
15. Adjournment		

The next regular meeting of the board of trustees will be held on Tuesday, July 14, 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

Regular Board Meeting
Meeting was held via Zoom Webinar
Tuesday, May 12, 2020

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

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

1. Call to Order

Trustee Lahr called the meeting to order at 6:09 p.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Approval of Agenda as Presented

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

3. Public Comment

Wyatt Smalling, graphic design student and US Veteran, shared a poster he designed and entered into the 2020 American Advertising competition. The poster was created to bring awareness to veteran suicide. He received a gold award at the regional level and hopes to compete at the district and national level. He displayed his poster and award. Various trustees commended him on his accomplishment.

Abbigayle Biggs, graphic design student, said she plans to pursue a bachelor's degree in graphic design. She is impressed with the effort and follow through from her classmates and instructor to overcome necessary challenges due to the COVID-19 virus pandemic. She shared multiple student assignments which included designing a label design of a new beverage.

Sara Galindo, college employee, shared her personal experience with COVID-19. She said she recently became very ill and went home with suspected COVID-19. She comes into contact with many students and staff and gave suggestions of ways to stay safe.

4. Approval of Minutes

4.A. Approval of minutes from the April 21, 2020 regular meeting.

On a motion by Trustee Zacarías, seconded by Trustee Hilker, the board of trustees voted unanimously to approve the minutes for the April 21, 2020 regular meeting on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

5. Presentation

5.A. Changing the Odds

Dr. Walthers reported there was a planning meeting with deans to reopen classes. The following day, 45 faculty, staff, and students discussed how the college will move forward in the next few months. He shared a picture of the blue lights at the college in honor of first responders. He also shared the 100th anniversary logo and the Changing the Odds logo. He noted the college has applied to own the Changing the Odds trademark.

6. Consent Agenda

Items 6.B. Third Quarter Financial Status Report and 6.H. Acceptance of Grants Approved and Review of Grant Proposals Submitted were removed for further consideration with action items.

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

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

7. Oral Reports

7.A. Superintendent/President's Report

Dr. Walthers referred to his Changing the Odds report.

7.B. Board Member Reports

Trustees Hall, Hilker, and Lahr did not have reports.

Trustee Pensa attended a Santa Barbara County meeting where cleaning and disinfecting classes were discussed.

Trustee Zacarías thanked everyone for the innovation and imagination in finding ways to help students and staff during this pandemic.

Student Trustee Mendiola gave an update on the food share distribution. In cooperation with the Food Bank of Santa Barbara County, they distribute food two times a week to the community and each distribution serves between 500-600 cars. A county food services representative came to campus to see how the distribution was handled and was impressed and pleased to report there were no violations.

7.C. Association Reports

1) Associated Student Body Government

Tyler Little gave an update on student body elections. Ana Rosas will be the new student trustee. He said Study-A-Thon and Hancock Hello events are planned. ASBG is working on a drive through line to help students return borrowed laptops.

2) Hancock College Foundation

No report was given.

3) Management Association

Holly Nolan-Chavez gave a brief update on management elections. She and Dr. Abel will co-chair the association. She said the association donated \$500 to student emergency funds and \$100 in honor of Mr. Ray Ensing to the scholarship fund.

4) Part-Time Faculty Association

Monique Segura expressed gratitude for making part-time faculty part of the decision-making process regarding student needs and staff safety.

5) Faculty Association

Roger Hall supports the decision on how fall class instruction will be delivered as a result of social distancing caused by COVID-19. He said the association plans to begin negotiations and are fully aware of contract issues. He anticipates the next few years will be challenging but thinks everyone will work together to get through it.

6) Academic Senate

Trevor Passage gave examples of how faculty has found ways to connect with students. He offered to show a video of how dance classes are taking place.

7) California School Employees Association

Yvette Dorado reported some staff are continuing to work remotely while others are on campus to support faculty and students. She praised everyone helping with Food Share Because We Care.

8. Action Items

6.B. Third Quarter Financial Status Report

On a motion by Trustee Zacarías, seconded by Trustee Hilker, the board of trustees accepted the Third Quarter Financial Status Report as presented. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

6.H. Acceptance of Grants Approved and Review of Grant Proposals Submitted

On a motion by Trustee Pensa, seconded by Trustee Hilker, the board of trustees accepted the approved grants and reviewed grant proposals as presented. (Ayes: Hall, Hilker, Lahr, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

8.A. Resolutions 20-10 through 20-22 Honoring Retiring Employees

On a motion by Trustee Hilker, seconded by Trustee Pensa, the board of trustees adopted Resolutions 20-10 through 20-24, Honoring Retiring Employees, on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee:

9. Information Items

9.A. First Reading: Revised Administrative Procedure 4050, Articulation

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

9.B. First Reading: Revised Board Policy and Administrative Procedure 4250, Dismissal & Readmission

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

9.C. First Reading: Revised Administrative Procedure 5010, Admissions

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

9.D. First Reading: Revised Administrative Procedure 5011, Admission & Concurrent Enrollment of High School & Other Young Students

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

9.E. First Reading: Revised Administrative Procedure 5015, Residence Determination

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

9.F. First Reading: Revised Board Policy and Administrative Procedure 5035, Withholding of Student Records

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

9.G. First Reading: Revised Administrative Procedure 5300, Student Equity

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

9.H. A Monthly Report on the Year-to-Date Financial Data for Various Funds

Associate Superintendent Smith reported all year-to-date expenditures are under 100 percent. He noted expenditures may increase next year due to COVID-19. He added there may be funding to offset the COVID-19 expenditures.

10. New Business

Trustee Hall requested a report on labor negotiations.

11. Calendar

Dr. Walthers reported students were not in favor of a virtual commencement. There are plans to hold commencement in August. He explained the logistics of the upcoming law enforcement and Transfer Stars graduations adhere to social distance safety guidelines. A video of a dance class student was projected to highlight how instruction is continuing in spite of pandemic restrictions. Announcements via Instagram have been made regarding the Career Academy to help unemployed community members receive training on Excel and other business management skills.

12. Adjournment

Trustee Lahr adjourned the meeting at 7:28 p.m.



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

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 9, 2020
Subject:	Register of Warrants	Item Number:	9.A.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 2 Full Warrant Register online

BACKGROUND:

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

General Fund 9410			
	Invoice Warrants	\$1,928,693.10	
	Payroll 4/1/20 – 4/31/20	5,380,958.52	
	Total General Fund		\$7,309,651.62
Child Development Fund 9433			
	Invoice Warrants	3,759.97	
	Payroll 4/1/20 – 4/31/20	72,606.91	
	Total Child Development Fund		76,366.88
Capital Outlay Projects Fund 9441			
	Invoice Warrants	1,135,405.56	
	Total Capital Outlay Projects Fund		1,135,405.56
Go Bond Building Fund 9447			
	Invoice Warrants	322,409.06	
	Total Go Bond Building Fund		322,409.06
Self-Insurance Dental Fund 9461			
	Invoice Warrants	59,550.00	
	Total Self-Insurance Dental Fund		59,550.00
Self-Insurance Health Fund 9462			
	Invoice Warrants	0.00	
	Total Self-Insurance Health Fund		0.00
Self-Insurance Property/Liability Fund 9463			
	Invoice Warrants	100,398.05	
	Total Self-Insurance Property/Liability Fund		100,398.05
Student Center Fee Trust Fund 9473			
	Invoice Warrants	0.00	
	Total Student Center Fee Trust Fund		0.00
<u>Grand Total All Funds</u>			<u>\$9,003,781.17</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 25014867 through 25015749 for a subtotal of \$3,550,215.74 and payroll warrants in the amount of \$5,453,565.43, for a grand total of \$9,003,781.17.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
04/01/2020 - 04/30/2020
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,502,602.66
1100B	Administrators (Cert.) Non Teaching	231,693.49
1100D	Part Time Faculty	726,358.00
SUB TOTAL		<u><u>\$2,460,654.15</u></u>

200 Classified Salaries

2000A	CSEA	1,148,814.03
2000B	Confidential/Supervisory	151,766.11
2000C	Classified Administrators	165,830.85
2000E	Classified Hourly	94,309.94
2000F	Student Workers	219,960.42
SUB TOTAL		<u><u>\$1,780,681.35</u></u>

300 Employee Benefits

3000A	STRS	336,587.36
3000B	PERS	292,507.46
3000C	OASDHI-FICA	143,289.85
3000D	Health & Welfare	334,953.67
3000E	EDD-SUI	1,877.37
3000F	Workers Comp	30,407.31
SUB TOTAL		<u><u>\$1,139,623.02</u></u>
TOTAL FUND 10		<u><u>\$5,380,958.52</u></u>

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	17,372.64
1100D	Part Time Faculty	3,810.97
SUB TOTAL		<u><u>\$21,183.61</u></u>

200 Classified Salaries

2000A	CSEA	5,478.97
2000E	Classified Hourly	6,916.00
2000F	Student Workers	29,356.44
SUB TOTAL		<u><u>\$41,751.41</u></u>

300 Employee Benefits

3000A	STRS	3,123.16
3000B	PERS	2,091.80
3000C	OASDHI-FICA	1,182.48
3000D	Health & Welfare	2,801.99
3000E	EDD-SUI	15.41
3000F	Workers Comp	457.05
SUB TOTAL		<u><u>\$9,671.89</u></u>

TOTAL FUND 33 **\$72,606.91**

TOTAL DISTRICT PAYROLL **\$5,453,565.43**

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2020 to 4/30/2020
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
AHC Foundation	Payroll Deduction for 3/31 Payroll	\$2,629.96	
		\$2,629.96	CT 25014867
American Fidelity Assurance Co	Insurance Premiums Mar 2020	\$23,211.08	
		\$23,211.08	CT 25014868
	Insurance Premiums Mar 2020	\$13,850.78	
		\$13,850.78	CT 25014869
	Health Savings Account Premiums MAR 2020	\$3,525.00	
		\$3,525.00	CT 25014870
	Payroll Deduction for 3/31 Payroll	\$2,166.67	
		\$2,166.67	CT 25014871
Assoc CA Community College Admin	Payroll Deduction for 3/31 Payroll	\$133.75	
		\$133.75	CT 25014872
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction for 3/31 Payroll	\$502.50	
		\$502.50	CT 25014873
C.S.E.A. Victory Club	Payroll Deduction for 3/31 Payroll	\$117.50	
		\$117.50	CT 25014874
CSEA CA School Employee Asso.	Payroll Deduction for 3/31 Payroll	\$9,295.58	
		\$9,295.58	CT 25014875
Delta Management Associates, Inc	Payroll Deduction for 3/31 Payroll	\$310.97	
		\$310.97	CT 25014876
ECMC	Payroll Deduction for 3/31 Payroll	\$346.93	
		\$346.93	CT 25014877
Envoy Plan Services Inc.	Payroll Deduction for 3/31 Payroll	\$113,972.32	
		\$113,972.32	CT 25014878
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction for 3/31 Payroll	\$393.50	
		\$393.50	CT 25014879
Faculty Association of AHCC	Payroll Deduction for 3/31 Payroll	\$6,515.34	
		\$6,515.34	CT 25014880
Franchise Tax Board	Payroll Deduction for 3/31 Payroll	\$972.92	
		\$972.92	CT 25014881
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-19 thru 6-30-20	\$811.61	
		\$811.61	CT 25014882
Metlife Small Market	Insurance Premiums Mar 2020	\$135.94	
		\$135.94	CT 25014883

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Metropolitan Life Insurance Co	Insurance premium Mar 2020	\$6,288.09	
		\$6,288.09	CT 25014884
Montana SDU Child Support	Payroll Deduction for 3/31 Payroll	\$61.94	
		\$61.94	CT 25014885
PARS Public Agency Retirement	Payroll Deduction for 3/31 Payroll	\$16,675.20	
		\$16,675.20	CT 25014886
Part Time Faculty AHC - Member	Payroll Deduction for 3/31 Payroll	\$10,046.99	
		\$10,046.99	CT 25014887
PCPA Foundation	Payroll Deduction for 3/31 Payroll	\$50.00	
		\$50.00	CT 25014888
Santa Barbara County Sheriff's Office	Payroll Deduction for 3/31 Payroll	\$1,295.46	
		\$1,295.46	CT 25014889
ScholarShare College Savings 529	Payroll Deduction for 3/31 Payroll	\$30.00	
		\$30.00	CT 25014890
STRS Cash Balance Plan, MS#20	Payroll Deduction for 3/31 Payroll	\$31,961.52	
		\$31,961.52	CT 25014891
Texas Life Insurance Co.	Insurance Premium Mar 2020 Acct SM099M	\$7,850.94	
		\$7,850.94	CT 25014892
TG	Payroll Deduction for 3/31 Payroll	\$1,047.68	
		\$1,047.68	CT 25014893
The Hartford, Group Benefits	Insurance Premium Mar 2020	\$5,451.12	
		\$5,451.12	CT 25014894
United Way of the Central Coast	Payroll Deduction for 3/31 Payroll	\$35.00	
		\$35.00	CT 25014895
US Dept of Education	Payroll Deduction for 3/31 Payroll	\$2,102.98	
		\$2,102.98	CT 25014896
AHC-RCF	Reimburse for expenses Oct-Dec 2019	\$4,621.50	
	Reimburse for expenses Oct-Dec 2019	\$257.91	
	Reimburse for expenses Oct-Dec 2019	\$756.04	
	Reimburse for expenses Oct-Dec 2019	\$5,000.00	
		\$10,635.45	CT 25014897
Denise Baldwin	Open Travel 11.12-2.13.20	\$150.15	
	Open Travel 2.18-3.13.20	\$104.65	
		\$254.80	CT 25014898
Joseph Boerger	Manual Refund Submitted	\$190.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$190.00	CT 25014899
Mona Broussard	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25014900
Elizabeth Chaparro	Open Travel 2.12-3.4.20	\$139.73	
		\$139.73	CT 25014901
City Of Santa Maria	Water Services and Disposal Site 7.1.19 - 6.30.20	\$1,119.59	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$279.90	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$3,836.98	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$959.25	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$3,305.38	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$826.35	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$614.72	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$153.68	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$333.78	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$83.45	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$185.42	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$46.36	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$3,489.68	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$872.42	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$2,192.12	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$548.03	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$87.04	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$21.76	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$113.80	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$28.46	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$78.89	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$19.72	
		\$19,196.78	CT 25014902
Jennifer Espinoza	Manual Refund Submitted	\$101.00	
		\$101.00	CT 25014903
Eric Fernandez	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25014904
Theresa Figueroa	Manual Refund Submitted	\$64.00	
		\$64.00	CT 25014905
Marlene Fleeger	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25014906
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-19 thru 6-30-20	\$490.15	
		\$490.15	CT 25014907
GM Financial Leasing	Lease Payment for 2020 Chevrolet Suburban	\$768.55	
		\$768.55	CT 25014908
	Lease Payment for 2020 Chevrolet Suburban	\$768.55	
		\$768.55	CT 25014909
Barbara Hunt	Manual Refund Submitted	\$36.00	

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Vendor Name	Description	Amount	Warrant
		\$36.00	CT 25014910
Yusuf Iqbal	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25014911
Bruce Janatsch	Manual Refund Submitted	\$207.00	
		\$207.00	CT 25014912
Elizabeth Johnson	Manual Refund Submitted	\$101.00	
		\$101.00	CT 25014913
Valarie Jones	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25014914
Matthew Love	Manual Refund Submitted	\$325.00	
		\$325.00	CT 25014915
Linda Metaxas	Open Travel 8.22-11.7.19	\$87.00	
		\$87.00	CT 25014916
Olivia Mora	Manual Refund Submitted	\$101.00	
		\$101.00	CT 25014917
Amelia Nillo	Manual Refund Submitted	\$101.00	
		\$101.00	CT 25014918
Gloria Osalde	Manual Refund Submitted	\$141.00	
		\$141.00	CT 25014919
Pacific Gas & Electric Company	Electricity Services 7.1.19-6.30.20	\$25,606.18	
	Electricity Services 7.1.19-6.30.20	\$6,401.54	
		\$32,007.72	CT 25014920
	Electricity Services 7.1.19-6.30.20	\$24.18	
	Electricity Services 7.1.19-6.30.20	\$6.04	
		\$30.22	CT 25014921
	Electricity Services 7.1.19-6.30.20	\$26.61	
	Electricity Services 7.1.19-6.30.20	\$6.65	
		\$33.26	CT 25014922
	Electricity Services 7.1.19-6.30.20	\$55.58	
	Electricity Services 7.1.19-6.30.20	\$13.89	
		\$69.47	CT 25014923
	Electricity Services 7.1.19-6.30.20	\$43.10	
	Electricity Services 7.1.19-6.30.20	\$10.77	
		\$53.87	CT 25014924
	Electricity Services 7.1.19-6.30.20	\$19.76	
	Electricity Services 7.1.19-6.30.20	\$4.94	
		\$24.70	CT 25014925
	Electricity Services 7.1.19-6.30.20	\$21.07	
	Electricity Services 7.1.19-6.30.20	\$5.27	

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Vendor Name	Description	Amount	Warrant
		\$26.34	CT 25014926
Pacific Gas & Electric Company	Electricity Services 7.1.19-6.30.20	\$1,400.22	
	Electricity Services 7.1.19-6.30.20	\$350.06	
		\$1,750.28	CT 25014927
	Electricity Services 7.1.19-6.30.20	\$1,397.68	
	Electricity Services 7.1.19-6.30.20	\$349.42	
		\$1,747.10	CT 25014928
	Electricity Services 7.1.19-6.30.20	\$3,220.98	
	Electricity Services 7.1.19-6.30.20	\$805.25	
		\$4,026.23	CT 25014929
	Electricity Services 7.1.19-6.30.20	\$3,138.45	
	Electricity Services 7.1.19-6.30.20	\$784.61	
		\$3,923.06	CT 25014930
	Electricity Services 7.1.19-6.30.20	\$294.67	
	Electricity Services 7.1.19-6.30.20	\$73.67	
		\$368.34	CT 25014931
	Electricity Services 7.1.19-6.30.20	\$302.73	
	Electricity Services 7.1.19-6.30.20	\$75.68	
		\$378.41	CT 25014932
	Electricity Services 7.1.19-6.30.20	\$1,467.53	
	Electricity Services 7.1.19-6.30.20	\$366.88	
		\$1,834.41	CT 25014933
	Electricity Services 7.1.19-6.30.20	\$1,340.74	
	Electricity Services 7.1.19-6.30.20	\$335.18	
		\$1,675.92	CT 25014934
	Electricity Services 7.1.19-6.30.20	\$106.26	
	Electricity Services 7.1.19-6.30.20	\$26.57	
		\$132.83	CT 25014935
	Electricity Services 7.1.19-6.30.20	\$122.26	
	Electricity Services 7.1.19-6.30.20	\$30.57	
		\$152.83	CT 25014936
Liliana Perez- Cardona	PTR Air Fare 3.23-24.20T	\$428.00	
		\$428.00	CT 25014937
Peter Ravera	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25014938
Ronald Reeves	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25014939
Mark Rick	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25014940
Gilberto Rodriguez	Manual Refund Submitted	\$250.00	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
		\$250.00	CT 25014941
Isaura Saenz	Manual Refund Submitted	\$118.00	
		\$118.00	CT 25014942
Southern California Gas Co	Gas Supply 7.1.19-6.30.20	\$2,950.52	
	Gas Supply 7.1.19-6.30.20	\$737.63	
		\$3,688.15	CT 25014943
	Gas Supply 7.1.19-6.30.20	\$7,111.00	
	Gas Supply 7.1.19-6.30.20	\$1,777.75	
		\$8,888.75	CT 25014944
Charles Stitt	Manual Refund Submitted	\$163.00	
		\$163.00	CT 25014945
Miriam Tadeo	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25014946
Janeth Villarreal	Manual Refund Submitted	\$277.00	
		\$277.00	CT 25014947
James Weekley	Manual Refund Submitted	\$27.00	
		\$27.00	CT 25014948
Edna Young	Manual Refund Submitted	\$101.00	
		\$101.00	CT 25014949
AHC - Auxiliary Corporation	General Fund Allocation to PCPA 7.1.19-6.30.20	\$321,991.50	
		\$321,991.50	CT 25014950
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty Per Article 11.6	\$1,617.28	
	Reimbursement for Phone	\$143.12	
	Reimbursement for Utilities	\$134.87	
	Reimbursement for Office Supplies	\$291.49	
	Reimbursement for Computer Hardware	\$695.82	
	Reimbursement for Computer Consultant	\$220.00	
	Reimbursement for Salaries	\$554.00	
	Reimbursement for Financial Consultant	\$200.00	
	Reimbursement for Postage	\$17.99	
	Reimbursement for Computer Software	\$217.85	
		\$4,092.42	CT 25014951
All American Screen Printing Inc	LADIES AND MENS POLO ST650 Q#424	\$639.45	
	MENS LONG SLEEVE POLO WITH LEFT CHEST SET UP	\$59.81	
		\$32.63	
	Uniform supplies for July 1, 2019 - May 31, 2020	\$21.75	
		\$753.64	CT 25014952
American General Media Inc.	Radio Ads for Community Education through	\$500.00	
	Radio Ads for Community Education through	\$300.00	
		\$800.00	CT 25014953
American Industrial Supply	Operational supplies for fire academy	\$130.68	

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Vendor Name	Description	Amount	Warrant
		\$130.68	CT 25014954
American Star Tours, Inc.	Bus Service - Swim Team per Invoice 7655	\$1,253.00	
	Bus Service - Swim Team per Invoice 7663	\$1,253.00	
		\$2,506.00	CT 25014955
Amerigas	Tank rent minimum - 1150 gallon tank	\$171.32	
	Propane - Reference # 662823103	\$3,417.69	
	HAZMAT FEE	\$11.84	
	Fuel recovery fee	\$6.39	
		\$3,607.24	CT 25014956
Apple Inc.	APPLE PENCIL (2ND GENERATION) MU8F2AM/A	\$258.83	
		\$258.83	CT 25014957
Applied Technology Group, Inc	Mobile Radio Invoice #202849	\$456.75	
	SHIPPING	\$20.00	
		\$476.75	CT 25014958
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 25014959
Automationdirect.Com	Instructional Supplies per Quote 6341895VNDV	\$927.91	
		\$927.91	CT 25014960
B & B Steel & Supply	Instructional Supplies for WLDT Program	\$5,156.16	
		\$5,156.16	CT 25014961
B & T Service Station Contractor	APCD Test on 4000 Gal Gas Tank per Invoice C3665	\$500.00	
		\$500.00	CT 25014962
B&H Photo Video	Optoma EH412ST 1080P 4000 Lumen Projector Short	\$1,102.69	
	DaLite Model B 52x92 Manual Screen	\$202.20	
	DaLite Model B 52x92 Manual Screen	\$1,011.00	
	DaLite Model B 94 Manual Screen Matte White	\$527.27	
	DaLite Model B 120 Manual Screen Matte White	\$1,090.72	
	DaLite Model B 52x92 Manual Screen Matte White	\$1,213.20	
	DaLite #6 Wall Bracket Mounts	\$30.02	
		\$5,177.10	CT 25014963
Battery Systems Inc	Batteries for alarm panels from 7-1-19 to 5-31-20	\$124.69	
		\$124.69	CT 25014964
Blue Rose Studio	WC-380 CONE 10 B-MIX WITH SAND INV #7356	\$293.63	
	DELIVERY FEE	\$10.00	
		\$303.63	CT 25014965
Bob'S Printing & Rubber Stamps Inc	Self Inking Custom Rubber Stamp,	\$86.89	
	Graphics/Artwork, Convert Logo Into Vector Line	\$32.57	
		\$119.46	CT 25014966
Capitol Advisors Group LLC	CONSULTING AND ADVOCACY SERVICES	\$2,000.00	

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Vendor Name	Description	Amount	Warrant
		\$2,000.00	CT 25014967
Carolina Biological	Science Lab Supplies July 1, 2019-May 31, 2020.	\$59.90	
		\$59.90	CT 25014968
CDW Government Inc	HP Color Laserjet Enterprise M553dn	\$792.45	
	HP Laserjet Enterprise M608dn Printer	\$2,499.25	
	HP Linear Barcode Scanner II	\$248.82	
	Dell Latitude 5400 14" Laptop i5 8GB RAM 256 SSD	\$4,835.85	
	Recycling Fee	\$16.00	
		\$8,392.37	CT 25014969
CJSeto Support Services Llc	Trainer Fees, HMBP Lompoc Valley Center	\$554.00	
		\$554.00	CT 25014970
Coastal Reprographic Services	Campus Graphics Consumables - Wide Format Bindery	\$522.00	
		\$522.00	CT 25014971
Columbia Business Center Partners Lp	Monthly utilities expenses for 2019-2020. Utility	\$141.36	
		\$141.36	CT 25014972
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$182.97	
		\$182.97	CT 25014973
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$170.01	
		\$170.01	CT 25014974
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$46.35	
		\$46.35	CT 25014975
Keri Common	Reimbursement for LeRN 2020 CPP Course	\$395.00	
		\$395.00	CT 25014976
Culligan/Central Coast Water Treatment	Drinking water service	\$14.30	
	Monthly Rental Hot/Cold Dispenser	\$11.00	
		\$25.30	CT 25014977
Curriqunet	CurriQunet Support, Hosting and Maintenance	\$14,520.00	
		\$14,520.00	CT 25014978
Demco Inc	OPERATIONAL SUPPLIES, 2-7-20 TO 5-31-20	\$242.62	
		\$242.62	CT 25014979
DexYP	Santa Maria Frontier Directory Listing	\$133.25	
		\$133.25	CT 25014980
Eide Bailly LLP	Audit Services for Viticulture and Enology	\$3,500.00	
		\$3,500.00	CT 25014981
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.19 - 6.30.20	\$9.77	
	Overnight Service for Student Equity Achievement	\$126.38	
	Mailings for Acct #1104-8488-7 7.1.19 - 6.30.20	\$7.39	
		\$143.54	CT 25014982
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-20 thru 5-31-20	\$80.78	

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Vendor Name	Description	Amount	Warrant
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-20 thru 5-31-20	\$179.96	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$21.55	
	LDCE Conversion Kit Per Invoice 8371699	\$54.44	
	Commercial Electric Water Heater	\$683.24	
		\$1,019.97	CT 25014983
Fisher Scientific Co Llc	Supplies for the Chem Labs 07/03/19 to 05/31/20	\$46.23	
	LD10 Cryogenic Dewar 10L	\$691.64	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$113.97	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$69.40	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$88.64	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$55.51	
	Pixie Manual Hydraulic Press Pkg, #NC1393025	\$1,249.65	
	10ml grad cylinder #08-550B, quote #0055-4340-09	\$96.51	
	pH 4 Buffer Solution #SB98-500	\$30.54	
	100x15mm Petri Dish #FB0875712	\$51.66	
	150x15mm Petri dish #FB0875714	\$184.22	
	Blank Paper Disks #R55054	\$37.59	
	Culture tube 20x150mm, #14-961-33	\$146.43	
	250ml beaker, #S76100G	\$99.87	
	100 ml beaker, #S76100E	\$109.56	
	test tube 16x125mm, #14-933-1A	\$574.16	
	tube, 16x100mm, #14-932H	\$1,075.41	
	fuel surcharge	\$4.45	
		\$4,725.44	CT 25014984
Flinn Scientific Inc	Thermometer, Digital, #AP6049, Quote# 221540	\$516.17	
	Zinc Sulfate, #Z0014	\$18.50	
	Silver Nitrate, 100g, #S0026	\$249.59	
	Sodium Iodide, 100g, #S0084	\$35.53	
	Chlorine Water, 500 mL, #C0055	\$11.55	
	Magnetic Stirring Bar, #AP1088	\$84.57	
	Beaker, 4000 mL, #GP9157	\$147.10	
	Bunsen Burner, #AP5344	\$52.86	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$182.13	
		\$1,298.00	CT 25014985
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$191.60	
		\$191.60	CT 25014986
	Books and supplies for students with 3rd party	\$4.34	
		\$4.34	CT 25014987
	Book/Supply Grants for NextUp(CAFYES) Students	\$118.68	
	\$118.68	CT 25014988	
Book/Supply Grants for NextUp(CAFYES) Students	\$100.85		
	\$100.85	CT 25014989	
Book Vouchers-Student Aid	\$8,000.00		
Book Vouchers-Student Aid	\$2,500.00		
	\$10,500.00	CT 25014990	
Galls Llc	BROWNE BELT- Item #ZB807 BW BRS 26	\$59.16	

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Vendor Name	Description	Amount	Warrant
Galls Lic	BROWNE BELT Item#ZB807 BW BRS 28	\$59.16	
	BROWNE BELT Item#ZB807 BW BRS 30	\$59.16	
	BROWNE BELT Item#ZB807 BW BRS 32	\$59.16	
	BROWNE BELT Item#ZB807 BW BRS 34	\$59.16	
	BROWNE BELT Item#ZB807 BW BRS 36	\$59.16	
	SHIPPING	\$25.00	
	Heros Pride Radio Holder BW with nickle snap	\$1,931.40	
	SHIPPING	\$25.00	
		\$2,336.36	CT 25014991
Grainger Inc.	Shipping Carton, Kraft, 16 inch	\$58.46	
	Supplies per Invoice 9468725529	\$35.66	
	Supplies per Invoice 9468725529	\$64.56	
	55 gallon drum, Item #476H49, Quote #2043880319	\$100.28	
	Crucible, Nickel, 50 ml, Lid, 23YW83	\$108.75	
	Crucible, Nickel, 50 ml, Lid, 23YW83	\$145.00	
	Crucible, Nickel, 50 ml, Lid, 23YW83	\$18.12	
	Crucible, Nickel, 50 ml, Lid, 23YW83	\$54.37	
		\$585.20	CT 25014992
Graybar Electric	Electrical Supplies July 1, 2019 - May 31, 2020	\$292.34	
		\$292.34	CT 25014993
Greenvale Tree Co	Arborist Consult / Services related to trees for	\$1,500.00	
		\$1,500.00	CT 25014994
Wesley Hagen	Reimbursement for Food and Wine for AG 301 Class	\$438.12	
		\$438.12	CT 25014995
Hardy Diagnostics	Caviwipes, #131100	\$129.74	
	Caviwipes, #131100	\$25.95	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$81.89	
	Science Lab Supplies July 1, 2019-May 31, 2020.	\$142.81	
		\$380.39	CT 25014996
Hayward Lumber Inc	3/4 4x8 CDX Plywood #803006408 Order #11660036-00	\$1,252.80	
	1/4 4x8 Med Density Fiberboard #809102408	\$805.42	
	1/4 4x8 Lauan Plywood #815002408LAU	\$765.60	
	3/4 4x8 Med Density Fiberboard #809106408	\$155.73	
	Delivery service zone 1	\$70.69	
	CA Labor Fee	\$27.39	
			\$3,077.63
House Sanitary Supply, Inc.	Sprayer, Electrostatic, Cordless, VIC-VP200ESK	\$1,417.39	
		\$1,417.39	CT 25014998
Ips Group Inc	Multi-Space LCD Display Screen- Invoice no 48462	\$318.60	
	Freight Charge	\$19.35	
	Version 2 Collection Card-Long Invoice no 48349	\$9.72	
	Version 2 New Maintenance Card-Long	\$9.72	
	Version 2 New Diagnostic Card-Long	\$9.72	
	Freight Charge	\$18.00	
	7inch Paper Roll (standard)- Invoice no 48463	\$648.00	
	Freight Charge	\$38.70	

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Vendor Name	Description	Amount	Warrant
Ips Group Inc	Credit Card Transaction Fees for Multi-Space	\$103.62	CT 25014999
	Monthly secure Gateway/Wireless Data	\$495.00	
		\$1,670.43	
J B Dewar	MAINTENANCE REPAIR PARTS JULY 5 2019 - MAY 29 2020	\$523.34	CT 25015000
		\$523.34	
Johnson Plastics Plus	Walnut 8x10 concave edge plaques SKU:XPW810	\$42.91	CT 25015001
	Shipping	\$15.00	
	Campus Graphics Consumables - Engraving Supplies	\$37.53	
		\$95.44	
JR Barto Heating & Air Cond. Inc.	AHC LVC Chiller Replacement Project Job #19-8179P	\$25,820.00	CT 25015002
	Chilled Water Piping Replacement Project at LVC	\$34,737.50	
		\$60,557.50	
KIDI/KRTO/KTAP La Buena	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$736.00	CT 25015003
	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$480.00	
	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$500.00	
		\$1,716.00	
Knn Public Finance Llc	Fees: Disclosure Annual Report	\$5,000.00	CT 25015004
		\$5,000.00	
Krueger International Inc	Electrical Parts per Attached Quote 20LKF-AHC001/C	\$900.84	CT 25015005
	Labor to Retrofit Electrical	\$217.50	
		\$1,118.34	
Liebert Cassidy Whitmore	General Legal Counsel July 1, 2019 through	\$908.79	CT 25015006
	General Legal Counsel July 1, 2019 through	\$1,470.00	
		\$2,378.79	
Mission Linen Supply	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	CT 25015007
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
		\$130.20	
Eliseo Munoz	REIMBURSEMENT FOR ATHLETIC TRAINING ROOM SUPPLIES	\$181.72	CT 25015008
		\$181.72	
Next Day Signs	Signage - STUDENT CENTER per Invoice 29343	\$4,668.86	CT 25015009
	Plug Holes and Remove Existing Letters	\$217.50	
	Install New Letters	\$435.00	
		\$5,321.36	
Nicks Telecom	Labor - LE Vehicle - Ford Interceptor 2010 Invoice	\$455.00	CT 25015010
	Ken TK7360 Face Plate	\$59.81	
	PA Mic	\$75.04	
	Hardware	\$48.94	
	Travel Charge	\$45.00	
		\$683.79	

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Vendor Name	Description	Amount	Warrant
Noble Power Equipment	Toro Personal Pace Mower, 22 inch Recycler	\$629.66	
	Toro String Trimmer with Battery and Charger Kit	\$217.45	
	Toro Blower with Battery and Charger Kit	\$217.45	
	Toro Blower with Battery and Charger Kit	\$217.45	
	Battery, 60 Volt	\$1,087.45	
		\$2,369.46	CT 25015011
Old Town Shirt Factory	Shirts, Short Sleeve	\$50.18	
	Jacket	\$38.04	
	Embroidery-AHC Logo-Lft Chest	\$14.79	
	Embroidery-AHC Facilities-Rt Chest	\$18.49	
		\$121.50	CT 25015012
	LFT CHEST CHAMPIONS LOGO EMBROIDERY	\$984.19	
		\$984.19	CT 25015013
	SPORTTEK POSICHARGE TRIBLEND TEE ST400 BLK VAR SZS	\$1,206.68	
	SPORTTEK POSICHARGE TRIBLEND TEE ST400 BLK 2XL	\$261.00	
	SPORTTEK POSICHARGE TRIBLEND TEE ST400 BLK 3XL	\$122.67	
	SPORTTEK POSICHARGE TRIBLEND TEE ST400 BLK 4XL	\$65.91	
		\$1,656.26	CT 25015014
Orcutt Burgers Inc	Bulldog Bound CTE Festival Lunch on 1/31/20	\$913.50	
	Delivery	\$25.00	
		\$938.50	CT 25015015
OverDrive, Inc	LICENSING AND HOSTING	\$5,000.00	
	CONTENT CREDIT (SUBSCRIPTION)	\$30,000.00	
		\$35,000.00	CT 25015016
Pro-Ed, Inc	Nelson-Denny Read Test Forms I	\$302.00	
	Shipping and Handling	\$30.20	
		\$332.20	CT 25015017
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 25015018
Santa Maria Ford Inc	Labor for 2010 Mercury Grand Marquis	\$469.80	
	Parts for 2010 Mercury Grand Marquis	\$150.75	
		\$620.55	CT 25015019
SLO Safe Ride	Bus Service - East LA College, Monterey Park	\$3,567.17	
		\$3,567.17	CT 25015020
Smart & Final	Food items for student services activities	\$111.07	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$172.22	
	Food for Student Equity Achievement Events	\$119.94	
	Food Supplies For Children 1-14-20 to 5-25-20	\$32.34	
	Food Supplies For Children 1-14-20 to 5-25-20	\$17.94	
	Food Supplies For Children 1-14-20 to 5-25-20	\$55.31	
	Instructional supplies for Biology labs	\$16.63	
	Instructional Supplies 7.1.19 thru 12.12.19	\$157.12	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$98.63	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Smart & Final	Instructional Supplies 01.21.2020 thru 05.31.2020	\$57.84	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$46.55	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$45.78	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$43.18	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$60.21	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$47.53	
	Instructional Supplies 01.21.2020 thru 05.31.2020	\$57.75	
		\$1,140.04	CT 25015021
Smartsign	TOUGH TAG CUSTOM PARKING HANG TAGS	\$529.45	
	\$529.45	CT 25015022	
Smooth Transportation Inc	Student Bus Passes	\$250.00	
	\$250.00	CT 25015023	
Sms Designs	Various T-shirts for Fire Interns Invoice #2520	\$1,354.42	
	\$1,354.42	CT 25015024	
Alberto Solano	Independent contract for Guided Pathways coaching	\$2,500.00	
	\$2,500.00	CT 25015025	
St. Joseph High School	DIAMOND LEVEL SPONSOR	\$1,000.00	
	\$1,000.00	CT 25015026	
Subway	Food for UTC Next Steps Workshop	\$175.78	
	\$175.78	CT 25015027	
Surveymonkey Inc	Team Advantage Data Subscription 3/16/20 - 3/15/21	\$300.00	
	Team Advantage Data Subscription 3/16/20 - 3/15/21	\$600.00	
		\$900.00	CT 25015028
SVM Lp	Food Vouchers (Subway) for CalWORKs students	\$2,500.00	
	Shipping	\$26.95	
		\$2,526.95	CT 25015029
Taqueria La Coqueta	Food for Estudiantes Unidos Event	\$285.47	
	\$285.47	CT 25015030	
Testa Catering	Food for Launch to College Event	\$307.44	
	Catering for event on Mar 16, 2020 for Classified	\$285.47	
		\$592.91	CT 25015031
The Lompoc Record	ANNUAL NEWSPAPER SUBSCRIPTION, 1-5-20 TO 1-4-21	\$92.99	
	\$92.99	CT 25015032	
Todays Classroom LLC	Hann WD-4876 Four-station Drawing Table	\$455.00	
	Hann WD-4876 Four-station Drawing Table	\$4,895.50	
	Shipping Dock	\$907.50	
		\$6,258.00	CT 25015033
Troesh Coleman Pacific Inc	Recycled Mahogany Bark per Invoice 13945	\$527.03	
	Recycled Mahogany Bark per Invoice 14007	\$529.48	
		\$1,056.51	CT 25015034
Trojan Petroleum, Inc	Gasoline Purchases, 07-01-19 thru 06-30-20	\$3,218.32	
	Gasoline Purchases, 07-01-19 thru 06-30-20	\$2,656.57	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
		\$5,874.89	CT 25015035
Trusted Employees	Additional Background Check Inv#SRNI10022516	\$10.00	
		\$10.00	CT 25015036
UC Regents	Higher Education Recruitment Consortium Membership	\$1,167.00	
		\$1,167.00	CT 25015037
US Bank Corporate Payment System	GINAS PIECE OF CAKE	\$30.99	
	URBANE CAFE	\$102.03	
	Facebook Promotion of Comm Ed Spring Classes	\$88.51	
	Facebook promotion of Term 4 Credit Classes	\$199.79	
	Allianz Travel Insurance on flight to San Diego	\$21.88	
	Alaska Air fare to San Diego for Printshop Pro	\$207.40	
	CCLC Conference Reg for CCPRO 2020 conference	\$950.00	
	Monterey Hotel (Lodging for R. Curry)	\$443.42	
	Ellucian conference registration for Marian	\$740.00	
	Kiwanis monthly lunch meeting 02.09.2020	\$13.00	
	Urbane Cafe - lunch for EOPS seminar 02.13.2020	\$365.33	
	Moxie Cafe - lunch for LAP dept. SLO retreat	\$163.13	
	WPY*Downs Government AFFA Conference on Drones	\$375.00	
	Hyatt Regency Monterey - Dinner	\$17.14	
	Plivo - Text Messaging API	\$25.00	
	Hyatt Regency Monterey - Hotel for CISOA 2020	\$899.70	
	Bablic - Public Website Machine Translation	\$5.10	
	Amazon - wireless system for LAP dept.	\$170.86	
	Dollar Tree - items for Veterans Center meet and	\$17.24	
	Costco - food for Veterans Center meet and	\$31.95	
	Costco - pizza for Veterans Center meet and greet	\$108.21	
	El Pollo Loco - lunch for Promise Implementation	\$168.55	
	PCPA Brighton Beach Adult AHC Tickets 40% Discount	\$401.58	
	PCPA Brighton Beach Adult AHC Tickets 40% Discount	\$364.02	
	Handling Fee	\$7.00	
	SurveyMonkey Annual Subscription	\$384.00	
	Subway Sandwiches for FKCE Program Training	\$180.01	
	Panera Bread-coffee for FKCE Program Training	\$35.98	
	Dominos Pizza for FKCE Program Training	\$48.12	
	Canva-Media License	\$1.00	
	Panera Bread-sandwiches, chips and coffee for FKCE	\$309.82	
	Facebook-noncredit class promotiion	\$13.19	
	Subway Sandwiches for FKCE Program Training	\$180.01	
	Canva-Media License	\$1.00	
	Panera Bread-coffee for FKCE Program Training	\$35.98	
	Dominos Pizza for FKCE Program Training	\$48.64	
	Panera Bread-sandwiches, chips and coffee for FKCE	\$309.82	
	Dominos Pizza for FKCE Program Training	\$48.12	
	Dominos Pizza for FKCE Program Training	\$48.12	
	Instructional supplies and fish food from Trader	\$27.46	
	Barnes and Noble MacOS Catalina Textbooks	\$64.63	
	Apple Store Replace 15 Inch MBP Motherboard	\$326.28	
	Harbor Freight Nitrile Safety Gloves	\$25.83	

Allan Hancock College
Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Amazon.com 32gb Memory Upgrade Kits for C40 iMacs	\$4,042.32	
	Best Buy Logitech Webcams C920	\$380.57	
		\$12,427.73	CT 25015038
V Lopez Jr & Sons	Water & Sewer Relocation - Fine Arts Contract	\$51,300.00	
		\$51,300.00	CT 25015039
Verizon Wireless	Monthly Line Charges for 805.621.2466 thru 6.30.20	\$38.01	
	Cellphone service charges from 7-1-19 to 6-30-20	\$388.80	
	Cell Phone Monthly Service Fees	\$217.19	
		\$644.00	CT 25015040
Viking Fence Co Inc	Labor to Remove Chain Link Fencing, per Inv. 2742	\$750.00	
		\$750.00	CT 25015041
Winema Industrial and Safety Supply	Sharps Container, Red, Non-Stackable, 10 Qt.	\$72.67	
	Sharps Container, Red, Non-Stackable, 4.8 Qt.	\$74.72	
	Sharps Container, Red, Non-MB, 5 Qt.	\$159.69	
	Freight Charges	\$36.42	
		\$343.50	CT 25015042
Interact Communications, Inc	COVID-19 digital marketing plan, production, and	\$30,800.00	
		\$30,800.00	CT 25015043
Acme Auto Leasing Llc	LEASE PAYMENTS FOR 2018 DODGE POLICE CHARGER	\$658.80	
		\$658.80	CT 25015044
Carmen Alvarez	Manual Refund Submitted	\$65.00	
		\$65.00	CT 25015045
American Business Machines	iR2525 SN #FRU47593 ID #10988	\$3.54	
	Canon Copier IR5050 SN#CHE9176 ID#11001	\$51.99	
	Canon Copier iR4235 Serial #RKJ17959 ID #10845	\$11.51	
	Canon Copier iR4235 Serial #RKJ17959 ID #10845	\$5.75	
	Canon Copier iR4235 Serial #RKJ17959 ID #10845	\$5.75	
	Copy Machine Maintenance	\$60.92	
	Cannon Copier iR2525, Serial #RMU01022, ID #10966	\$26.90	
	Canon Copier iR4245 Serial #QHP03847 ID #10987	\$51.27	
	Cannon Copier iR2525, Serial #FRU43875	\$45.13	
	Cannon Copier iR Adv4251, Serial #RKP09130	\$84.60	
	Cannon Copier iR Adv4225, Serial #RKF10470	\$102.89	
	Cannon Copier iR Adv4251, Serial #RKP06410	\$33.07	
	Maintenance Agreement for Canon iR5030 Copier	\$69.50	
	Maintenance Agreement for Canon IR5030	\$12.72	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$12.63	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$6.31	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$6.31	
	Campuswide Copier Maintenance July 1, 2019 to	\$4,597.44	
		\$5,188.23	CT 25015046
Yoana Ayala	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$80.00	CT 25015047
Sandra Brantingham	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015048
Jennifer Bravo	All Hands on Deck 7.10-11.19T	\$53.36	
		\$53.36	CT 25015049
Ca Student Aid Commission	Return California Chafee Grant Ciera Brown	\$2,500.00	
		\$2,500.00	CT 25015050
Marguerite Cameron	Manual Refund Submitted	\$65.00	
		\$65.00	CT 25015051
City Of Santa Maria	Water Services and Disposal Site 7.1.19 - 6.30.20	\$842.03	
	Water Services and Disposal Site 7.1.19 - 6.30.20	\$210.51	
		\$1,052.54	CT 25015052
Digital West Networks, Inc	Telephone Service 7.1.19 - 6.30.20	\$3,183.28	
	Telephone Service 7.1.19 - 6.30.20	\$1,181.65	
	Telephone Service 7.1.19 - 6.30.20	\$1,091.23	
		\$5,456.16	CT 25015053
Bryan Dillard	POST Consortium Meeting 3.4-5.20T	\$240.87	
		\$240.87	CT 25015054
Kim Ensing	Administrative Oversight Football 9.28.19T	\$189.80	
		\$189.80	CT 25015055
	Administrative Oversight 11.5-8.19	\$519.90	
		\$519.90	CT 25015056
	Administrative Oversight Football 11.16-17.19T	\$225.68	
		\$225.68	CT 25015057
	WSC Conference 3.4.20T	\$110.40	
		\$110.40	CT 25015058
Enterprise Rent-A-Car	Car Rental for user D. Perez	\$80.76	
		\$80.76	CT 25015059
Bridgette Fierro	Manual Refund Submitted	\$514.00	
		\$514.00	CT 25015060
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-19 thru 6-30-20	\$490.15	
		\$490.15	CT 25015061
Guadalupe Franco	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015062
Jennifer Gaddis	Open Travel 3.6-31.20T	\$9.66	
		\$9.66	CT 25015063
Luisa Gijon	Manual Refund Submitted	\$65.00	
		\$65.00	CT 25015064
Eduardo Herrera	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
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Vendor Name	Description	Amount	Warrant
		\$80.00	CT 25015065
Sandy Macias	Manual Refund Submitted	\$65.00	
		\$65.00	CT 25015066
Abril Martinez Martinez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015067
Mitch McCann	Drone Conference 3.11-18.20T	\$1,238.99	
		\$1,238.99	CT 25015068
Geraldine Montoya	Open Travel 2.11-19.20T	\$114.08	
	Open Travel 2.20-3.06.20T	\$24.84	
		\$138.92	CT 25015069
Martha Moreno	Open Travel 1.31.20T	\$4.31	
		\$4.31	CT 25015070
Adriana Olea Montebello	Open Travel 1.23-2.13.20	\$39.62	
		\$39.62	CT 25015071
Nohemy Ornelas	Open Travel 1.22-2.20.20T	\$15.30	
	Open Travel 1.22-2.20.20T	\$0.00	
		\$15.30	CT 25015072
Lucia Ramirez	Manual Refund Submitted	\$65.00	
		\$65.00	CT 25015073
Julie Rios	Open Travel 3.4-12.20T	\$17.94	
		\$17.94	CT 25015074
Scholarship Foundation of Santa Barbara	Spring 2020 returned scholarship funds Kaili Brady	\$750.00	
		\$750.00	CT 25015075
Southern California Gas Co	Gas Supply 7.1.19-6.30.20	\$2,060.43	
	Gas Supply 7.1.19-6.30.20	\$515.11	
		\$2,575.54	CT 25015076
Sandra Stamos	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015077
Corrin Terrones	Manual Refund Submitted	\$207.00	
		\$207.00	CT 25015078
Us Postal Service-Hasler	Postage Deposit to Hasler for Meter in Shipping	\$10,000.00	
		\$10,000.00	CT 25015079
Kevin Walthers	Wheelhouse Leadership 3.11-13.20T	\$459.60	
	PTR Flight resch from 3.20.20 to 6.18-19.20	\$448.40	
	Open Travel Jan-Mar 2020 T	\$591.10	
	Nohemy Ornelas Air Fare 4.3-5.20T	\$656.40	
	Air Fare Non Reimbursed 4.3-5.20T	\$656.40	
		\$2,811.90	CT 25015080
Silvia Zaragosa	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$1,000.00	CT 25015088
Burnham Insurance Services	April 2020 ACA Consulting Services	\$3,250.00	
		\$3,250.00	CT 25015089
CDW Government Inc	Dell OptiPlex 7070 - SFF - Core i5 9500 3 GHz	\$888.42	
		\$888.42	CT 25015090
ConexED	ConexED Subscription (03/11/2020 to 03/10/2021)	\$22,549.50	
		\$22,549.50	CT 25015091
Ex Libris (USA) Inc	INITIAL ANNUAL ALMA DIGITAL SUBSCRIPTION FEE	\$3,345.86	
		\$3,345.86	CT 25015092
Farm Supply Company	Tank Cleaner per Invoice 69459	\$39.11	
		\$39.11	CT 25015093
Ferguson Enterprises Inc	Parts for Eye Wash Unit, LVC, Bldg. 9	\$237.37	
		\$237.37	CT 25015094
Foodbank Of Santa Barbara County	Purchase of Food Items for Students 7/1/19-6/30/20	\$233.14	
	Purchase of Food Items for Students 7/1/19-6/30/20	\$20.00	
		\$253.14	CT 25015095
	Purchase of Food Items for Students 7/1/19-6/30/20	\$458.96	
		\$458.96	CT 25015096
Garda CI West Inc	Armored Transportation Service-07/01/19 - 06/30/20	\$480.80	
		\$480.80	CT 25015097
Health Sanitation Services	Roll-off for 02-25-20	\$147.68	
	Greenyard Waste - Disposal Per Ton	\$106.90	
		\$254.58	CT 25015098
Henry Schein Inc	FANNY PACK BLACK #1349602	\$48.09	
		\$48.09	CT 25015099
Home Depot	Instructional supplies for Fire Academy	\$62.41	
	Instructional supplies July 29, 2019-May 31, 2020	\$44.98	
	Ratchet Tie-Down per Invoice 4520886	\$43.37	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$24.39	
	Maintenance Supplies - Lompoc, 7-1-19 thru 5-31-20	\$53.67	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$87.44	
	Operational supplies for fire academy	\$11.51	
	Operational Supplies 3-17-20 to 5-31-20	\$47.11	
	Operational Supplies- 2-25-20 to 5-29-20	\$50.37	
	Instructional supplies for Fire Academy	\$24.76	
	Instructional supplies for Fire Academy	\$25.83	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$73.79	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$127.46	
	Operational supplies for fire academy	\$5.15	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$87.13	
	TOOLS/PARTS 8-8-19 TO 5-29-20	\$8.71	
	INSTRUCTIONAL SUPPLIES 7-8-19 TO 5-29-20	\$14.49	
	Instructional supplies 11-19-19 to 05-29-20	\$5.67	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
Home Depot	Parts-Tools 10-7-19 to 05-29-20	\$85.51	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$102.41	
	Instructional supplies 11-19-19 to 05-29-20	\$103.71	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$10.85	
	Supplies per Invoice 4520288	\$61.36	
	Instructional Supplies for WLDT Program	\$13.55	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$209.84	
	Instructional Supplies for WLDT Program	\$145.79	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$73.03	
	Trash Can, Behrens, Locking Lid, 6 Gal	\$34.74	
	Ratchet Tie-Down, 4 pc	\$10.84	
	Maintenance Supplies - SM, 10-1-19 thru 5-31-20	\$23.87	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	(\$26.76)	
	\$1,646.98	CT 25015100	
JR Barto Heating & Air Cond. Inc.	Construction Building Services for Demo	\$460.00	
		\$460.00	CT 25015101
Kone Inc	Elevators Service Agreement, 7-1-19 thru 6-30-20	\$1,804.68	
		\$1,804.68	CT 25015102
Christina Koob	Reimbursement for supplies for the Chemistry labs.	\$8.12	
		\$8.12	CT 25015103
Kuta Software LLC	Site license for Allan Hancock College	\$880.00	
		\$880.00	CT 25015104
McKesson Medical Surgical Inc	influenza test kit item #1076728	\$444.70	
		\$444.70	CT 25015105
New Times	Full Page Menus Ad Half Page Menus Feature	\$1,320.00	
		\$550.00	
		\$1,870.00	CT 25015106
Office Depot	INSTRUCTIONAL SUPPLIES 8.13.19 TO 5.31.20 INSTRUCTIONAL SUPPLIES 8.13.19 TO 5.31.20 INSTRUCTIONAL SUPPLIES 8.13.19 TO 5.31.20 INSTRUCTIONAL SUPPLIES 8.13.19 TO 5.31.20	\$203.07	
		\$138.61	
		\$99.79	
		\$53.58	
		\$495.05	CT 25015107
Old Town Shirt Factory	CADCUT HEAT APPLY FRONT CENTER 4" #81 EMBROIDERY 6" 2018 GOLD	\$5.44	
		\$43.50	
		\$48.94	CT 25015108
	LEFT LEG LOGO EMBROIDERY	\$55.46	
		\$55.46	CT 25015109
PARS Public Agency Retirement	Payroll Deduction for 4/10 Payroll	\$150.05	
		\$150.05	CT 25015110
Part Time Faculty AHC - Member	Payroll Deduction for 4/10 Payroll	\$120.39	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$120.39	CT 25015111
Perry'S Electric Motors & Controls	4.2 QD Sheave 4 GR Invoice #23885	\$158.80	
	38MM QD Bushing	\$47.27	
	Freight	\$14.40	
		\$220.47	CT 25015112
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$1,560.96	
		\$1,560.96	CT 25015113
Stephanie Robb	Reimbursement for lunch	\$142.00	
		\$142.00	CT 25015114
	REIMBURSEMENT FOR STUDENT AND STAFF	\$65.20	
		\$65.20	CT 25015115
Samy's Camera	APPLIED DESIGN INSTRUCTIONAL SUPPLIES	\$1,295.69	
		\$1,295.69	CT 25015116
Santa Barbara Cnty Air Pollution Control District	Routine Inspection Fee for Gas Tank, Bldg. P	\$25.74	
		\$25.74	CT 25015117
	Final Permit to Operate Fee (PTO 14255-R2)	\$458.00	
		\$458.00	CT 25015118
Santa Maria Sun LLC	Half-page vertical ad COVID letter to AHC Students	\$522.00	
	COVID online ad	\$36.00	
		\$558.00	CT 25015119
Santa Maria Valley Community Foundation	Legacy Project Sponsorship	\$636.53	
		\$636.53	CT 25015120
Save Mart Supermarkets	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$6.40	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$145.19	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$17.05	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$50.66	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$167.92	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$44.26	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$68.23	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$5.27	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$51.54	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$52.04	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$67.94	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$121.93	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$170.03	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$78.88	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$77.66	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$51.52	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$78.17	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$91.19	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$85.33	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$30.89	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Save Mart Supermarkets	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$97.85	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$18.94	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$6.59	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	\$91.91	
	Food Supplies Children Cntr 1-14-20 to 5-25-20	(\$74.62)	
		\$1,602.77	CT 25015121
Eric Smith	Reimbursement for Office Supplies	\$9.53	
		\$9.53	CT 25015122
Smith Pipe & Supply Inc	CALSENSE CS3-24-WM base model Item #CS324WM	\$3,163.97	
	CALSENSE AC Line Protection Item #TP110	\$205.97	
	CS3-LR-KIT CALSENSE Local Radio Item #MISC23	\$1,798.51	
	CALSENSE CS3-2WIRE-OPT Terminal Item #CS32WIREOPT	\$527.49	
	CS-2W-POC CALSENSE 2-Wire POC Item #MISC23	\$376.78	
	CS-2W-2ST CALSENSE 2 Wire Station Item #MISC23	\$211.00	
	SMG 3" Globe, Normally Open Item #3003100	\$1,045.83	
	QS200-30 GPI Flomec Ultrasonic Item #MISC81	\$498.97	
	CALSENSE 16 STA Base Model W/M Item #CS316WM	\$2,636.48	
	CALSENSE AC Line Protection Item #TP110	\$205.97	
	CS3-LR-KIT CALSENSE Local Radio Item #MISC23	\$1,798.51	
	SMG 2" Globe, Normally Open Item #2003100	\$226.56	
	QS200-20 GPI Flomec Ultrasonic Item #MISC81	\$395.02	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$42.92	
Landscape Supplies, 2-1-20 thru 5-31-20	\$123.56		
		\$13,257.54	CT 25015123
Strata Information Group	Banner Finance Consulting \$155/Hr @ 88 Hrs	\$155.00	
	HR and Payroll Consulting per Statement of Work	\$8,297.96	
	SOW-159 Remote Consultation through 6/30/20	\$813.75	
		\$9,266.71	CT 25015124
STRS Cash Balance Plan, MS#20	Payroll Deduction for 4/10 Payroll	\$896.00	
		\$896.00	CT 25015125
Subway	Food for Advisory Committee on 3/5/20	\$145.26	
		\$145.26	CT 25015126
Sysco Food Services Of Ventura	Food Supplies for Children Cntr 1-14-20 to 5-25-20	\$1,051.11	
		\$1,051.11	CT 25015127
The Docuteam LLC	Destruction of records July 1, 2019 through June	\$25.00	
	Confidential 32 Gal Bin, Picked up and Shredded	\$25.00	
		\$50.00	CT 25015128
United Health Care Insurance Co	Insurance Premiums May 2020	\$1,507.81	
		\$1,507.81	CT 25015129
United Refrigeration Inc	HVAC Supplies, 02-01-20 thru 5-31-20	\$40.07	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$355.09	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$142.21	

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Vendor Name	Description	Amount	Warrant		
United Refrigeration Inc	HVAC Supplies, 02-01-20 thru 5-31-20	\$313.72			
	HVAC Supplies, 02-01-20 thru 5-31-20	\$37.45			
	HVAC Supplies, 02-01-20 thru 5-31-20	\$35.15			
	HVAC Supplies, 02-01-20 thru 5-31-20	\$80.84			
		\$1,004.53	CT 25015130		
US Bank Corporate Payment System	Urbane Cafe - lunch for Implicit Bias training	\$900.00			
	Epson 1 Repair (Post Warranty Service)	\$473.00			
	Epson 1 Repair (Post Warranty Service)	\$922.00			
	MOUNTAIN MIKES PIZZA	\$168.77			
	THE HABIT	\$75.80			
	COSTCO	\$136.14			
	CRACKER BARREL	\$163.42			
	VONS	\$12.99			
	PAPA NAPOLI	\$54.99			
	USPS	\$9.80			
	Facebook promo CE Foster Care Kinship	\$49.58			
	Alanno Munro Desktop license for Tofino font	\$160.00			
	Valet Parking for VP Smith Travel ACCJC	\$48.40			
	Flight Change fees for VP Smith Travel	\$200.00			
	United Airlines Flight Fees for VP Smith Travel	\$1,518.40			
	Annual Explorer License 2/21/2020-2/20/2021	\$300.00			
	Smart n Final - refreshments for Promise info	\$87.03			
	Starbucks - coffee for Promise info session at LVC	\$35.90			
	Air Pollution Control District (Bldg. N Boiler)	\$420.00			
	Costco: Water for recruitment	\$47.96			
	PayPal: Liebert Cassidy Whitmore	\$50.00			
	ZipRecruiter Inc.: Recruitment advertising	\$649.00			
	Eventbrite - Faculty and Staff Diversification	\$250.00			
	Facebook Inc.: Recruitment Advertising	\$25.00			
	Woodys Butcher Block - Lunch - Eugene Whitlock	\$49.52			
	PayPal: 4CSD Calif. Community College Annual	\$595.00			
	Panera Bread: Refreshments for PFA Negotiations	\$52.51			
	Panera Bread: Refreshments for PFA Negotiations	\$41.98			
	Best Buy: Refrigerator for office	\$733.08			
	Adobe Inc: Adobe Stock Templates for EEO Plan	\$29.99			
				\$8,260.26	CT 25015131
	V Lopez Jr & Sons	Labor Services for Fine Arts Water and Sewer		\$14,342.06	
\$14,342.06			CT 25015132		
Virtual Vri	Monthly Technology Charge	\$15.00			
	TypeWell Transcription	\$4,356.00			
	Monthly Technology Charge	\$15.00			
	TypeWell Transcription	\$1,932.00			
		\$6,318.00	CT 25015133		
Nancy Ward	Reimbursement for LogiTech Web Cam	\$326.24			
	Reimbursement for consultation	\$140.00			
		\$466.24	CT 25015134		

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Vendor Name	Description	Amount	Warrant
Alexander Abadajos	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015135
Linda Agren	Manual Refund Submitted	\$14.00	
		\$14.00	CT 25015136
Ruth Aguila	Manual Refund Submitted	\$15.00	
		\$15.00	CT 25015137
Anthony Aguilar	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015138
Antonio Aguilar	Manual Refund Submitted	\$231.00	
		\$231.00	CT 25015139
Andres Aguilar Perez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015140
Austin Aguirre	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015141
Eduardo Aguirre Rojas	Manual Refund Submitted	\$4.00	
		\$4.00	CT 25015142
Nicholas Ahedo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015143
Colby Albro	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015144
Alessandra Alcala	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015145
Nancy Alegria	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015146
Rosario Alejo Barrera	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015147
Zubaidah Aljarah	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015148
Amber Allen	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015149
Sandra Allen	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015150
Cruz Alonso	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015151
Ivan Alvarado	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015152
Laura Alvarado	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015153
Rosamaria Alvarado	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015154
Jesus Alvarado Cabrera	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015155
Fidel Alvarez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015156
Filemon Alvarez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015157
Rolando Alvarez Hernandez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015158
Rodrigo Alvarez-Cardenas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015159
Juan Amaya-Lopez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015160
Megan Anaya	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015161
Taryn Anaya	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015162
Carol Anderson	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015163
Esteban Anderson	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015164
Jesus del Carmen Andrade	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015165
Angela Annaballi	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015166
Francisco Antonio	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015167
Francisco Arce Esparza	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015168
Cameron Arevalos	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015169
Breanna Arias	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015170
Eileen Armijo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015171
Logan Armstrong	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015172
Ma. Gabriela Avalos Corrales	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015173
Rhys Avants	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015174
Kayla Awadallah	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015175
Fabiola Ayala	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015176
Yeni Ayala	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015177
Yoana Ayala	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015178
Jeff Azores	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015179
Robert Babcock	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015180
Matthew Baker	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015181
James Baldonado	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015182
Isaiah Baltazar	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015183
Bonnie Balthrop	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015184
Adriana Banda	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015185
Daniela Barajas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015186
Jarod Barca	Manual Refund Submitted	\$106.00	
		\$106.00	CT 25015187
Marissa Barenchi	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015188
Herman Barlow	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015189
Kaleigh Barnes	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015190
Trirena Barnett	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015191
Sharon Barrientos	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015192
Josefina Barrios Sotelo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015193
Brigette Barrows	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015194
Evan Barry	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015195
Stephanie Bastian	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015196
Scott Bauldry	Manual Refund Submitted	\$10.00	
	Manual Refund Submitted/Rev	(\$10.00)	
	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015197
Rafael Bautista	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015198
Sergio Bautista	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015199
Emily Beale	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015200
Brendan Beas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015201
Donald Belandria	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015202
Francisco Beltran	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015203
Jimmy Benavidez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015204
Hunter Bendele	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015205
Heather Beresford	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015206
Jose Bernal	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015207
Alexa Berryman	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015208
Renee Bewley	Manual Refund Submitted	\$135.00	
		\$135.00	CT 25015209
Jennifer Bickerton	Manual Refund Submitted	\$57.00	

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Vendor Name	Description	Amount	Warrant
		\$57.00	CT 25015210
Russell Bidish	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015211
Aaron Bilow	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015212
Omar Bimbela	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015213
Cameron Binnebose	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015214
Devin Black	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015215
Megan Black	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015216
Robert Black	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015217
Angelica Blackburn	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015218
John Blackburn	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015219
Janet Blum	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015220
Prescott Brown	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015221
Vanessa Cantu	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015222
Nick Carpenter	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25015223
Noah Claverie	Manual Refund Submitted	\$169.00	
		\$169.00	CT 25015224
Jon Cox	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015225
Michael Domenico	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015226
Emily Edds	Manual Refund Submitted	\$8.00	
		\$8.00	CT 25015227
Jeffery Elder	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015228
Christina Fenske	Manual Refund Submitted	\$20.00	

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Vendor Name	Description	Amount	Warrant
		\$20.00	CT 25015229
Leticia Franco	Manual Refund Submitted	\$15.00	
		\$15.00	CT 25015230
Henry Fuelle	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015231
Nikolai Glass	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015232
Enjolee Gough	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015233
Cristina Guerrero	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015234
Lorena Gutierrez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015235
Devin Hale	Manual Refund Submitted	\$148.00	
		\$148.00	CT 25015236
Eden Hall	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015237
Alysa Harshbarger	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015238
Zoe Heki	Manual Refund Submitted	\$194.00	
		\$194.00	CT 25015239
Linn Henry	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015240
Ines Hernandez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015241
Evelyn Hernandez Maldonado	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015242
Amanda Hewitt	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015243
Clay Hutchison	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015244
Hoan Kessler	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015245
Megan Leathers	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015246
Ray Lenarth	Manual Refund Submitted	\$151.00	
		\$151.00	CT 25015247
Basilio Lopez	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015248
Samantha Lopez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015249
Kailisa Mahinan	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015250
Precila Mancilla	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015251
Noah Mcgehee	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015252
Martin Mclaughlin	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015253
Terrill Mcmillan	Manual Refund Submitted	\$12.00	
		\$12.00	CT 25015254
Juan Montelongo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015255
Maria Montiel Uribe	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015256
Terese Munoz	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015257
Izabela Nunez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015258
Jordan Ogan	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015259
Cynthia Orozcovazquez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015260
Maya Pico	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015261
Dalton Posovsky	Manual Refund Submitted	\$378.00	
		\$378.00	CT 25015262
Kieman Quinonez	Manual Refund Submitted	\$332.00	
		\$332.00	CT 25015263
Hannah Ratcliff	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015264
Kendra Salas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015265
Charles Salazar	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015266
Gricelda Salgado De Martinez	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015267
Jaenna Sanchez	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015268
Jonathan Sanchez	Manual Refund Submitted	\$5.00	
		\$5.00	CT 25015269
Marcelina Sanchez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015270
Miguel Sanchez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015271
Niki Sandoval	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015272
Sylvia Saucedo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015273
Sara Seyer	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015274
Cynthia Silva	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015275
Ashley-Kristen Smith	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015276
Larry Smith	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015277
Eduardo Solis	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25015278
Angelica Solorio	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015279
Emmanuel Solorio	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015280
Estrella Torres	Manual Refund Submitted	\$9.00	
		\$9.00	CT 25015281
Victor Toste	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015282
Connor Upham	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015283
Conrad Vargas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015284
Alejandra Vargas Bravo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015285
Marissa Vela	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015286
Sheril Viau	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015287
Gabriela Villafranco	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015288
Dane Weeks	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25015289
Ben Wenig	Manual Refund Submitted	\$286.00	
		\$286.00	CT 25015290
James West	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25015291
Susan West	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25015292
Caleb Whalen	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015293
Jillian Wilber	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015294
Jagar Wilsey	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015295
Minerva Zelaya	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015296
Lauren Zimmer	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015297
American Business Machines	Copier Maintenance iR Adv 525iF SR II	\$99.33	
		\$99.33	CT 25015298
City of Lompoc	Commercial Light Electric 7.1.19 - 6.30.20	\$11,320.29	
	Waste Disposal/Sewer Fees 7.1.19 - 6.30.20	\$1,846.90	
	Water Services 7.1.19 - 6.30.20	\$4,622.07	
		\$17,789.26	CT 25015299
Columbia Business Center Partners Lp	Lease of 890 E. Stowell CBC 2019-20 Base Rent Lease	\$24,214.00	
		\$24,214.00	CT 25015300
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$220.01	
		\$220.01	CT 25015301
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$239.96	
		\$239.96	CT 25015302
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$130.01	
		\$130.01	CT 25015303
	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$2,358.01	

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Vendor Name	Description	Amount	Warrant
		\$2,358.01	CT 25015304
Ford Motor Credit Company Llc	Lease payments for three 2018 Ford Police	\$1,786.92	
		\$1,786.92	CT 25015305
Lara Papworth	Open Travel 3.3-10.20T	\$39.33	
		\$39.33	CT 25015306
Lizabeth Phillips	Open Travel 2.18-3.13.20T	\$82.80	
		\$82.80	CT 25015307
Maria Zepeda De Rosas	Open Travel 3.2-12.20T	\$41.80	
		\$41.80	CT 25015308
19six Architects	Architectural Services for Joe White Memorial	\$14,340.00	
	Architectural Services for the Modular Office	\$5,625.00	
	Construction Documents	\$4,233.75	
		\$24,198.75	CT 25015309
Amazon	Office Operational Supplies for MT Program	\$28.26	
	Instructional Supplies for MT Program	\$228.36	
	Instructional Supplies for MT Program	\$183.63	
	Instructional Supplies for MT Program	\$181.28	
	Operational Supplies 12-02-19 to 05-29-20	\$19.46	
	Operational Supplies 12-02-19 to 05-29-20	\$33.43	
	Operational Supplies 12-02-19 to 05-29-20	\$99.98	
		\$774.40	CT 25015310
	Misc Books March 3, 2020 to May 31, 2020	\$22.75	
	Misc Books March 3, 2020 to May 31, 2020	\$581.09	
	Misc Books March 3, 2020 to May 31, 2020	\$17.15	
	Misc Books March 3, 2020 to May 31, 2020	\$26.26	
	Misc Books March 3, 2020 to May 31, 2020	\$30.45	
	Misc Books March 3, 2020 to May 31, 2020	\$41.62	
	Misc Books March 3, 2020 to May 31, 2020	\$68.03	
	Misc Books March 3, 2020 to May 31, 2020	\$27.38	
	Misc Books March 3, 2020 to May 31, 2020	\$833.09	
		\$1,647.82	CT 25015311
Atlas Performance Ind Inc	Office Trailer w/rr, 12 x 60, 7-1-19 thru 6-30-20	\$650.00	
	Ramp-Under 30" Straight Design	\$435.00	
		\$1,085.00	CT 25015312
B&H Photo Video	SMITH-VICTOR A100 10" ULTRA COOL LIGHT 120V	\$686.95	
		\$686.95	CT 25015313
Blick Art Materials	ART SUPPLIES AS PER ATTACHED QUOTE QBC0283-62	\$15.14	
		\$15.14	CT 25015314
Ca Schools Dental Coalition	Delta Dental Insurance Premiums May 2020	\$59,550.00	
		\$59,550.00	CT 25015315
Carolina Biological	Instructional Supplies for Biology labs	\$514.33	
	Instructional Supplies for Biology labs	\$37.38	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$551.71	CT 25015316
Carr's Boot Shop	Safety Boots July 1, 2019 through June 30, 2020	\$119.61	
	Safety Boots July 1, 2019 through June 30, 2020	\$115.54	
		\$235.15	CT 25015317
Culligan/Central Coast Water Treatment	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 25015318
Cumulus Technology Services LLC	Consulting for Disaster Recovery Assessment	\$6,000.00	
		\$6,000.00	CT 25015319
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$86.13	
	Instructional Supplies for AB Program	\$25.84	
	Instructional Supplies for AB Program	\$249.58	
	Instructional Supplies for AB Program	\$141.44	
	Instructional Supplies for AB Program	\$123.21	
		\$626.20	CT 25015320
Deliver-It	Courier Service - PU Lompoc PM, deliver Santa Ynez	\$154.00	
		\$154.00	CT 25015321
Dell Marketing Lp Inc	Dell Memory Upgrade - 32 GB - 2Rx4 DDR4	\$3,950.58	
		\$3,950.58	CT 25015322
Digi-Key Corporation	Test Lead Banana to Banana 24" 501-1343-ND	\$271.66	
	Test Lead Banana to Banana 4" 501-1583-ND	\$121.58	
	Shipping	\$8.99	
		\$402.23	CT 25015323
Dimes Media Corporation	Alt 100.9 AM Drive Sponsor *ADD LINE ITEM 2/5/20*	\$1,050.00	
		\$1,050.00	CT 25015324
Downs Government Affairs, LLC	Services for consortium project 7/1/19-6/30/20	\$2,000.00	
		\$2,000.00	CT 25015325
EconAlliance	Planning and Support for USDA Community Prosperity	\$1,000.00	
		\$1,000.00	CT 25015326
Eide Bailly LLP	Audit Services for the Foundation rendered in	\$6,500.00	
		\$6,500.00	CT 25015327
Eyemed Vision Care	Vision Insurance Premiums Apr 2020	\$4,093.01	
		\$4,093.01	CT 25015328
Facilities Planning And Consulting Services	Amendment Two for Additional Consulting Services	\$1,125.00	
	Consulting Services for Annual Space Inventory	\$2,430.00	
		\$3,555.00	CT 25015329
	Final Project Proposal Services	\$7,250.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$7,250.00	CT 25015330
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-20 thru 5-31-20	\$94.88	
		\$94.88	CT 25015331
FireHoseDirect	Aluminum 4" Female NH to 6" Male NH	\$163.21	
	Aluminum 2 1/2" Female NH to 4" Male NH	\$83.83	
	Aluminum 4" Storz x 6" Male NH Thread	\$175.34	
	Aluminum 4" Storz x 2 1/2" NH Swivel Female NH	\$143.22	
		\$565.60	CT 25015332
Fisher Scientific Co Llc	Supplies for Bulldog Bound Events	\$339.33	
		\$339.33	CT 25015333
Foodbank Of Santa Barbara County	Purchase of Food Items for Students 7/1/19-6/30/20	\$736.68	
		\$736.68	CT 25015334
Garda CI West Inc	Armored Transportation Service-07/01/19 - 06/30/20	\$480.80	
		\$480.80	CT 25015335
Gemalto Cogent Inc	Fingerprint processing fee July 1, 2019 through	\$16.50	
		\$16.50	CT 25015336
Grainger Inc.	Maintenance Supplies, 01-01-20 thru 05-31-20	\$209.87	
	Maintenance Supplies, 01-01-20 thru 05-31-20	\$61.87	
		\$271.74	CT 25015337
Griego Pool Service	Pool Service, 09-01-19 thru 06-30-20	\$1,200.00	
		\$1,200.00	CT 25015338
Hardy Diagnostics	Instructional supplies for Biology labs	\$590.67	
	Instructional supplies for Biology labs	\$9.98	
	Instructional supplies for Biology labs	\$210.25	
		\$810.90	CT 25015339
Industrial Medical Group Of Santa Maria Valley	Health and Physicals for new employees and TB	\$650.00	
		\$650.00	CT 25015340
JR Barto Heating & Air Cond. Inc.	AHC LVC Chiller Replacement Project Job #19-8179P	\$11,755.00	
	Chilled Water Piping Replacement Project at LVC	\$377,204.00	
		\$388,959.00	CT 25015341
KIDI/KRTO/KTAP La Buena	Emerald Wave Media celular network	\$1,300.00	
	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$736.00	
	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$500.00	
	Radio Ads For Non Credit Classes KTAP/KIDI/KRTO	\$480.00	
		\$3,016.00	CT 25015342
Lazer Broadcasting Corp	Com Ad on Lazer Broadcasting	\$294.00	
	Com Ad on Lazer Broadcasting	\$344.00	
		\$638.00	CT 25015343
Lee Central Coast Newspapers	Full color ad Lee Central Coast Newspaper	\$3,011.50	

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Vendor Name	Description	Amount	Warrant
		\$3,011.50	CT 25015344
Liebert Cassidy Whitmore	Negotiations Fees January 1, 2020	\$4,480.00	
		\$4,480.00	CT 25015345
LOVARC	Fee Agreement for Spring 2020	\$168.20	
		\$168.20	CT 25015346
Lowes	Instructional Supplies for Biology labs	\$68.98	
	Instructional Supplies for Biology labs	\$42.28	
	Instructional Supplies for Biology labs	\$5.15	
	Instructional Supplies for Biology labs	\$83.41	
	Instructional Supplies for Biology labs	(\$19.00)	
	Instructional Supplies for Biology labs	\$18.99	
	Instructional Supplies for Biology labs	\$23.76	
	Campus Graphics Consumables - CG Shop Items	\$142.40	
	Zep Pro Spray Bottle	\$33.82	
	INSTRUCTIONAL SUPPLIES	\$77.54	
		\$477.33	CT 25015347
Mailfinance Inc	Leasing IM5000 Mail Machine, 7-1-19 thru 6-30-20	\$1,958.95	
		\$1,958.95	CT 25015348
Martinez, Rebecca	Refund for Citation H123225	\$156.00	
		\$156.00	CT 25015349
Fabian Mendoza	Academic Enrollment Reimbursement	\$575.00	
		\$575.00	CT 25015350
Office Depot	Office Supplies for Guided Pathways	\$179.38	
	Copy Paper 8.5 x 11" 20LB 7/1/19 - 6/30/20 FCCC	\$6,903.45	
	LIBRARY SUPPLIES, 3-2-20 TO 5-31-20	\$2,605.00	
	OPERATIONAL SUPPLIES 9-24-19 TO 5-31-20	\$91.89	
	Office Supplies through May 31, 2020	\$59.38	
	Ergonomic Keyboard Adesso #156820	\$84.80	
	Clorox Disinfecting Wipes	\$22.81	
	Paper mate pens blue	\$5.17	
	Scotch tape Double sided	\$8.25	
	OD File Folders	\$11.82	
	Scotch Magic Tape	\$18.35	
	Sharpie Markers Fine pt Black	\$17.21	
	Sharpie Ultra-Fine blue	\$7.88	
	Pilot G-2 Pens	\$11.12	
	Brenton Studios Wall Pocket	\$6.57	
	BIC Highlighters	\$4.69	
	Purell Hand Sanitizer	\$9.53	
	OD Heavyweight Sheet Protectors	\$14.89	
	Storage Boxes Office Depot brand	\$40.00	
	ballpoint pens, black BIC pack of 12	\$6.93	
	ballpoint pens ballpoint stick Papermate 12 pack	\$3.10	
	Uniball Rollerball Pens black 12 pack	\$19.73	
	Lobby dust pan and broom set	\$15.04	
	Office Supplies for Industrial Technology	\$123.27	
	Misc.Office Supplies 8-2-19 to 12-12-19	\$115.74	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Office Depot	Misc.Office Supplies 8-2-19 to 12-12-19	\$115.73	
	INSTRUCTIONAL SUPPLIES 1/1/20 - 5/31/20	\$66.84	
	Office Supplies, 08-01-19 thru 05-31-20	\$5.59	
	INSTRUCTIONAL SUPPLIES OPEN 7.25.19 TO 12.31.19	\$22.03	
	OFFICE SUPPLIES 10-30-19 TO 05-31-20	\$71.11	
	OFFICE SUPPLIES 10-30-19 TO 05-31-20	\$166.47	
		\$10,833.77	CT 25015351
Old Town Shirt Factory	LFT CHEST CHAMPIONS LOGO EMBROIDERY	\$118.10	
		\$118.10	CT 25015352
Oracle America Inc	Five Year Order Document No. 2637071 Total Value	\$554.51	
	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	\$413.34	
	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	\$413.34	
Oracle Linux Basic Limited Support 10/1/19-9/30/20	\$1,020.39		
		\$29,401.87	CT 25015353
Outfront Media	Highway 101 Bulletin Advertisement 12'x24'	\$3,193.00	
	Posters Santa Maria for Community Ed 13 periods	\$1,000.00	
	Highway 101 Bulletin Advertisement 12'x24'	\$3,193.00	
		\$7,386.00	CT 25015354
Park Place Technologies	EqualLogic PS6100E 72TB ParkView Supported	\$1,844.76	
	EqualLogic PS6100XV 14.4TB Park View Supported	\$1,473.24	
	EqualLogic PS6210XS SAN Storage Array	\$3,684.03	
		\$7,002.03	CT 25015355
Patterson Dental Supply Inc	Preva DC XRay 76in, Single Stud #70434779	\$4,322.81	
		\$4,322.81	CT 25015356
Portable Johns, Inc.	Rental/Serviceing 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	
		\$1,236.85	CT 25015357
Powerstride Battery Co Inc	Batteries per Invoice T21926	\$676.51	
	CA Battery Recycling Fee	\$6.00	
	Battery per Invoice 83602	\$101.10	
	CA Battery Recycling Fee	\$1.00	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$784.61	CT 25015358
PPG Architectural Finishes Inc	PP FT350 Ext ACR S/G Black #2406-990X/01	\$277.30	
	Paint Care Fee	\$8.16	
	PP FT350 Ext ACR Fit Black #2200-990X/01	\$135.94	
	Paint Care Fee	\$4.08	
		\$425.48	CT 25015359
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$1,182.49	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$98.90	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$621.29	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$39.43	
	Custodial Supplies-Lompoc	\$275.75	
	Custodial Supplies-Lompoc	\$392.72	
	Custodial Supplies-Lompoc	\$470.33	
	Custodial Supplies-Lompoc	\$363.04	
	Custodial Supplies-Lompoc	\$214.57	
	Custodial Supplies-Lompoc	\$107.29	
	Custodial Supplies-Lompoc	\$1,675.21	
	Custodial Supplies-Lompoc	\$178.67	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$200.19	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$1,191.11	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$541.41	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$715.54	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$195.42	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$924.36	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$1,820.04	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$1,385.46	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$25.32	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$188.70	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$317.55	
	Custodial Supplies 4/1/20-6/30/20 (COVID-19 Acct)	\$2,120.15	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$370.89	
	Dry-Erase Marker, Expo, Low Odor, Black, SAN80001	\$1,552.04	
	White Board Erasers, Expo. SAN81505	\$1,032.25	
		\$18,200.12	CT 25015360
Rahi Systems, Inc	Eaton 5PX 1500VA XTND RUN LCD+ PERP Rack/Tower	\$2,109.21	
	Network M2 Card Perp	\$813.89	
		\$2,923.10	CT 25015361
S/P2	S/P2 Automotive Subscription Quote #X4293797	\$299.00	
		\$299.00	CT 25015362
Safeway Inc - Vons Division	Science Lab Supplies July 1, 2019-May 31, 2020.	\$62.26	
		\$62.26	CT 25015363
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,420.64	
	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,415.00	
	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,731.03	
	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,750.27	
	WRC Lease Operating Costs 7-1-19 to 6-30-20	\$1,681.42	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$7,998.36	CT 25015364
Santa Maria Sewing Center Inc	Instructional supplies for noncredit sewing	\$300.00	
	Instructional supplies for noncredit sewing	\$44.60	
		\$344.60	CT 25015365
SISC III	Medical Insurance Premiums Apr 2020	\$483,021.00	
		\$483,021.00	CT 25015366
SLO Pest And Termite	Pest Control Services, 07-01-19 Thru 06-30-20	\$120.00	
	Pest Control Services, 07-01-19 Thru 06-30-20	\$120.00	
	Pest Control Services, 07-01-19 thru 06-30-20	\$125.00	
	Pest Control Services, 07-01-19 thru 06-30-20	\$125.00	
		\$490.00	CT 25015367
Smartsign	PlioGuard Asset Tags for Curved Surfaces 1"x2.625"	\$932.12	
		\$932.12	CT 25015368
Smith Pipe & Supply Inc	Landscape Supplies, 2-1-20 thru 5-31-20	\$63.68	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$4.10	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$184.29	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$214.22	
	Landscape Supplies, 2-1-20 thru 5-31-20	\$78.30	
		\$544.59	CT 25015369
Snap-On Industrial	Instructional Supplies for AT Program	\$91.97	
		\$91.97	CT 25015370
Solutionz Inc	Fine Arts Comm Fiber Relocation Project	\$55,874.24	
	Change Order #1 for Additional Services for the	\$15,790.98	
	Change Order #2 for Additional Services for the	\$8,426.60	
		\$80,091.82	CT 25015371
Spectrum Reach	Digital Ad promoting Term 4 Registration Geofence	\$1,400.00	
	Digital Ad Promoting Term 4 Registration Geofence	\$800.00	
	Digital Ad Promoting Term 4 Registration Geofence	\$750.00	
		\$2,950.00	CT 25015372
Sport & Cycle Team Athletics Inc	WILSON GST FOOTBALL	\$913.36	
	WILSON MENS SOLUTION BASKETBALLS	\$859.74	
	WILSON WOMENS EVOLUTION BASKETBALL	\$742.29	
	MOLTEN CCC GAME VOLLEYBALLS	\$521.87	
	SHIPPING	\$199.50	
	EDDIE BAUER 4XL MENS BLK JCKT EB532	\$234.87	
	SHIPPING	\$17.47	
		\$3,489.10	CT 25015373
State of CA Department Of Justice	Fingerprints for new employees; D.O.J, FBI, and	\$889.00	
		\$889.00	CT 25015374
Strata Information Group	DBA Consulting 7/1/19-12/31/19 120 Hrs @ \$155 Hr	\$2,518.75	
		\$2,518.75	CT 25015375

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Vendor Name	Description	Amount	Warrant
The Rosen Publishing Group, Inc	Library Books for Student Check Out	\$2,152.40	
		\$2,152.40	CT 25015376
Trojan Petroleum, Inc	Diesel Purchases, 03-01-20 thru 06-30-20	\$1,099.51	
	Gasoline Purchases, 07-01-19 thru 06-30-20	\$3,888.47	
		\$4,987.98	CT 25015377
Valley Auto Specialists Tire Pros	HERCULES Terra Trac Cross-V Tires Estimate #129012	\$1,137.84	
	State Tire Recycle	\$14.00	
	Tire Disposal	\$34.00	
	Tires for LE Vehicles 10-16-19 to 05-29-20	\$756.70	
		\$1,942.54	CT 25015378
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$555.00	
		\$555.00	CT 25015379
VWR International	15cm filter paper, #28321-135	\$178.92	
		\$178.92	CT 25015380
Western Exterminator Company	Chemical Treat per Invoice	\$590.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
		\$1,074.00	CT 25015381
Western Interpreting Network	ASL Interpreting Services for Students Through	\$2,341.04	
	ASL Interpreting Services for Students Through	\$1,192.08	
		\$3,533.12	CT 25015382
Western Propane Service	Propane Expenses, 8-1-19 thru 5-31-20	\$27.13	
		\$27.13	CT 25015383
Worldwide Environmental Products Inc	Installation of Evap Kit	\$99.42	
	Service Call Charge	\$200.00	
	Installation of Evap Kit	\$64.79	
		\$364.21	CT 25015384
Mary Campos	Transfer Center In-Service 2.27.20T	\$83.67	
		\$83.67	CT 25015385
Jose Carrillo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015386
Elizabeth Chaparro	Open Travel 3.11.20T	\$27.95	
		\$27.95	CT 25015387
Rose Clyatt	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015388
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$198.19	
		\$198.19	CT 25015389

**Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Constellation Newenergy Inc	Electricity Services 7.1.19-6.30.20	\$15,037.56	
	Electricity Services 7.1.19-6.30.20	\$3,759.39	
		\$18,796.95	CT 25015390
	Electricity Services 7.1.19-6.30.20	\$0.02	
		\$0.02	CT 25015391
	Electricity Services 7.1.19-6.30.20	\$14.72	
	Electricity Services 7.1.19-6.30.20	\$3.68	
		\$18.40	CT 25015392
Joaquin Cosme	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015393
Clemente Cruz Velasco	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015394
Barbara Curtis	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015395
Clive De Comarmond	Manual Refund Submitted	\$202.00	
		\$202.00	CT 25015396
Diego Deleon	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015397
Maria Ferreira	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015398
Fresno City College	37467 / Post Supv 1.27-2.7.20 Kenneth Reed	\$272.00	
		\$272.00	CT 25015399
Andrew Gaultney	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015400
Edgar Gomez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015401
Fernando Gonzalez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015402
Mark Green	Manual Refund Submitted	\$11.00	
		\$11.00	CT 25015403
Laura Harris	4th Annual Cal Acceleration Project 2.26-3.1.20T	\$0.00	
	4th Annual Cal Acceleration Project 2.26-3.1.20T	\$624.90	
		\$624.90	CT 25015404
Casey Hartmann	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015405
James Harvey	American River College 10.17-20.19T	\$401.36	
		\$401.36	CT 25015406
Maria Isaac	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015407
Ronald Johnson	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015408
Shakara Jones	Outdoor Classroom Project 1.25.20T	\$50.00	
		\$50.00	CT 25015409
Michelle Kamery	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015410
Alfredo Koch	Spray Application Workshop 3.11.20	\$4.76	
	Spray Application Workshop 3.11.20	\$95.24	
		\$100.00	CT 25015411
Kwon Kong	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015412
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-19 thru 6-30-20	\$811.61	
		\$811.61	CT 25015413
Emilio Lopez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015414
Enrique Lopez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015415
Monica Maldonado Ramirez	Mental Health Fair 2.20.20T	\$39.79	
		\$39.79	CT 25015416
Jan Manfrina	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015417
Vicki Mardon	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015418
Julie Martin	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015419
Leticia Martinez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015420
Jonathan Mcaninch	Manual Refund Submitted	\$94.00	
		\$94.00	CT 25015421
Jose Millan	Transfer Center In-Service 2.27.20T	\$83.67	
		\$83.67	CT 25015422
Anjali Misra	AG160 Field Trip 2.28.20T	\$73.14	
		\$73.14	CT 25015423
Brianna Mosby	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015424
Lilia Oliva	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015425
Martha Pascual	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25015426
Jacob Powell	Manual Refund Submitted	\$10.00	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25015427
Antonio Ramirez	Transfer Center In-Service Event 2.27.20T	\$83.79	
		\$83.79	CT 25015428
Kenneth Reed	Post Supervisor Course 1.26-2.7.20T	\$1,854.94	
		\$1,854.94	CT 25015429
Brenda Rivas	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015430
Rafael Romero	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015431
Kayla Sebastian	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015432
Billie Shanahan	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015433
Al Sheff	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015434
Janet Silveria	Manual Refund Submitted	\$33.50	
		\$33.50	CT 25015435
Teresa Smith	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015436
Maria Solis	Central Coast Immigration 2.21.20T	\$81.76	
		\$81.76	CT 25015437
Southern California Gas Co	Gas Supply 7.1.19-6.30.20	\$6,347.02	
	Gas Supply 7.1.19-6.30.20	\$1,586.75	
		\$7,933.77	CT 25015438
Erik Stein	Recruitment 1.29-2.1.20T	\$410.55	
		\$410.55	CT 25015439
Crysta Tabor	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015440
Denys Tavarez Matos	Bermant Collection Trip 3.7.20T	\$38.40	
		\$38.40	CT 25015441
Beverly Taylor	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015442
Nicholas Townsend	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015443
Dennis Tremblay	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015444
US Department of Veterans Affairs	Return VA33 overpymt Lorne E Chui	\$1,106.16	

**Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$1,106.16	CT 25015445
Maricela Velasquez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015446
Glenn Weber	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015447
Elizabeth Zuniga	BEE Project 1.9-2.6.20T	\$322.58	
	BEE Project 2.13-2.27.20T	\$129.03	
		\$451.61	CT 25015448
Alldata Llc	Repair Series-OL1 All Makes Coverage	\$1,060.31	
		\$1,060.31	CT 25015449
Amazon	Science Lab Supplies July 1, 2019-May 31, 2020.	\$146.51	
	Office Consumables	(\$120.71)	
	"Serve to Lead: The British Army's Anthology on Shipping	\$12.51	
	Expandable Pea Trellis	\$1.09	
	OVER THE COUNTER MEDICATIONS FOR STUDENT WELLNESS	\$54.32	
	OVER THE COUNTER MEDICATIONS FOR STUDENT WELLNESS	\$29.31	
	OVER THE COUNTER MEDICATIONS FOR STUDENT WELLNESS	\$35.62	
	Office/Operational supplies 2-12-20 to 5-31-20	\$170.13	
	OVER THE COUNTER MEDICATIONS FOR STUDENT WELLNESS	\$46.00	
	Instructional Supplies for ARCH program	\$93.94	
	Instructional supplies for Biology labs	\$123.05	
	Shure MV88 iOS Digital Stereo	\$157.69	
	Shipping	\$2.17	
	Science Night supplies 2/1/20 - 5/31/20	\$23.38	
	Science Night supplies 2/1/20 - 5/31/20	\$22.57	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$32.61	
	Science Night supplies 2/1/20 - 5/31/20	\$108.50	
	HP 8600 printhead 950 951 950xl 951 xl	\$179.43	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$263.64	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$36.95	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$48.88	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$21.70	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$17.35	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$45.57	
	Office Consumables	\$238.02	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$88.07	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$8.68	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$12.19	
	Misc.Office Supp for Center 8-2-19 to 12-12-19	\$67.38	
	Misc.Office Supp for Center 8-2-19 to 12-12-19	\$67.38	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$11.91	
	Gloves, extra large, nitrile	\$71.31	
	Gloves, Large, nitrile	\$70.12	
	Office/Operational Supplies 2-3-2020 to 5-31-2020	\$112.77	
	OVER THE COUNTER MEDICATIONS FOR STUDENT	\$56.80	

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Vendor Name	Description	Amount	Warrant
Amazon	WELLNESS		
	FOOD INCENTIVES FOR SMOKING CESSATION STUDENTS	\$15.66	
		\$2,372.50	CT 25015450
	Speaking of Values 1	\$304.70	
		\$304.70	CT 25015451
American Industrial Supply	Instructional Supplies for Welding Program	\$97.84	
		\$97.84	CT 25015452
American Technology Solutions	ATS PrintFreedom Year-end Services Inv #10354-08	\$1,970.99	
		\$1,970.99	CT 25015453
Arbor Scientific	Digital USB Microscope, C1-4028, Quote D4846	\$212.35	
	Miniature Digital Voltmeter, 96-8085	\$41.83	
	Miniature Digital Ammeter, 96-8080	\$41.83	
	Voltaic Cell with Electrodes, P6-2605	\$77.22	
	Shipping	\$19.15	
		\$392.38	CT 25015454
Armstrong's Lock And Key	Key-Lock Supplies, 7-01-19 thru 05-31-20	\$6.53	
		\$6.53	CT 25015455
B & B Steel & Supply	Instructional Supplies for WLDT	\$1,131.59	
		\$1,131.59	CT 25015456
B & T Service Station Contractor	APCD Test on 8000 Gal Gas Tank per Invoice C3777	\$500.00	
		\$500.00	CT 25015457
B&H Photo Video	Comprehensive-C Stereo Mini/M Connector/Reg	\$143.57	
	Cable TA4F Connector #CACTTA4FK	\$5.23	
		\$148.80	CT 25015458
Bibbero Systems Inc	Colored folder with 2" HB Fast in Pos 3 & 5	\$462.19	
	Freight	\$42.00	
	Reinforcing strip 2" x 3 1/2" (100 per pack)	\$29.90	
		\$534.09	CT 25015459
Blue Rose Studio	SILICA GLAZE MATERIAL	\$39.15	
	B MIX CLAY	\$315.38	
	DELIVERY	\$40.00	
		\$394.53	CT 25015460
Bone Clones	Human Skull case, S-91, quote #8116	\$1,357.65	
	Carrying Case, Human Skeleton, S-16	\$630.34	
	Shipping and Handling	\$65.00	
		\$2,052.99	CT 25015461
Ashley Brackett	Reimb for wireless keyboard, mouse and Ethernet	\$66.60	
		\$66.60	CT 25015462
Burton's Fire, Inc	MOTOR & LUBE KIT 12V ELSHFT	\$357.85	
	FREIGHT	\$26.55	

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Vendor Name	Description	Amount	Warrant
		\$384.40	CT 25015463
Ca Dept Of Public Health	2020 Annual Generator Fee for Medical Waste	\$25.00	
		\$25.00	CT 25015464
Cal State Auto Parts	Instructional Supplies for AT Program	\$5.26	
	Instructional Supplies for AT Program	\$1.83	
		\$7.09	CT 25015465
California Electric Supply	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$300.15	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$248.49	
	Electrical-Lighting Supplies, 7-01-19 thru 5-31-20	\$250.13	
		\$798.77	CT 25015466
Carr's Boot Shop	Safety Boots July 1, 2019 through June 30, 2020	\$125.00	
	Uniform supplies July 1, 2019 - May 31, 2020.	\$233.77	
		\$358.77	CT 25015467
CCI Central Inc	Hasler Ink for IM5000-IM6000 per Inv. INST209956	\$461.43	
	Freight	\$10.95	
		\$472.38	CT 25015468
CDW Government Inc	HP OFFICEJET PRO 9020 AIO - MF COLOR	\$244.68	
		\$244.68	CT 25015469
Center for Applied Research Solutions	Workshop Presentation - Unpacking Impact: The	\$6,500.00	
		\$6,500.00	CT 25015470
CMC Rescue Inc	HOLSTER, RADIO, CMC. PART#240027	\$41.03	
	CARABINER, PT AUTO RED, CMC. PART#300193.	\$251.21	
	FOOT LOOP, ADJUSTABLE, CMC. PART#201195.	\$70.34	
	ROLL N LOCK, CT. PART#343053.	\$110.54	
	ASAP LOCK, PETZL. PART#345671.	\$554.97	
	ASCENDER, QUICK ROLL RIGHT, CT. PART#343059.	\$78.91	
	ASCENDER, QUICK ROLL LEFT, CT. PART#343055.	\$78.91	
	ASCENDER, FOOT, NINJA, HARKEN. PART#342403.	\$143.53	
		\$1,329.44	CT 25015471
Coast Fluid Aire Inc	Parts - Servicing Air Compressors	\$851.26	
	Oil Disposal Fee	\$19.58	
	Environmental Fee	\$54.38	
	Labor Charges	\$612.50	
	Service Truck Charge	\$20.00	
	Shipping and Handling Fee	\$31.04	
		\$1,588.76	CT 25015472
Ct International	Gloves - Nitrile LG	\$71.77	
	Gloves - Nitrile XL	\$71.78	
	Gloves - Nitrile LG	\$71.78	
		\$215.33	CT 25015473
Culligan/Central Coast Water Treatment	Drinking water service	\$17.13	

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Vendor Name	Description	Amount	Warrant
		\$17.13	CT 25015474
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$8,624.52	
		\$8,624.52	CT 25015475
David Grant Inc	NoHo CARE Database Hosting Services	\$1,188.00	
		\$1,188.00	CT 25015476
Deliver-It	Courier Service - PU Lompoc PM, deliver Santa Ynez	\$154.00	
		\$154.00	CT 25015477
Karan Demchak	Reimbursement for childcare supplies	\$80.00	
		\$80.00	CT 25015478
Earth Systems Pacific	Geotechnical Engineering and Engineering Geology	\$3,000.00	
		\$3,000.00	CT 25015479
Efren'S 2	Food Cards for Launch to College	\$1,500.00	
		\$1,500.00	CT 25015480
Ellucian Company LP	Subscription for Travel Expense Management	\$25,038.00	
		\$25,038.00	CT 25015481
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.19 - 6.30.20	\$9.77	
		\$9.77	CT 25015482
Ferguson Enterprises Inc	Navien Water Heater, NPE-180S per Invoice 8415385	\$1,123.43	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$60.24	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$367.35	
	Plumbing Supplies, 01-01-20 thru 5-31-20	\$23.27	
	Supplies per Invoice 8418169	\$206.27	
	Supplies per Invoice 8437615	\$34.94	
	Supplies per Invoice 8418169-1	\$64.03	
	Supplies per Invoice 8433069	\$231.10	
	Supplies per Invoice 8440082	\$256.01	
	Tool Rental per Invoice 8435997	\$97.88	
		\$2,464.52	CT 25015483
Fisher Scientific Co Llc	Heating Mantles , #13-311-367, Quote# 0030-3827-79	\$406.64	
	Heating Mantles , #13-311-367, Quote# 0030-3827-79	\$3,253.10	
	Fuel Surcharge	\$4.45	
	Filter Paper, #09-795D, Quote# 0065-4635-22	\$11.37	
	Filter Paper, #09-795D, Quote# 0065-4635-22	\$45.50	
	Filter Paper, #09-805C	\$34.12	
	Crucible Cover, #FB965U	\$377.36	
	Kimwipes, #06-666A	\$79.60	
	Weighing Dishes, case of 500, #08-732-113	\$182.66	
	Pasteur Pipet, 9 inches, #13-678-20C	\$60.61	
	Micro Stir Bar, #14-513-63SIX	\$27.37	
	Carboy, 20L, #03-007-648	\$139.08	
	Spin Vane, #22-021825	\$134.24	
	KBr Polished Disc, #NC9255937	\$164.17	
	Crucibles, #FB965E	\$309.07	
	Barium Chloride, 500g, #S25187	\$21.18	

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Vendor Name	Description	Amount	Warrant	
Fisher Scientific Co Llc	Sodium Hydroxide, 2.5 kg, #AC206060025	\$209.46		
	Barium Hydroxide, 100g, #AC423461000	\$59.66		
	Amber Glass Jugs, 4L, #05-719-175	\$167.13		
	Amber Glass Jug, 2.5L, #05-719-92	\$151.16		
	Methanol, 4L, #S25426A	\$20.38		
	Ether, Anhydrous, 1L, #AC615080010	\$189.91		
	Mineral Oil, 500 mL, #S25440	\$51.63		
	Potassium Chloride, 500g, #S25484A	\$18.96		
	Vials, 4 dram, #03-339-21J	\$196.98		
	dl-alpha-methylbenzene, 100g, #AC126391000	\$25.74		
	Isobutyric Acid, 25g, #AC122520250	\$31.06		
	Acetone, d-6, 10 mL, #AC181160100	\$79.39		
	Fuel Surcharge	\$4.45		
	Methanol, 4l, #NC07011001	\$101.99		
	SYB Safe DNA stain, #S33102	\$164.78		
	Ethanol 95% #S25309E, quote #0097-5295-29	\$78.13		
	Test tube brush, #S13962	\$21.75		
	Transfer pipet, #13-711-20	\$169.84		
	Cotton swabs, #22-363-173	\$86.11		
	16mm test tube rack, #14-809-35	\$357.04		
	Glass disposal box, #12-009-7A	\$23.75		
	Fuel surcharge	\$4.20		
	BRUSH TT NYLON L80MM #S24494	\$35.11		
	LATEX TUBING 3/16X1/16 50FT #14-178-2B	\$72.87		
		\$7,572.00		CT 25015484
	Flashbay Inc	8GB ACTIVE PEARL SILVER USB-A USB-C LOGO BRANDED	\$557.50	
		8GB ACTIVE PEARL SILVER USB-A USB-C LOGO BRANDED	\$603.95	
SHIPPING		\$29.50		
	\$1,190.95		CT 25015485	
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$143.35		
		\$143.35	CT 25015486	
	Diploma Covers	\$2,171.78		
	Transfer student awards medallion quote	\$415.97		
	Modern Welding by Althouse, 12th edition	\$2,413.60		
	\$5,001.35		CT 25015487	
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$190.04		
		\$190.04	CT 25015488	
Kenneth George	Reimb for Supplies Wet Lab LD28 LE Acad Class 119	\$25.94		
		\$25.94	CT 25015489	
Get R Gun	Ammunition 9mm Luger 115 GR Full Metal Jacket	\$4,824.15		
		\$4,824.15	CT 25015490	
Great American Self Storage	Off-Site Storage Unit #481	\$800.00		
		\$800.00	CT 25015491	
Great Scotts Pizza	Food Cards for Launch to College	\$750.00		

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Vendor Name	Description	Amount	Warrant
		\$750.00	CT 25015492
Greenvale Tree Co	Tree Trimming per Invoice E-6008	\$4,950.00	
		\$4,950.00	CT 25015493
Hayward Lumber Inc	Hardware-Lumber Supplies, 1-1-20 thru 5-31-20	\$117.24	
		\$117.24	CT 25015494
Home Depot	Maintenance Supplies - Lompoc, 7-1-19 thru 5-31-20	\$45.49	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$48.41	
	Operational Supplies- 2-25-20 to 5-29-20	\$81.77	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$37.88	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$5.30	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$59.05	
	Operational Supplies- 2-25-20 to 5-29-20	\$137.56	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$154.20	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$95.42	
	Supplies for the Chem Labs, 07/02/19 to 05/31/20	\$92.27	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$10.74	
	Instructional supplies for Fire Academy	\$31.99	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$43.48	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$6.49	
	Zep Pro Sprayer, 32 oz. per Invoice 5043937	\$35.67	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$4.18	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$351.44	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$10.64	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$314.54	
	Instructional supplies for Fire Academy	\$21.64	
	Operational supplies for fire academy	\$57.38	
	Maintenance Supplies - SM, 03-01-20 thru 5-31-20	\$44.49	
		\$1,690.03	CT 25015495
House Sanitary Supply, Inc.	Gloves - GLV Nitrile P/F 4mil Large Quote Q018950	\$252.14	
	Gloves - GLV Nitrile P/F 4mil Large Quote Q018950	\$252.13	
	Sprayer, Electrostatic, Cordless, VIC-VP200ESK	\$708.69	
		\$1,212.96	CT 25015496
Ips Group Inc	Credit Card Transaction Fees for Multi-Space	\$41.16	
	Monthly secure Gateway/Wireless Data	\$495.00	
		\$536.16	CT 25015497
Jobelephant.Com Inc	Advertising for recruitment	\$525.00	
	HigherEdJob.com unlimited posting	\$3,645.00	
		\$4,170.00	CT 25015498
Kaplan Test Prep	NCLEX Preparation for 2020 RN Students	\$9,450.00	
		\$9,450.00	CT 25015499
Kelly Paper Co	Paper Consumables For Campus Graphics	\$347.46	
	Paper Consumables For Campus Graphics	\$214.24	
		\$561.70	CT 25015500
Knight Broadcasting Inc.	Ads for Non-Credit Education Contract #5082	\$592.00	

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Vendor Name	Description	Amount	Warrant
		\$592.00	CT 25015501
Lahr Electric Motors Inc	Labor for Miller Dynasty 400 MH070710L	\$85.00	
		\$85.00	CT 25015502
Lee Central Coast Newspapers	AHC Fire Academy Ad- Half Page Publication Date	\$450.00	
	Monthly Online Big Ad July 2019 to June 2020	\$1,000.00	
	Web Takeover Reveal Ad promoting Term 4 Reg	\$350.00	
		\$1,800.00	CT 25015503
M & W Pumps Inc	Motor, 10 hp per Invoice 13352	\$1,145.14	
	Seal	\$252.30	
	Gauge, Pres	\$12.64	
	Wiring Makeup Kit	\$10.88	
	Shop Labor	\$75.00	
	Service Call-Labor Per Hour	\$210.00	
	Repair Kit	\$115.21	
		\$1,821.17	CT 25015504
McKesson Medical Surgical Inc	tongue depressor item #484942	\$26.64	
	pillowcases item #1107575 cart #89064748	\$44.02	
	wipe germicidal prime item #1063956	\$72.27	
	wipe germicidal prime item #1063956	(\$3.48)	
	wipe germicidal prime item #1063956	(\$23.94)	
	wipe germicidal prime item #1063956	(\$8.18)	
	medical supplies per attached quote #89063131	\$26.10	
	medical supplies per attached quote #89063131	\$161.99	
	medical supplies per attached quote #89063131	\$212.59	
		\$508.01	CT 25015505
Christopher McMains	Reimbursement for One-day hands-on Blazor Workshop	\$99.00	
		\$99.00	CT 25015506
Medicinal Genomics Corporation	Supplies through May 31, 2020	\$5,000.00	
		\$5,000.00	CT 25015507
Marilyn Mercado-Gomez	Yoga instruction as part of Stressbuster Day on	\$120.00	
		\$120.00	CT 25015508
Mission Linen Supply	Laundry Services for AB Program	\$12.27	
	Laundry Services for AB Program	\$14.07	
	Laundry Services for AB Program	\$12.27	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$43.40	
	Uniform Services and Towels, 7-01-19 thru 5-31-20	\$44.63	
		\$213.44	CT 25015509
Mission Paving Inc	Project Paving Loop Road	\$900.00	
		\$900.00	CT 25015510
Leonard Miyahara	Reimbursement for LogiTech Web Cam	\$252.35	

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Vendor Name	Description	Amount	Warrant
		\$252.35	CT 25015511
Mizuno USA	VELOCITY HOODIE RYL.SHADE 530023.5291.04.S	\$188.41	
	VELOCITY LS CREW BLK.SHADE 530021.9091.07.XL	\$23.93	
	VELOCITY LS CREW BLK.SHADE 530021.9091.08.XXL	\$23.93	
	SHIPPING	\$22.98	
	9 SPIKE SWIFT 6 WHITE 320588.0000.06.0650	\$50.84	
	9 SPIKE SWIFT 6 ROYAL WHITE 320588.5200.06.0650	\$50.84	
	SHIPPING	\$16.67	
	VARIOUS SOFTBALL MERCHANDISE	\$1,857.16	
	SHIPPING	\$164.24	
	9 SPIKE SWIFT 6 WHITE 320588.0000.04.0550	\$50.84	
	9 SPIKE SWIFT 6 ROYAL WHITE 320588.5200.04.0550	\$50.84	
	WAVE POLARIS W HETHR GREY 320622.9595.04.0550	\$50.84	
	SHIPPING	\$22.34	
	F6-BT HELMET ADT W/FP MASK WTE.RYL	\$315.79	
	F6-BT HELMET ADT W/FP MASK WTE.RYL	\$118.43	
	VELOCITY LS CREW BLK.SHADE 530021.9091.05.M	\$23.93	
	VELOCITY LS CREW BLK.SHADE 530021.9091.06.L	\$23.93	
	VELOCITY HOODIE RYL.SHADE 530023.5291.05.M	\$322.99	
	VELOCITY HOODIE RYL.SHADE 530023.5291.06.L	\$161.50	
	VELOCITY HOODIE RYL.SHADE 530023.5291.07.XL	\$161.50	
	VELOCITY HOODIE RYL.SHADE 530023.5291.08.XXL	\$107.66	
	MIZUNO ALPHA POLO RYL 530052.5252.05.M	\$26.92	
	MIZUNO ALPHA POLO RYL 530052.5252.06.L	\$26.92	
	MIZUNO ALPHA POLO RYL 530052.5252.07.XL	\$26.92	
	PERFORMANCE OTC STIRRUP SOCK RYL 370267.5252.05.M	\$59.81	
	PERFORMANCE OTC STIRRUP SOCK RYL 370267.5252.06.L	\$29.91	
	SHIPPING	\$146.05	
		\$4,126.12	CT 25015512
Mr Pool Man	Rainbow O-Rings per Invoice 68268	\$15.12	
		\$15.12	CT 25015513
Noble Power Equipment	Trimmer Line Per Invoice 446635	\$42.36	
	Red Armor Mix	\$171.74	
	Toro Personal Pace Mower, 22 inch Recycler	\$629.64	
	Toro Personal Pace Mower, 22 inch Recycler	\$629.66	
	Toro String Trimmer with Battery and Charger Kit	\$217.45	
	Toro String Trimmer with Battery and Charger Kit	\$217.45	
	Toro Blower with Battery and Charger	\$217.45	
	Toro Blower with Battery and Charger	\$217.45	
	Battery, 60 Volt	\$1,631.19	
		\$3,974.39	CT 25015514
Nu Cloud Llc	Annual Hosting and Subscription Services for	\$4,500.00	
		\$4,500.00	CT 25015515
Olive Garden Restaurants	Food Cards for Launch to College	\$1,350.00	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$1,350.00	CT 25015516
Orcutt Burgers Inc	Food Cards for Launch to College	\$3,000.00	
		\$3,000.00	CT 25015517
Orcutt Pioneer	Community Education Change Your Odds Advertisement	\$425.00	
		\$425.00	CT 25015518
Pharmedix	Prescription Medication July 1 2019 - May 31 2020	\$125.25	
	Prescription Medication July 1 2019 - May 31 2020	\$91.23	
	Oral Contraceptives July 1 2019 - May 31 2020	\$295.65	
		\$512.13	CT 25015519
Powerstride Battery Co Inc	Battery per Invoice 83642	\$143.97	
	CA Battery Recycling Fee	\$1.00	
		\$144.97	CT 25015520
Praxair Distribution Inc.	Supplies for the Chem Labs, 07/02/19 to 05/31/20	\$24.44	
		\$24.44	CT 25015521
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$285.08	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$105.84	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$329.74	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$169.65	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$234.20	
	Custodial Supplies, SM, 12-1-19 thru 6-30-20	\$270.36	
	Custodial Supplies-Lompoc	\$374.78	
	Custodial Supplies-Lompoc	\$55.53	
	Custodial Supplies-Lompoc	\$195.89	
	Custodial Supplies-Lompoc	\$84.82	
	Custodial Supplies-Lompoc	\$85.31	
	RESOLVE STAIN RMVR 16OZ TRG RAC81268 SPRY 12	\$85.17	
	EASY TRAP DUSTER MMM55654W WHITE ROLL	\$237.72	
	GREEN TOWLET REFILL CARTRIDGE TXLL420 FRESH 2/1200	\$476.26	
	SYMMETRY HAND SANITIZER 6X1200ML BKI 9006-1120	\$81.05	
	BOUNCE FABRIC SOFTENER 6/160 PGC80168CT	\$75.05	
	ULTRA DOWNEY 8/60 OZ PGC35762	\$74.77	
		\$3,221.22	CT 25015522
Antonio Ramirez	Reimbursement for wireless keyboard and mouse	\$53.99	
		\$53.99	CT 25015523
Rays Auto Parts	Supplies per Invoice 548153	\$17.57	
	Belt per Invoice 548133	\$13.60	
		\$31.17	CT 25015524
Jennie Robertson	Reimbursement for Wireless Keyboard Mouse Combo	\$66.98	
		\$66.98	CT 25015525
Santa Maria Arts Council, Inc	ARTS ORGANIZATION MEMBERSHIP DUES	\$35.00	
		\$35.00	CT 25015526
Santa Maria Joint Union High School District	Transportation- Pioneer Valley HS Ticket #2630	\$77.50	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Santa Maria Joint Union High School District	Bus Transportation for CTE Jr. Day March 6, 2020	\$115.90	
	Bus Transportation for CTE Jr. Day March 6, 2020	\$107.87	
		\$301.27	CT 25015527
Signs Of Success Inc	Logo Decals Set	\$423.93	
	Unit Number Decals Set (Vehicle Nos. 46,47,55)	\$28.91	
	Installation Labor	\$315.00	
		\$767.84	CT 25015528
Smart & Final	Supplies for the Chem Labs, 07/02/19 to 05/31/20	\$80.94	
	Instructional supplies for Biology labs	\$105.82	
		\$186.76	CT 25015529
Smith Electric	Building N Boiler Replacement Project Bid No.19-01	\$61,423.91	
	Building N Boiler Replacement Project Bid No.19-01	\$16,331.36	
		\$77,755.27	CT 25015530
Smith Pipe & Supply Inc	Ranger Herbicide per Invoice 3564792	\$212.48	
		\$212.48	CT 25015531
Maria Solis	Reimbursement - printer ink for Canon printer	\$93.19	
		\$93.19	CT 25015532
Sparklinghoods Central Coast	Degreased Fans, Duct Work, Hood and Filters	\$750.00	
		\$750.00	CT 25015533
Stantec Consulting Services Inc	Task 1- Pre-Construction Meeting, Submittal Review	\$360.50	
	Task 2 - Construction Management Support	\$1,019.50	
	Task 3 - Construction Staking	\$1,516.00	
	Task 4 - Construction Observation	\$5,431.25	
		\$8,327.25	CT 25015534
Subway	Food Cards for Launch to College	\$3,000.00	
		\$3,000.00	CT 25015535
Crystal Sullins	Provide four educational classes to foster parents	\$150.00	
		\$150.00	CT 25015536
T-Mobile USA Inc	Unlimited High Speed Mobile Broadband Data	\$7,140.00	
		\$7,140.00	CT 25015537
Target Specialty Products	Easy Mound Pros Choice	\$386.07	
	Select Premium Pros Choice, Infield Conditioner	\$1,193.64	
	Pros Choice Red Pros Choice, Infield Conditioner	\$894.36	
	Eatons Gopher Wax Bait Blocks	\$223.06	
	Gallery SC, 32 oz. MCP Herbicide	\$229.93	
	Freight Charges	\$19.81	
		\$2,946.87	CT 25015538
Team Wendy LLC	EXFIL SAR Backcountry Helmet White #82R-WH	\$876.29	
	Shipping	\$63.22	
		\$939.51	CT 25015539
Trojan Petroleum, Inc	100 Gallon Tank per Invoice 0246753	\$326.25	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Trojan Petroleum, Inc	Fillrite 12V Pump	\$418.69	
	Hose	\$152.25	
		\$897.19	CT 25015540
Two Guys Pizza	Food Cards for Launch to College Invoice #72379	\$750.00	
		\$750.00	CT 25015541
United Refrigeration Inc	Taco air Vent per Invoice 72427042	\$167.48	
	Freight Charges	\$12.78	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$53.29	
	HVAC Supplies, 02-01-20 thru 5-31-20	\$76.83	
		\$310.38	CT 25015542
US Bank Corporate Payment System	Required annual CUPCAA advertising on Builders	\$35.00	
	Sanus Simplicity TV Mount #1902261	\$608.96	
	Samsung 65" 4K UHD LCD TV Item #9656950	\$1,043.98	
	Samsung 75" 4K UHD LED TV Item #9756950	\$978.74	
	United Airlines Inc. - Baggage fees for	\$60.00	
	San Luis Obispo Airport- Parking for Eric Smith	\$90.00	
	Thrifty Car Rental - Car Rental for Eric Smith	\$368.27	
	Red Lion Inn and Suites for Eric Smith	\$396.00	
	Smart & Final - Snacks for Dream Center	\$149.27	
	Stata SE 2-yr maintenance renewal 401606204899	\$443.00	
	HYATT REGENCY SONOMA	\$755.67	
	PANERA BREAD	\$324.74	
			\$5,253.63
Vortex Industries Inc	Hollow Metal Doors Per Proposal SQ-423800	\$8,522.26	
		\$8,522.26	CT 25015544
VTC Enterprises	Fee Agreement for Spring	\$8,700.00	
		\$8,700.00	CT 25015545
VWR International	Insect Diversity Mount #470028-074	\$121.80	
	Flower structure mount, #470101-644	\$158.57	
	Fruit types mount, #470028-132	\$152.21	
	pH paper 0-13, #MILAHJ613 QL	\$112.95	
	Stopper size 6, #WACP470005-734	\$14.05	
	Blood typing refill, #470015-188	\$124.04	
	Pea seeds, #470030-270	\$22.45	
	Glucose test strips, #470089-552	\$171.38	
	Disposable Centrifuge tubes, #WACP470149-009	\$6.62	
	Litmus powder, #470301-602, quote #8031256098	\$35.06	
	Benedicts, #470300-358	\$14.96	
	Chromatography Solvent, #470300-712	\$54.42	
	Rennet Tablets, #470302-306	\$100.89	
	Pancreatin, #470301-552	\$17.36	
Pepsin, #470301-944	\$9.70		
		\$1,116.46	CT 25015546
Western Interpreting Network	ASL Interpreting Services for Students Through	\$855.00	
	ASL Interpreting Services for Students Through	\$768.96	

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Vendor Name	Description	Amount	Warrant
		\$1,623.96	CT 25015547
Wex Bank	Gas Credit Card Purchases, 7-1-19 thru 06-30-20	\$61.66	
		\$61.66	CT 25015548
Wild West Pizza And Grill	Food Cards for Launch to College	\$750.00	
		\$750.00	CT 25015549
Zoe's Hawaiian Bbq	Food Cards for Launch to College	\$1,500.00	
		\$1,500.00	CT 25015550
April Acevedo	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015551
Emilio Acevedo	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015552
Nathalie Acevedo	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015553
Bailey Adams	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted/Rev	(\$73.30)	
	Manual Refund Submitted	\$50.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
		\$490.30	CT 25015554
Allison Aguilar	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$36.60	
		\$180.60	CT 25015555
Paloma Aguilar	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015556
Victoria Alvarado	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015557
Miguel Alvarenga	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015558
Julissa Alvarenga-Torres	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015559
Isabella Arevalo	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$36.60	
		\$180.60	CT 25015560
Gary Arias	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25015561
Juliet Arredondo	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$36.60	
		\$116.60	CT 25015562
Sherri Barks	Manual Refund Submitted	\$45.00	
	Manual Refund Submitted	\$10.00	

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Vendor Name	Description	Amount	Warrant
		\$55.00	CT 25015563
Kassandra Barron	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015564
Dallis Becerra	Manual Refund Submitted	\$60.00	
	Manual Refund Submitted	\$54.00	
		\$114.00	CT 25015565
Kiana Beebe	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$36.60	
		\$180.60	CT 25015566
Brianda Betancourt	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$36.60	
		\$180.60	CT 25015567
Zenaida Betancourt	Manual Refund Submitted	\$36.60	
		\$36.60	CT 25015568
Emma Bohn	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$36.60	
		\$180.60	CT 25015569
Emily Brenneman	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$216.00	
	Manual Refund Submitted	\$72.00	
		\$505.30	CT 25015570
Jacob Calderon	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015571
Naomi Camacho Zarate	Manual Refund Submitted	\$36.60	
		\$36.60	CT 25015572
Samantha Canongo	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015573
Marycielo Castellanos	Manual Refund Submitted	\$36.60	
		\$36.60	CT 25015574
Lizette Castro	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015575
Klaire Cavazos	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015576
Paula Ceballos	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015577
Isabelle Chavez	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015578
Cadence Clift	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015579

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
Ximena Cortez Colorado	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015580
Harlie Cota	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015581
Harper Cota	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015582
Marco Covarrubias	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015583
Victor Covarrubias	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015584
Emilio Cuevas	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015585
Emily Cuevas	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015586
Olivia Cuevas	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015587
Christian Curiel	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015588
Paige Dawson	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015589
Aria Dazo	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015590
Melissa De-Leon	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015591
Amaris DeLoza	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015592
Ernest Desmith	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015593
Dominique Diaz	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015594
Iva Domingues	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015595
Lilly Edwards	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
	Manual Refund Submitted	\$1.36	
		\$441.36	CT 25015596
Lucy Edwards	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015597
Lydia Edwards	Manual Refund Submitted	\$144.00	

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Vendor Name	Description	Amount	Warrant
		\$144.00	CT 25015598
Fiona Eskew	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015599
Maeve Eskew	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015600
Sheila Espinosa	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015601
Sofia Ferreira Ramirez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015602
Jeff Feulner	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015603
Evelyn Flores	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015604
Calista Freeland	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$216.00	
	Manual Refund Submitted	\$72.00	
		\$505.30	CT 25015605
Calie Fumia	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015606
Aolani Garate Gonzalez	Manual Refund Submitted	\$216.00	
	Manual Refund Submitted	\$72.00	
		\$288.00	CT 25015607
Jazmin Garcia	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015608
Jianna Garcia	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015609
Xitlali Garcia	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015610
Stevie Garner	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015611
Sofia Gomez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015612
Makena Gordillo	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$144.00	
		\$224.00	CT 25015613
Ellie Grimnes	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$72.00	
	Manual Refund Submitted	\$72.00	
		\$224.00	CT 25015614

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Vendor Name	Description	Amount	Warrant
Ginger Grizzanti	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
	Manual Refund Submitted	\$80.00	
		\$593.30	CT 25015615
Eryka Gudmunds	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$180.00	
	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$72.00	
		\$476.00	CT 25015616
Kali Gutierrez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015617
Miabella Guzman	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015618
Pricila Guzman	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015619
Cozette Hamer	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015620
Dashiell Hamer	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015621
Lillian Hamer	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015622
Lucia Hamer	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015623
Autumn Hedrick	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015624
Antonella Heredia	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015625
Camila Heredia	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015626
Alexandra Hernandez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015627
Isabella Hernandez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015628
Dahlia Herrera	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$144.00	
		\$224.00	CT 25015629
Xitzali Hurtado	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015630
Izabella Jones	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$144.00	

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Vendor Name	Description	Amount	Warrant
		\$224.00	CT 25015631
Lucy Jorstad	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015632
Zofie Jorstad	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015633
Juliette Jun	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015634
Lailynn Jun	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$144.00	
		\$224.00	CT 25015635
Ellen Kim	Manual Refund Submitted	\$180.00	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$72.00	
		\$396.00	CT 25015636
Barbara Landon	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25015637
Amaya Larsen	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015638
Araceli Lemus	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25015639
Layla Limon	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015640
Isley Lindner	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015641
Nancie Lippitt	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25015642
Jaslyn Lomibao	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015643
Samuel Lopez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015644
Sara Lougee	Manual Refund Submitted	\$45.00	
	Manual Refund Submitted	\$10.00	
		\$55.00	CT 25015645
Caitlin Lynn	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$296.00	
	Manual Refund Submitted	\$144.00	
		\$513.30	CT 25015646
Octavio Magana	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015647
Vissaria Malavecì	Manual Refund Submitted	\$144.00	

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Vendor Name	Description	Amount	Warrant
		\$144.00	CT 25015648
Debbie Mann	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015649
Paityn McCoy Davison	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015650
Isabella McCreery	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015651
Barbara Mcdaniel	Manual Refund Submitted	\$45.00	
	Manual Refund Submitted	\$10.00	
		\$55.00	CT 25015652
Donald Mclean	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015653
Jaslene Medina	Manual Refund Submitted	\$180.00	
	Manual Refund Submitted	\$72.00	
		\$252.00	CT 25015654
Samantha Medina	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015655
Diego Melgoza	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015656
Sofia Melgoza	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015657
Mia Mendoza	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015658
Amber Merino	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25015659
Rebecca Miramontes	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015660
Audrina Mole	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015661
Chloe Morelos	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015662
Jacqueline Moreno	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015663
NataLee Moreno	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015664
Cristie Munoz	Manual Refund Submitted	\$60.00	
		\$60.00	CT 25015665
Cecilia Murguia	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$80.00	CT 25015666
Kylee Narez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015667
Emme Nash	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015668
Danika Nevarez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015669
Abigail Nol	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015670
Elizabeth Nol	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015671
Gracie Nunez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015672
Abril Nunez-Buenrostro	Manual Refund Submitted	\$70.00	
		\$70.00	CT 25015673
Breanna Ochoa	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015674
Deborah Olinger	Manual Refund Submitted	\$54.00	
	Manual Refund Submitted	\$10.00	
		\$64.00	CT 25015675
Jenifer Oregel	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015676
Suzana Orozco	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015677
Kaitlyn Palos	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015678
Sirena Pilolla	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015679
Lily Poland	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$180.00	
	Manual Refund Submitted	\$72.00	
		\$396.00	CT 25015680
Natalia Pompa	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015681
Carolina Ramirez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015682
Colin Ramirez	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015683
Julie Ramirez	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$80.00	CT 25015684
Nallely Ramirez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015685
Zariah Ramos	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$80.00	
		\$224.00	CT 25015686
Yaretzi Ramos Gearing	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015687
Ava Randall	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015688
Allison Reese	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$72.00	
		\$665.30	CT 25015689
Audrey Reese	Manual Refund Submitted	\$180.00	
	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$72.00	
	Manual Refund Submitted	\$72.00	
		\$404.00	CT 25015690
Maya Reyes	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015691
Valerie Reyes	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015692
Vianey Reyes	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015693
Hannah Reynolds	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
		\$513.30	CT 25015694
Lilly Richardson	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015695
Jessica Rivera	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$216.00	
	Manual Refund Submitted	\$72.00	
		\$505.30	CT 25015696
Joaquin Rueda	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015697
Sofia Rueda	Manual Refund Submitted	\$80.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$80.00	CT 25015698
Josephine Ruggles	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015699
Janeth Ruiz	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015700
Jax Rutledge	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015701
Amanda Ryan	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015702
Samantha Ryan	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$72.00	
		\$216.00	CT 25015703
Vanessa Ryan	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015704
Juliet Salcedo	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015705
Annyvette Sanchez Torres	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015706
Emily Santamaria	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015707
Paola Santamaria	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015708
Gabrielle Sepulveda	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$22.00	
	Manual Refund Submitted	\$296.00	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$72.00	
		\$607.30	CT 25015709
Jazlene Soto	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015710
George Steenlarsen	Manual Refund Submitted	\$362.00	
		\$362.00	CT 25015711
Emily Stingl	Manual Refund Submitted	\$54.00	
		\$54.00	CT 25015712
Lindsey Syslo	Manual Refund Submitted	\$216.00	
	Manual Refund Submitted	\$72.00	
		\$288.00	CT 25015713
Eliana Torres	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015714
Isaac Torres	Manual Refund Submitted	\$54.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$54.00	CT 25015715
Jennifer Torres	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$80.00	
		\$224.00	CT 25015716
Yulianna Torres	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015717
Delvina Traga	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015718
Meadow Trevino	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015719
Ziggy Tuttle	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015720
Renata Uribe-Quezada	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$144.00	
		\$288.00	CT 25015721
Clarissa Vargas	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015722
Lucas Vega	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015723
M'Che Velasquez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015724
N'Dea Velasquez	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25015725
Jasmine Wall	Manual Refund Submitted	\$80.00	
	Manual Refund Submitted	\$144.00	
		\$224.00	CT 25015726
Stephen Weekly	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25015727
Benjamin Ybarra	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015728
Lacy Zelmer	Manual Refund Submitted	\$73.30	
	Manual Refund Submitted	\$144.00	
	Manual Refund Submitted	\$296.00	
		\$513.30	CT 25015729
Devin Zepeda De La Merced	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015730
Melanie Zepeda De La Merced	Manual Refund Submitted	\$144.00	
		\$144.00	CT 25015731
Xi Zhai	Manual Refund Submitted	\$45.00	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$45.00	CT 25015732
Patrick Zimpfer	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25015733
Kathryn Adams	English Placement Conf 2.26-3.01.20T	\$535.25	
	English Placement Conf 2.26-3.01.20T	\$401.09	
		\$936.34	CT 25015734
Maria Arvizu-Rodriguez	Reimaging Transfer Student 2.4-8.20T	\$0.00	
	Reimaging Transfer Student 2.4-8.20T	\$383.95	
	CA Community College Transfer Summit 3.2-3.20T	\$449.90	
		\$833.85	CT 25015735
Mary Campos	Mileage 2.11-17.20	\$46.23	
		\$46.23	CT 25015736
Kevin Cartier	CISOA Annual Conf 3.1-4.20T	\$788.77	
		\$788.77	CT 25015737
City Of Santa Maria	Disposal Site Landfill 7.1.19 - 6.30.20	\$54.72	
	PCPA Disposal Site Landfill 7.1.19 - 6.30.20	\$100.80	
		\$155.52	CT 25015738
Comcast Cable	Comcast Monthly Recurring Costs 7.1.19-6.30.20	\$46.35	
		\$46.35	CT 25015739
Catherine Farley	Capital to Communittees 12.5.19T	\$95.00	
		\$95.00	CT 25015740
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-19 thru 6-30-20	\$490.15	
	Late Fee	\$8.82	
		\$498.97	CT 25015741
Amiko Matsuo	PTR Reg Event holding for future COVID LOG	\$172.00	
		\$172.00	CT 25015742
Jose Millan	mileage reimbursement 2.28.20T	\$30.82	
		\$30.82	CT 25015743
Ricardo Navarrette	Reimaging Transfer Student Conf 2.4-8.20T	\$0.00	
	Reimaging Transfer Student Conf 2.4-8.20T	\$679.19	
		\$679.19	CT 25015744
Carissa Perales	Transfer Center In-Service 2.27.20	\$83.67	
		\$83.67	CT 25015745
Kenneth Reed	Capital to Communities 12.05.19T	\$95.00	
		\$95.00	CT 25015746
Verizon Wireless	Cell Phone Monthly Service Fees	\$227.24	
		\$227.24	CT 25015747
	Monthly Line Charges for 805.621.2466 thru 6.30.20	\$38.01	
		\$38.01	CT 25015748
	Cellphone service charges from 7-1-19 to 6-30-20	\$387.72	

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Allan Hancock College

Warrant Register

Check Dates from 4/1/2020 to 4/30/2020

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$387.72	CT 25015749

Warrant Register

Check Dates from 4/1/2020 to 4/30/2020
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$1,928,693.10
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$3,759.97
Total for Capital Outlay Project Fund 9441	\$1,135,405.56
Total for General Obligation Bond Fund 9447	\$322,409.06
Total for Dental Self-Insurance Fund 9461	\$59,550.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$100,398.05
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 4/1/2020 to 4/30/2020

Bank Code: RC

Vendor Name	Description	Amount	Check
Postmaster - Santa Maria	Postage for Hancock Promise HS Senior Students	\$344.89	
		\$344.89	RC 40000207
		Total: \$344.89	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
June 9, 2020	
ACRONYMS	
AHC - Part-Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC Foundation	Allan Hancock College Foundation
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC-RCF	Allan Hancock College - Revolving for Cash Fund
AERA	American Engine Rebuilders Association
B&B Steel	NO ACRONYM
B&H Photo	NO ACRONYM
B&T Service Station Contractor	NO ACRONYM
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
CAL-OES	California Office of Emergency Services
CCCAOE	California Community College Administrators of Occupational Education
CCCSFAAA	California Community Colleges Student Financial Aid Administration Assoc.
CCI Central Inc	Central Coast Innovators
CCLC/CCCAA	Community College League of California/Calif Community College Athletic Association
CDW Government Inc	Computer Discount Warehouse Government Inc
CMC RESCUE INC	California Mountain Company Rescue Inc
CSEA	California School Employees Association
CSEA CA School Employee Asso.	California School Employees Association CA School Employee Association
CT International	Correct Touch International
DEX YP Media	Dex Yellow Page Media
DLR Group	Dana Larson Roubal Group
ECMC	Education Credit Management Corporation
FACCC	Faculty Association of California Community Colleges
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
GM Financial Leasing	General Motors Financial Leasing
IPS Group INC	International Parking Systems
J B DEWAR	NO ACRONYM
JR Barto Heating & Air Cond	NO ACRONYM
KNN Public Finance LLC	NO ACRONYM
KONE Inc	NO ACRONYM
LOVARC	Life Options, Vocational and Resource Center
M&W Pumps Inc	NO ACRONYM
NAACP	National Association of the Advancement of Colored People
PARS	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
RD Systems	Russell and Downy Systems
S/P2	NO ACRONYM
Santa Barbara Co Env Health Svc	Santa Barbara County Environmental Health Services
Sex.E	Sex Education
SISC III	Self Insured Schools of California
SLO Safe Ride	San Luis Obispo Safe Ride
STRS Cash Balance Plan, MS#20	State Teachers Retirement System Cash Balance Plan, MS#20
SVM LP	Stored Value Marketing
TG	Texas Guaranteed Student Loan Corporation
UC Regents	University of Calif Regents
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Acceptance of Donations	Item Number: 9.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 an assortment of operational supplies from Safran Cabin Inc. This donation will be used to support the Welding Technology Program.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept the donation of operational supplies from Safran Cabin Inc.

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

To:	Board of Trustees	Date:	June 9, 2020
From:	Superintendent/President		
Subject:	Award of Contract for Campus Beverage Services to PepsiCo (RFP 20-100)	Item Number:	9.C.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 3

BACKGROUND

On December 10, 2019, the board of trustees authorized solicitation of request for proposals (RFP) for Campus Beverage Services. Staff advertised the RFP in the Santa Maria Times on January 12 and 19, 2020, specifying a bid date of February 26, 2020.

On February 26, 2020, two responsive proposals were received. A committee comprised of seven district representatives and a student representative, was formed to review the proposals. Follow up interviews were conducted with both firms on April 22, 2020.

After careful consideration, the committee unanimously agreed the proposal from PepsiCo provides the best value for the district. There is no dollar amount for this agreement; the commission is based off beverage sales over five years. The next three pages provide information indicating the vendor comparisons and method of evaluation.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees award the contract for the Campus Beverage Services to PepsiCo (RFP 20-100).

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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CAMPUS BEVERAGE SERVICES RFP 20-100

April 23, 2020

COMPARISONS			
	Coca-Cola	vs	Pepsi
Commission	30%; Calculated out at 26.5%		35%; Calculated out at 23.1%
Rebate	\$2.50 per case		\$2.00 per case
Signing Bonus	\$15,000.00		\$25,000.00
Annual Sponsorship	\$12,000.00		\$15,000.00
Flex Fund	\$0.00		\$1,750.00
Donations	300 cases annually		300 cases annually
Donations-Athletics	\$0.00		\$500 value
Scholarship	\$1,000.00		\$1,000.00
FCCC Grant	\$0.00		\$2,000.00
Growth Rebate Incentive	Not offered		\$1,000.00

*Based on estimated calculations over the five-year contract, Pepsi benefits total \$57,863 more than Coca-Cola.

CAMPUS BEVERAGE SERVICES RFP METHOD OF EVALUATION

Evaluation Criteria		Weight
Bidder Experience/Qualifications	<ul style="list-style-type: none"> • Profile and overview of Bidder • Bidder’s experience in providing Beverage and vending services to institutions the size and scope of Allan Hancock College, and especially with community colleges, if any. • Compliance to required forms and certificates. • Completeness of the proposal and adherence to proposal format and forms. 	20%
Program Plan	<ul style="list-style-type: none"> • Level of vending and post - mix related service. • Vending equipment proposed to meet District needs. • Service and maintenance (on-site support). • Presentation of a quality and innovative Beverage and vending program that demonstrates a commitment to meet District needs. 	30%
Financial Proposal	<ul style="list-style-type: none"> • Value (price/point) of Beverage products to be sold. • Value of signing bonus • Value of scholarships • Value of annual sponsorship • Product donation • % of Commission on vending sales. 	50%
Total		100%

Evaluation Categories

Scoring Average (Scale 1-10)

- | | | |
|--------------------------------------|--------------|------------|
| 1. Bidder Experience/Qualifications: | Coca-Cola: 8 | Pepsi: 9.5 |
| 2. Program Plan: | Coca-Cola: 8 | Pepsi: 9 |
| 3. Financial Proposal: | Coca-Cola: 6 | Pepsi: 9 |

Category 1: Coca-Cola = 80% x .20 = 16 Pepsi = 95% x .20 = 19

Category 2: Coca-Cola = 80% x .30 = 24 Pepsi = 90% x .30 = 27

Category 3: Coca-Cola = 60% x .50 = 30 Pepsi = 90% x .50 = 45

Scoring Totals: Coca-Cola = 16+24+30 = 70 Pepsi = 19+27+45 = 91

Results:	Coca-Cola: 70%	Pepsi: 91%
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**CONSENT ITEM**

To:	Board of Trustees	Date:	June 9, 2020
From:	Superintendent/President		
Subject:	Authorization to Utilize the Reef-Sunset Unified School District Facility Supply Services Contract for a Modular Building and Advertise for Bids Related to the Site Development	Item Number:	9.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 4

BACKGROUND

This request is for authorization to utilize the Reef-Sunset Unified School District Facility Supply Services Contract to purchase a modular building from American Modular Systems, Inc. for the MESA/STEM Academic Success Center pursuant to Public Contract Code Section 20652. A copy of the Facilities Supply Services Contract is located in the department of Business Services.

The modular building will be located north of building N. Once the project architect obtains approval from the Division of State Architect, staff will prepare a separate bid package for the site development work associated with the placement of the modular classroom.

Public Contract Code Section 20652 allows school districts, community college districts, colleges, universities, and county offices of education to procure items per the Public Contract Code section referenced above.

FISCAL IMPACT

The cost for the modular building is \$1,033,880. Funding is available from the Measure I, Series F General Obligation Bond proceeds.

RECOMMENDATION

Staff recommends that the board of trustees approve authorization to utilize the Reef-Sunset Unified School District Facility Supply Services Contract for the purchase of the modular building for the amount of \$1,033,880 and advertise for bids for site development work for the modular building.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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April 20, 2020 (revised)

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

Attn: Laura Joines, AIA, 19Six Architects

RE: 72x40 MESA/STEM Academic Success Center

American Modular Systems is pleased to provide a proposal for the 72x40 MESA/STEM Academic Success Center. Our proposal is based upon Allan Hancock College utilizing the provisions of the Reef Sunset Unified School District Facility Supply Services Contract, the Inclusions/Exclusions as listed below, and the conceptual drawing attached and dated 3/29/20.

DSA approved, steel rigid frame construction, Type V non-rated construction, 20 lb roof load, 110 mph exposure, Low Seismic SS 1.003, 2016 CBC, FOB Santa Maria, CA

72x40 Academic Success Center - includes bonds and insurance – 2,880 sf \$1,033,880

Options not included:

- Upgrade 2x4 ceiling tile to 2x2 Prelude XL t-bar system and Calla Square lay in tile, **Model No.2820** \$11,088 plus bonds/insurance yes__no__
- Upgrade 2x4 ceiling tile to 2x2 Prelude XL t-bar system and Calla Tegular lay in tile, **Model No. 2822** \$13,824 plus bonds/insurance yes__no__
- Add roof hatch with aluminum ladder \$ 3,580 plus bonds/insurance yes__no__

Inclusions

BID ITEM

1. 72X40 Relocatable Classroom, Item 1B x 2
2. Below grade concrete foundations
3. 10 ft ceilings
4. Light weight concrete subfloors over metal deck

BUILDING ENVELOPE

5. 60 mil single ply PVC roofing – single slope, scuppers and crickets as required
6. 4-sided parapet, top of parapet 14'-6" AFF, no over-hangs at front or rear
7. Exterior stucco finish, site applied 3-part conventional, w/ integral color (no paint), trim to be painted
8. Architectural 24g metal siding at parapet and walls as per concept drawings attached. (color TBD)
9. Door hardware to be panic, Von Duprin 99L, and/or Schlage ND95PD as required, lever type RHODES
10. Store front window assembly at front double door and rear door, see elevations, includes transoms
11. Natural Finish Birch interior doors w/ ½ lite at offices and meeting room, **include 16" x 84" side light at each office door**
12. 7- 4' x 9' clear anodized aluminum framed dual glaze windows – fixed, include Mapes panel as per elevations
13. 1- 8' x 9' clear anodized aluminum framed dual glaze window – fixed, include Mapes panel as per elevation
14. 1-12' x 9' clear anodized aluminum framed dual glaze window – fixed, include Mapes panel as per elevation
15. 6- 4' x 2' clear anodized aluminum framed dual glaze windows – fixed, as per elevation
16. 3- 2' x 4' clear anodized aluminum framed single glaze windows – interior fixed, as per plan
17. Full panel close-ups at interior walls
18. 3" schedule 40 galvanized downspouts, as required

FOUNDATION

19. Below grade concrete foundation system as per PC, slurry, vent/access wells w/ metal grates and frames, embeds
20. 22g foundation counter flashing, 12" wide

INSULATION

21. R-30 Roof, R13 Walls, **interior walls R-13**
22. 10'-0" high t-grid ceilings with 2x4 ceiling tile

FLOOR & WALL

23. Commercial sheet vinyl flooring and rubber wall base (Armstrong Standard Excellon) at lounge and IDF room
24. Tandus Carpet Infinity and rubber wall base in all areas except at lounge and IDF room
25. Koroseal School Collection Vinyl tackboard over non-rated interior walls w/ 1/2" gyp, except IDF room
26. Painted plywood walls in IDF room

CASEWORK

27. Plumbed ADA sink and cabinet at lounge
28. Base cabinets with drawers in lounge, **solid surface (Corian or equal)** counter tops, WI certified, custom grade
29. Upper cabinets in lounge, WI certified, custom grade

PLUMBING

30. Stain less steel double sink at lounge
31. Hose bibb at exterior

MECHANICAL

- 32. (2) 5 ton **gas/electric** roof top HVAC systems, includes supply and return registers and programmable t-stat,
- 33. (1) electric split system HVAC, cooling only, at IDF room (condenser pad by others)
- 34. (1) instant flow tankless electric water heater at lounge sink

ELECTRICAL

- 35. Standard duplex receptacles
- 36. (6) recessed floor duplex/data boxes
- 37. **(1) quadplex above ceiling at meeting room, include j-box at ceiling for low voltage (future projector)**
- 38. **Blocking above ceiling for future projector, if required, at meeting room**
- 39. (3) GFCI receptacles
- 40. (2) dedicated receptacles
- 41. (21) data j-boxes for future low voltage, in wall conduit stubbed above ceiling t-grid
- 42. (1) single phase electrical panel stubbed thru subfloor, energized by others
- 43. LED recessed lights in t-grid, occupancy sensor – dimmable
- 44. Standard exterior exit lighting
- 45. Exit light with battery back-up
- 46. Interior light switches, as required

MISCELLANEOUS

- 47. **(2) 4' x 12' white porcelain markerboards at meeting room, (1) at front wall**
- 48. Wall blocking as required
- 49. Plumbing manifold stubbed 2 ft outside foundation
- 50. Contract and project supervision
- 51. Engineering and design
- 52. Bonds and insurance
- 53. Prevailing wages as required
- 54. Standard delivery and installation
- 55. Standard craning and rigging
- 56. Wall mounted fire extinguishers
- 57. FA conduit and j-boxes per PC design

Estimated Schedule

April 30, 2020	Under contract
June 30, 2020	Submit drawings to Architect for DSA approval
Aug 2020	Begin construction with DSA approved drawings
Aug 2020	Concrete foundations
Oct 15, 2020	Shipping and installation
Dec 18, 2020	Substantial Completion

Exclusions

- 1. DSA approvals for site
- 2. DSA in-plant or on-site inspection fees
- 3. adequate vehicle/trades access
- 4. site prep and plans showing grades, benchmarks, setbacks, finish floor height, etc.
- 5. drinking fountain
- 6. concrete or asphalt flat work, curbs, concrete landing/ramp or handrails
- 7. concrete foundation design beyond the PC
- 8. underground utilities
- 9. over excavation and re-compaction or excavation of building footprint
- 10. spoils removal, asphalt removal, concrete removal, sod removal, etc.
- 11. removal or repair of unknown underground obstacles
- 12. soils testing or water flow testing
- 13. condensate drywells or foundation drywells
- 14. mow strips
- 15. landscaping
- 16. utility connections
- 17. water chlorination or SWPPP
- 18. special unloading or special craning due to inaccessible site conditions
- 19. fire alarm system
- 20. fire sprinklers and/or riser
- 21. backfill and compaction
- 22. appliances or furniture
- 23. under building pad height (pad to be level and within 6" across the diagonal or additional fees maybe required)
- 24. full time superintendent
- 25. fencing, job shack, portable toilets, dust control, security, dumpster, storage bin

- 26. temporary or permanent power, water, or phone
- 27. sand prepare drywall
- 28. electric hand dryers
- 29. three phase panel
- 30. master distribution panel(s)
- 31. surveying, including building (4) corners marked and finished floor heights noted
- 32. down spout connections to underground
- 33. low voltage systems or wire or devices
- 34. architect fees
- 35. soap or paper dispensers or mop sink/racks
- 36. rough-in plumbing
- 37. signage
- 38. seamless gutters
- 39. EMS systems
- 40. wire mold
- 41. IDF cabinets/equipment
- 42. motion detectors/security systems
- 43. laminate counter tops
- 44. window coverings or security screens
- 45. electric HVACs
- 46. projection screens and/or projectors
- 47. under building foundation drains or drywells
- 48. master keying
- 49. tubular skylights
- 50. metal studs
- 51. builders risk insurance
- 52. methane gas remediation
- 53. gas regulators/meters
- 54. backpack racks/shelves
- 55. air balance reports/testing or certified air balance
- 56. pilot cars
- 57. off-site staging
- 58. trenching for manifold
- 59. casework locks
- 60. union labor, PLA agreement

NOTE: the omission of any item(s) not listed in the assumed scope and exclusions shall not be construed to be included in this pricing
NOTE: concrete foundation design and engineering by AMS, installation by others. AMS is not responsible for quality of installation, inspections, nor acceptance of foundation. Any review performed by AMS shall be considered a courtesy to assist with the overall project success and does not remove the contractor's responsibility to comply with the plans and specifications. Contractor performing foundation installation is responsible to ensure the foundation is completed per plans, specifications, and meets tolerances for relocatable buildings as described in AMS drawings. In the event engineering is required to accommodate errors or omissions, rework, or additional coordination/engineering all expenses shall be reimbursed to AMS. In addition, a \$1,500 per hour back charge will occur if a delay due to grinding, leveling, etc...is required at time of installation.

Subcontractor performing concrete foundation installation must meet the following qualifications:

- 1. minimum of 5 years continuous and current experience installing modular (pit set) foundations
- 2. minimum of 5 years continuous and current experience with public works projects specific to education
- 3. minimum of 5 years continuous and current experience working on Division of State Architect (DSA) approved and inspected projects.

NOTE: Point of connection drawings (POC) as coordinated with the AOR and design team, supersedes any previous drawings and/or communications regarding POC's including the DSA approved drawings. The locations and sizing reflected on the POC sheet are the responsibility of the Architect of Record to provide to the appropriate on-site contractors for coordination and execution.

PurchaseTerms

Monthly progress payments, net 20 days. Quote good for 60 days.

Thank you for your inquiry and for the opportunity to provide a proposal for this project. My cell: 818 339 1413

Sincerely,

Jim Wallace
 Southern California Director of Sales
 American Modular Systems, Inc.
jim.w@americanmodular.com

ACCEPTED YES ___ NO ___
 BY _____
 TITLE _____
 DATE _____

cc/hancockcollege/file rev

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Approval of Final Project Proposal for Building N, Gym Renovation	Item Number: 9.E.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 32

BACKGROUND

Community college districts annually submit project proposals to the Chancellor's Office for capital outlay funding. The first step in this process is to submit a three-page concept paper, called an Initial Project Proposal (IPP). The second and final step is to submit a complete proposal with justification and budget detail, called a Full Project Proposal (FPP).

The district previously submitted an IPP for building N, Gym Renovation, to the Chancellor's Office. It is now appropriate to submit the FPP for the project to be eligible for funding in the state's fiscal year 2022-23 budget. Attached is the final project proposal for the Gym Renovation.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the filing of the FPP for building N, Gym Renovation, with the Chancellor's Office.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Final Project Proposal

2022-2023

Community College Construction Act of 1980
Capital Outlay Budget Change Proposal

Gym Renovation

Proposal Name

Allan Hancock Joint Community College District

Community College District

Allan Hancock College

College or Center

July 1, 2020

Date

A _____ P x W x C x E x

2.1 Final Project Proposal Checklist

District: Allan Hancock Joint Community College District
College: Allan Hancock College
Project: Gym Renovation
Prepared by: 19six/FPACS **Date:** July 1, 2020

Section	Description	Status	Date
1.1	Title Page	Complete	2/5/2020
2.1	Final Project Proposal Checklist	Complete	4/21/2020
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	3/11/2020
3.2	Project Terms and Conditions	Complete	3/11/2020
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	4/15/2020
5.1	Cost Estimate Summary - JCAF 32	Complete	4/15/2020
5.2	Quantities and Unit Costs supporting the JCAF 32 <i>(Insert the optional cost analyses into this section.)</i>	Complete	4/15/2020
6.1	California Energy Commission Approved Audit	Complete	4/13/2020
7.1	Responses to Specific Requirements -- State Administrative Manual <i>(Also provide this section electronically in Word 6. Version)</i>	Complete Complete	4/20/2020 4/1/2020
8.1	California Environmental Quality Act: Environmental Impact Report or Exemption Notice	Complete	4/13/2020
9.1	Analysis of Future Costs	Complete	4/13/2020
10.1	Campus Plot Plan	Complete	4/15/2020
10.2	Diagrams of Building Areas <i>(include floor plans with building areas affected.)</i> <i>(Insert half-sized scaled conceptual drawings into the FPP.)</i>	Complete	4/15/2020
10.3	Site Plans	Complete	4/15/2020
10.4	Floor Plans	Complete	4/15/2020
10.5	Exterior Elevations	Complete	4/15/2020
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	4/15/2020
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	Complete	4/13/2020
13.1	Detailed Equipment List		

3.1 Approval Page

Final Project Proposal

Budget Year: 2022-2023

District: Allan Hancock Joint Community College District**Project Location:** Allan Hancock College
(College, campus, or center)**Project Name:** Gym Renovation

The district proposes funds for inclusion in the State capital outlay budget (check items):

site acquisition preliminary plans working drawings construction equipment **District Certification****Contact Person:** Eric D. Smith **Telephone:** 805-922-6966 ext. 3221
(Facilities, Planning and Development)**E-Mail Address:** ericd.smith@hancockcollege.edu **Fax:** _____**Approved for submission:** _____ **Date:** _____
(Chancellor/President/Superintendent Signature)**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date)_____
(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, 6th Floor
Sacramento, CA 95814-6511**Chancellor's Office Certification**

Reviewed by: _____

Date Completed: _____

3.2 PROJECT TERMS AND CONDITIONS

District: Allan Hancock Joint Community College District **College:** Allan Hancock College

Project: Gym Renovation **Budget Year:** 2022-2023

- 1 The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.

- 2 The applicant hereby assures the Board of Governors of the California Community Colleges that:
 - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
 - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
 - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
 - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Division of the State Architect.
 - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
 - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
 - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

- 3 It is understood by the applicant that:
 - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
 - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
 - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

- 4 It is further understood that:
 - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
 - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
 - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

DISTRICT Allan Hancock Joint Community College District (610)
CAMPUS Allan Hancock College (611)

Project: Gym Renovation

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	Wsch Capacity	Sec. ASF	Increase In Space
110	Classroom	0835	Physical Education	0	0		1,100	-393	1,286	-186
210	Class Lab	0835	Physical Education	0	0		2,878	184	2,286	592
310	Office	0835	Physical Education	0	0		2,589	0	2,662	-73
520	Athletics/Physical Education	0835	Physical Education	0	0		23,280	0	31,120	-7,840
525	Athletic/Physical Ed Service	0835	Physical Education	0	0		9,734	0	0	9,734
680	Meeting Room	0835	Physical Education	0	0		469	0	0	469
715	DP/Computer Service	0835	Physical Education	0	0		115	0	0	115
TOTAL	-	-	-	0	0	0	40,165	-209	37,354	2,811

Report Generated: 04/21/2020

DISTRICT Allan Hancock Joint Community College District (610) **CAMPUS** Allan Hancock College (611)

Project: Gym Renovation **Date Prepared:** 04/22/2020 **Estimate CCI:** 6924 **CFIS Ref. #:** 40.02.000
Request For: L **P** **W** **C** **E** **Prepared by:** 19six/FPA CS **Estimate EPI:** 3737 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. Site Acquisition (Acres: 0)	\$0				
2. Preliminary Plans (Estimate CCI: 6924)	\$1,027,408	\$390,416	\$636,992	\$0	
A. Architectural Fees (for preliminary plans)	\$590,184				
B. Project Management (for preliminary plans)	\$168,624				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$98,600				
E. Other Costs (for preliminary plans)	\$170,000				
3. Working Drawings (Estimate CCI: 6924)	\$895,322	\$447,661	\$447,661	\$0	
A. Architectural Fees (for working drawings)	\$674,496				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$147,648				
D. Community College Plan Check Fee	\$48,178				
E. Other Costs (for working drawings)	\$25,000				
<i>Total PW may not exceed 13% of construction</i>	True				
4. Construction (Estimate CCI: 6924)	\$16,862,402	\$12,646,801	\$4,215,601	\$0	
A. Utility Service	\$415,429				
B. Site Development, Service	\$162,927				
C. Site Development, General	\$223,651				
D. Other Site Development	\$0				
E. Reconstruction	\$14,464,025				
F. New Construction (building) (w/Group I equip)	\$0				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$433,921				
H. Other	\$1,162,449				
5. Contingency	\$1,180,368	\$1,180,368	\$0	\$0	
6. Architectural and Engineering Oversight	\$421,560	\$421,560	\$0	\$0	
7. Tests and Inspections	\$520,974	\$520,974	\$0	\$0	
A. Tests	\$168,624				
B. Inspections	\$352,350				
8. Construction Management & Labor Compliance Program (if justified)	\$377,111	\$377,111	\$0	\$0	
A. Construction Management	\$337,248				
B. Labor Compliance Program	\$39,863				
9. Total Construction Costs (items 4 through 8 above)	\$19,362,415	\$15,146,814	\$4,215,601	\$0	
10. Furniture and Group II Equipment (Estimate EPI: 3737)	\$91,786	\$0	\$91,786	\$0	
11. Total Project Cost (items 1, 2, 3, 9, and 10)	\$21,376,931	\$15,984,891	\$5,392,040	\$0	
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0.00	\$0	\$0
Reconstruction	53,715	40,165	0.75	\$360	\$269

13. Anticipated Time Schedule							
Start Preliminary Plans	07/15/2022	Start Working Drawings	03/01/2023	Complete Working Drawings	08/01/2023	DSA Final Approval	04/01/2024
Advertise Bid for Construction	06/01/2024	Award Construction Contract	08/01/2024	Advertise Bid for Equipment	08/01/2025	Complete Project	08/01/2026

14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$390,416	\$636,992	\$0	\$636,992
Working Drawings	\$447,661	\$447,661	\$0	\$447,661
Construction	\$15,146,814	\$4,215,601	\$0	\$4,215,601
Equipment	\$0	\$91,786	\$0	\$91,786
Total Costs	\$15,984,891	\$5,392,040	\$0	\$5,392,040
% of SS Total	74.78%	25.22%	SS Total:	\$21,376,931

Report Generated: 04/22/2020

DISTRICT Allan Hancock Joint Community College District (610)		CAMPUS Allan Hancock College (611)		
Project: Gym Renovation		Date Prepared: 04/22/2020	Estimate CCI: 6924	CFIS Ref. #: 40.02.000
Request For: L P W C E		Prepared by: 19six/FPA CS	Estimate EPI: 3737	DoF Project ID:
	Total Cost	State Funded	District Funded	
			Supportable	Non Supportable
1. Site Acquisition (Acres: 0)	\$0			
2. Preliminary Plans (Estimate CCI: 6924)	\$1,027,408	\$390,416	\$636,992	\$0
A. Architectural Fees (for preliminary plans)	\$590,184			
New Construction: \$0 x 8.0 % x 35.0 %	\$0			
Reconstruction: \$16,862,402 x 10.0 % x 35.0 %	\$590,184			
B. Project Management (for preliminary plans)	\$168,624			
Contract Cost: \$16,862,402 x 1.0 %	\$168,624			
C. Division of the State Architect Plan Check Fee	\$0			
D. Preliminary Tests (soils, hazardous materials)	\$98,600			
Geotechnical & Geologic Testing/Reports (Supportable)	\$25,000			
Hazardous Materials Survey (Supportable)	\$15,000			
Structural Survey (Supportable)	\$40,000			
CEQA (Environmental Documents (Supportable)	\$15,000			
California Geologic Hazard Fee (Supportable)	\$3,600			
E. Other Costs (for preliminary plans)	\$170,000			
SWPPP (Supportable)	\$15,000			
Acoustic Design Consultant (Supportable)	\$35,000			
Constructability Review Consultant (Supportable)	\$40,000			
Hazardous Materials Consultant (Supportable)	\$20,000			
Waterproofing Consultant (Supportable)	\$30,000			
Kinesiology Specialty Consultant (Supportable)	\$20,000			
Security Lock System Consultant (Supportable)	\$10,000			
3. Working Drawings (Estimate CCI: 6924)	\$895,322	\$447,661	\$447,661	\$0
A. Architectural Fees (for working drawings)	\$674,496			
New Construction: \$0 x 8.0 % x 40.0 %	\$0			
Reconstruction: \$16,862,402 x 10.0 % x 40.0 %	\$674,496			
B. Project Management (for working drawings)	\$0			
C. Division of the State Architect, Plan Check Fee	\$147,648			
1. Structural Safety Fee (Minimum \$250)	\$103,674			
Tier 1 Amount: \$1,000,000 x 0.85 %	\$8,500			
Tier 2 Amount: \$15,862,402 x 0.60 %	\$95,174			
2. Fire, Life Safety Fee (Minimum \$300)	\$22,862			
Tier 1 Amount: \$1,000,000 x 0.30 %	\$3,000			
Tier 2 Amount: \$4,000,000 x 0.20 %	\$8,000			
Tier 3 Amount: \$11,862,402 x 0.10 %	\$11,862			
Tier 4 Amount: \$0 x 0.05 %	\$0			
Tier 5 Amount: \$0 x 0.01 %	\$0			
3. Access Compliance Fee (Minimum \$500)	\$21,112			
Tier 1 Amount: \$500,000 x 0.50 %	\$2,500			
Tier 2 Amount: \$1,500,000 x 0.25 %	\$3,750			
Tier 3 Amount: \$14,862,402 x 0.10 %	\$14,862			
Tier 4 Amount: \$0 x 0.08 %	\$0			
Tier 5 Amount: \$0 x 0.06 %	\$0			
Tier 6 Amount: \$0 x 0.04 %	\$0			
D. Community College Plan Check Fee	\$48,178			
Contract Cost: \$16,862,402 x 28.571 % x 1.0 %	\$48,178			
E. Other Costs (for working drawings)	\$25,000			
Printing & Advertising (Supportable)	\$20,000			
Legal Services (Supportable)	\$5,000			
<i>Total PW may not exceed 13% of construction</i>	True			
4. Construction (Estimate CCI: 6924)	\$16,862,402	\$12,646,801	\$4,215,601	\$0
A. Utility Service	\$415,429			
Temporary electrical power equipment (pro-rated per job), connections, compressor or pump, 100 amp QTY: 2 x \$441 / Ea.	\$881			
Circuit breaker, 3 pole, 125 to 600 amp, type MA QTY: 2 x \$8,682 / Ea.	\$17,364			

	Total Cost	State Funded	District Funded	
			Supportable	Non Supportable
Load interrupter switch, 2 position, 300 kVA & below, 13.8 kV, 600 amp w/CLF fuses, NEMA 1 QTY: 2 x \$53,811 / Ea.	\$107,621			
300 kVA 600 amp Emergency Generator QTY: 1 x \$97,309 / Ea.	\$97,309			
Storm Drainage Manholes, Frames, and Covers, brick, 4' inside diameter, excludes footing, excavation, backfill, frame and cover, add for depths over 8' QTY: 8 x \$1,947 / Ea.	\$15,573			
Subdrainage Piping, corrugated metal, steel, pipe, perforated, asphalt coated, 8" diameter, 18 ga., excludes excavation and backfill QTY: 200 x \$23 / L.F.	\$4,564			
Utility Line Signs, Markers, and Flags, underground tape, detectable, reinforced, aluminum foil core, 6", excludes excavation and backfill QTY: 2 x \$7,230 / Ea.	\$14,461			
Utility structures, utility vaults precast concrete, 8' x 14' x 7' high, I.D., 6" thick, excludes excavation and backfill QTY: 2 x \$3,367 / Ea.	\$6,734			
Water Utility Distribution Fire Hydrants, two way, 8'-0" depth, 4-1/2" valve, includes mechanical joints, excludes excavation and backfill QTY: 2 x \$19,862 / Ea.	\$39,724			
Public Storm Utility Drainage Piping, corrugated metal pipe, galvanized and bituminous coated with paved invert, 20' lengths, 16 ga., 8" diameter, excludes excavation and backfill QTY: 250 x \$58 / L.F.	\$14,489			
Utility Area Drains, catch basins or manholes frames and covers, cast iron, 24" square, 500 lb., excludes footing, excavation, and backfill QTY: 4 x \$1,221 / Ea.	\$4,883			
Electrical Underground Ducts and Manholes, PVC, elbows, 4" diameter, schedule 40, installed by direct burial in slab or duct bank QTY: 250 x \$181 / Ea.	\$45,190			
Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, black steel service pipe, std. wt. 1/2" Insulation, 250 degree F. maximum temperature, 10" diam. pipe size, excludes trenching, fittings or crane QTY: 250 x \$187 / L.F.	\$46,636			
B. Site Development, Service	\$162,927			
Demolish, remove pavement & curb, remove concrete curbs, plain, excludes hauling and disposal fees QTY: 24 x \$6 / L.F.	\$155			
Minor site demolition, pipe, sewer/water, steel, welded connections, 4" diameter, remove, excludes excavation, hauling QTY: 25 x \$15 / L.F.	\$363			
Minor site demolition, remove existing catch basin or manhole, masonry, excludes hauling QTY: 8 x \$581 / Ea.	\$4,650			
Hazardous waste cleanup/pickup/disposal, dumpsite disposal charge, maximum QTY: 200 x \$742 / Ton	\$148,316			
Minor site demolition, for disposal on site, excludes hauling, add QTY: 200 x \$15 / C.Y.	\$3,030			
Fencing demolition, remove chain link posts & fabric, 8' to 10' high QTY: 50 x \$5 / L.F.	\$261			
Fine grading, fine grade for slab on grade, machine QTY: 100 x \$2 / S.Y.	\$226			
Topsoil stripping and stockpiling, loam or topsoil, remove and stockpile on site, 200 HP dozer, 6" deep, 200' haul per C.Y. QTY: 100 x \$4 / C.Y.	\$376			
Selective clearing, brush, medium clearing, with dozer, ball and chain, excludes removal offsite QTY: 1 x \$2,345 / Acre	\$2,345			
Clearing & grubbing, grub stumps and remove QTY: 1 x \$2,864 / Acre	\$2,864			
Excavating, chain trencher, utility trench, common earth, 40 H.P., 12" wide, 36" deep, operator riding, includes backfill QTY: 200 x \$2 / L.F.	\$341			
C. Site Development, General	\$223,651			
Mobilization or demobilization, delivery charge for equipment, on flatbed trailer behind pickup truck QTY: 2 x \$242 / Ea.	\$484			
Barricades, guardrail, portable metal with base pads, buy QTY: 1,500 x \$28 / L.F.	\$42,405			
Temporary Fencing, chain link, rented up to 12 months, 6' high, 11 ga, over 1000' QTY: 1,500 x \$10 / L.F.	\$14,355			
Directory boards, outdoor, weatherproof, black plastic, 36" x 36" QTY: 4 x \$2,503 / Ea.	\$10,011			
Signs, 10'-0", add to above for steel posts, galvanized, upright, bolted QTY: 12 x \$95 / Ea.	\$1,143			
Planters, precast concrete, sandblasted, 48" diameter, 24" high QTY: 8 x \$1,358 / Ea.	\$10,864			
Planters, precast concrete, fluted, 7' diameter, 36" high QTY: 8 x \$2,746 / Ea.	\$21,965			
Topsoil placement and grading, loam or topsoil, F.E. loader, 1-1/2 C.Y., remove and stockpile on site, spread from pile to rough finish grade QTY: 500 x \$9 / S.Y.	\$4,505			
Fence, chain link industrial, aluminized steel, 6 ga. wire, 2" posts @ 10' OC, 6' high, includes excavation, & concrete QTY: 60 x \$50 / L.F.	\$2,972			

	Total Cost	State Funded	District Funded	
			Supportable	Non Supportable
Fence, chain link industrial, gate, galvanized steel, 6' high fence, 1-5/8" frame, 3' wide, 6' high, includes excavation, in concrete QTY: 20 x \$42 / L.F.	\$831			
Asphaltic concrete, parking lots & driveways, 6" stone base, 1.5" binder course, 1" topping, no asphalt hauling included QTY: 200 x \$4 / S.F.	\$801			
Pavement markings, parking stall, paint, white, small quantities, 4" wide QTY: 20 x \$39 / Stall	\$780			
Sidewalks, driveways, and patios, sidewalks, concrete, for exposed aggregate finish, excludes base, add to above, maximum QTY: 96 x \$1 / S.F.	\$116			
Subsurface drip irrigation, air relief valve, inline with compensation tee, 1" QTY: 14 x \$22 / Ea.	\$310			
Subsurface drip irrigation, fertilizer injector, non-proportional QTY: 14 x \$11 / Ea.	\$157			
Subsurface drip irrigation, flush ends, auto flush, spring loaded QTY: 14 x \$20 / Ea.	\$274			
Subsurface drip irrigation, flush ends, ball valve, 4-3/4" QTY: 14 x \$5 / Ea.	\$67			
Subsurface drip irrigation, round box for flush ends, 6" QTY: 14 x \$108 / Ea.	\$1,517			
Subsurface drip irrigation, screen filter, 1-1/2" disk QTY: 14 x \$394 / Ea.	\$5,515			
Subsurface drip irrigation, supply tubing, material only, 1/2", 500' coil QTY: 5,000 x \$3 / S.F.	\$15,574			
Subsurface drip irrigation, typical installation, large, 18" O.C., maximum QTY: 5,000 x \$3 / S.F.	\$13,440			
Base course drainage layers, aggregate base course for roadways and large paved areas, crushed stone base, compacted, crushed 1-1/2" stone base, to 4" deep QTY: 100 x \$10 / S.Y.	\$953			
Cast-in place concrete curbs & gutters, radius steel forms, 6" high curb, 6" thick gutter, 30" wide, includes concrete QTY: 24 x \$37 / L.F.	\$883			
Landscape edging, redwood, 2" x 4" QTY: 250 x \$9 / L.F.	\$2,178			
Ground cover, plants, pachysandra, excludes preparation of beds QTY: 200 x \$205 / C	\$40,972			
Sidewalks, driveways, and patios, sidewalk, concrete, cast-in-place with 6 x 6 - W1.4 x W1.4 mesh, broomed finish, 3000 psi, 4" thick, excludes base QTY: 96 x \$8 / S.F.	\$721			
Concrete paving surface treatment, 4500 psi, fixed form, unreinforced, 12' pass, 6" thick, includes joints, finishing, and curing QTY: 10 x \$38 / S.Y.	\$382			
Planting beds preparation, backfill planting pit, on site topsoil, by hand QTY: 5,000 x \$6 / C.Y.	\$29,476			
D. Other Site Development	\$0			
E. Reconstruction	\$14,464,025			
F. New Construction (building) (w/Group I equip)	\$0			
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$433,921			
New Construction: \$0 x 2.0 %	\$0			
Reconstruction: \$14,464,025 x 3.0 %	\$433,921			
H. Other	\$1,162,449			
Seismic Structural Work - provide diagonal rod braces below existing roof (Supportable)	\$1,162,449			
5. Contingency	\$1,180,368	\$1,180,368	\$0	\$0
New Construction: \$0 x 5.0 %	\$0			
Reconstruction: \$16,862,402 x 7.0 %	\$1,180,368			
6. Architectural and Engineering Oversight	\$421,560	\$421,560	\$0	\$0
New Construction: \$0 x 8.0 % x 25.0 %	\$0			
Reconstruction: \$16,862,402 x 10.0 % x 25.0 %	\$421,560			
7. Tests and Inspections	\$520,974	\$520,974	\$0	\$0
A. Tests	\$168,624			
Contract Cost: \$16,862,402 x 1.0 %	\$168,624			
B. Inspections	\$352,350			
Construction Months: 25 x \$14,094	\$352,350			
8. Construction Management & Labor Compliance Program (if justified)	\$377,111	\$377,111	\$0	\$0
A. Construction Management	\$337,248			
Contract Cost: \$16,862,402 x 2.0 %	\$337,248			
B. Labor Compliance Program	\$39,863			
State Cost: \$15,945,028 x 0.25 %	\$39,863			
9. Total Construction Costs (items 4 through 8 above)	\$19,362,415	\$15,146,814	\$4,215,601	\$0
10. Furniture and Group II Equipment (Estimate EPI: 3737)	\$91,786	\$0	\$91,786	\$0

			Total Cost	State Funded	District Funded		
					Supportable	Non Supportable	
11. Total Project Cost (items 1, 2, 3, 9, and 10)			\$21,376,931	\$15,984,891	\$5,392,040	\$0	
12. Project Data		Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF	
New Construction		0	0	0.00	\$0	\$0	
Reconstruction		53,715	40,165	0.75	\$360	\$269	
13. Anticipated Time Schedule							
Start Preliminary Plans	07/15/2022	Start Working Drawings	03/01/2023	Complete Working Drawings	08/01/2023	DSA Final Approval	04/01/2024
Advertise Bid for Construction	06/01/2024	Award Construction Contract	08/01/2024	Advertise Bid for Equipment	08/01/2025	Complete Project	08/01/2026
14. Phase	State Funded	District Funded		District Funded Total			
		Supportable	Non Supportable				
Acquisition	\$0	\$0	\$0	\$0			
Preliminary Plans	\$390,416	\$636,992	\$0	\$636,992			
Working Drawings	\$447,661	\$447,661	\$0	\$447,661			
Construction	\$15,146,814	\$4,215,601	\$0	\$4,215,601			
Equipment	\$0	\$91,786	\$0	\$91,786			
Total Costs	\$15,984,891	\$5,392,040	\$0	\$5,392,040			
% of SS Total	74.78%	25.22%	SS Total:	\$21,376,931			

Report Generated: 04/22/2020

6.1 CALIFORNIA ENERGY COMMISSION APPROVED AUDIT

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.
- Durable systems and finishes with long life cycles that minimize maintenance and replacement.
- Optimization of indoor environmental quality for occupants with high efficiency industrial ventilation.
- Utilization of environmentally preferable products and processes, such as recycled content materials and recyclable materials.
- Procedures that monitor, trend and report operational performance as compared to the optimal design and operating parameters to the campus' central energy management system.
- Space provided in each building to support an active program for recycling and reuse of materials.

STATE OF CALIFORNIA
Capital Outlay Budget Change Proposal (COBCP) - Cover Sheet
 DF-151 (REV 02/20)

Fiscal Year 2022-23	Business Unit 6670	Department Board of Governors, California Community Colleges	Priority No. <i>Click or tap here to enter text.</i>
Budget Request Name 6870-301-COBCO-2022-XX		Capital Outlay Program ID 5680	Capital Outlay Project ID <i>Click or tap here to enter text.</i>

Project Title

Allan Hancock Community College District, Allan Hancock College: Gym Renovation

Project Status and Type

Status: New Continuing Type: Major Minor

Project Category (Select one)

<input type="checkbox"/> CRI <i>(Critical Infrastructure)</i>	<input type="checkbox"/> WSD <i>(Workload Space Deficiencies)</i>	<input type="checkbox"/> ECP <i>(Enrollment Caseload Population)</i>	<input type="checkbox"/> SM <i>(Seismic)</i>
<input type="checkbox"/> FLS <i>(Fire Life Safety)</i>	<input checked="" type="checkbox"/> FM <i>(Facility Modernization)</i>	<input type="checkbox"/> PAR <i>(Public Access Recreation)</i>	<input type="checkbox"/> RC <i>(Resource Conservation)</i>

Total Request (in thousands) \$ 15,985,000	Phase(s) to be Funded PWCE	Total Project Cost (in thousands) \$ 21,377,000
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Budget Request Summary

The Gymnasium at the Allan Hancock College was constructed in 1962 with a minor addition in 1967. The Facilities Condition Index for the Gym building is over 53%. This indicates the need for renovation when the cost of needed repairs is over 50% of the cost to replace the facility. The building cannot meet the program needs for physical education and related programs demanded by students. The scope of this project renovates the 53,715 gross square foot (gsf) Gymnasium building (N) (space inventory #20) resulting in a total of 40,165 assignable square feet (asf) comprised of 1,100 asf lecture space , 2,878 asf lab space, 2,589 asf office space, and 33,598 asf of other Physical Education space. Total project cost is \$21,377,000 (\$15,985,000 state funds, \$5,392,000 district funds).

Click or tap here to enter text.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed <i>Click or tap here to enter text.</i>	CCCI 6924
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Requires Provisional Language <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budget Package Status <input type="checkbox"/> Needed <input checked="" type="checkbox"/> Not Needed <input type="checkbox"/> Existing
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Impact on Support Budget

One-Time Costs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Swing Space Needed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Future Savings <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Generate Surplus Property <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Future Costs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

If proposal affects another department, does other department concur with proposal? Yes No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By <i>Click or tap here to enter text.</i>	Date <i>Click or tap to enter a date.</i>	Reviewed By <i>Click or tap here to enter text.</i>	Date <i>Click or tap to enter a date.</i>
Department Director <i>Click or tap here to enter text.</i>	Date <i>Click or tap to enter a date.</i>	Agency Secretary <i>Click or tap here to enter text.</i>	Date <i>Click or tap to enter a date.</i>

Department of Finance Use Only

Principal Program Budget Analyst <i>Click or tap here to enter text.</i>	Date submitted to the Legislature <i>Click or tap to enter a date.</i>
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A. COBCP Abstract:

Allan Hancock Community College District, Allan Hancock College, Gym Renovation – \$21,377,000 for Preliminary Plans, Working Drawings, Construction, and Equipment. The project will renovate the 58 year-old Gym Building. The project will provide a reconstructed 40,165 asf/53,715 gsf Gymnasium facility. Total project costs are estimated at \$21,377,000, including Preliminary Plans (\$1,028,000), Working Drawings (\$895,000), Construction (\$19,362,000), and Equipment (\$92,000). The construction amount includes \$16,862,000 for the construction contract, \$1,180,000 for contingency, \$422,000 for architectural and engineering services, and \$898,000 for other project costs. The current project schedule estimates Preliminary Plans will begin in July 2022 and will be completed in January 2023. The Working Drawings are estimated to begin in March 2023 and will be approved in April 2024. Construction is scheduled to begin in August 2024 and will be completed in August 2026.

B. Purpose of the Project:

Based on the 2017-18 Chancellor's Office data the Allan Hancock CCD has 22,239 students enrolled in its instructional programs, and 12,421 (56 percent) of Allan Hancock CCD's students are low-income. According to the latest 5-Year Plan Enrollment Forecasts, Allan Hancock College makes up 88% of the District's Day Enrollment. Therefore, there are 10,930 low-income students at the Allan Hancock College. Allan Hancock College has 961 full-time equivalent employees who provide administrative leadership, student services, and instruction. There are 7 full-time and 50 part-time employees who directly serve the programs associated with the proposed project. The Allan Hancock CCD and the Allan Hancock College campus are not located in region which is identified by the California Community College Vision for Success as a region of high-need.

The Allan Hancock College Gym Renovation project will renovate the 58 year-old Gym Building. There has been no remodeling done to the Gym Building since its construction in 1962. The project supports the academic areas of the Physical Education and Kinesiology Programs. These programs include Physical Education, Kinesiology, Sports Medicine, and Recreation Management. The Sports Medicine and Recreation Management programs are Career Technology Education (CTE) Programs that currently have insufficient and inefficient space to grow their programs. The modernization of the Gym Building will provide modern, safe, efficient educational space for the programs.

The current building no longer meets building seismic codes. The district recently commissioned a third-party seismic study (John A. Martin & Associates, Inc.), which found that the building is assessed at risk level VI. The existing gypsum diaphragm is not capable of adequately transferring seismic forces of out-of-plane wall loads to the tilt-up concrete shear walls. Based on the brittle nature of the gypsum material not typically used for seismic resistance, the structure has significant seismic issues. The gypsum diaphragm will be retrofitted by providing horizontal diagonal rod braces below the existing roof. The cost of this work is \$1,162,449 and is included in the Cost Estimate for the project.

Allan Hancock CCD will renovate the 53,715 gsf building which will provide 40,165 asf consisting primarily of lecture, laboratory, office, and physical education related space.

Facilities Condition and Programmatic Issues

The 58 year-old Gym Building was built in a time when Title IX and American Disabilities Act (ADA) issues were not a concern. This was a time when HVAC systems were in their infancy for use in Gymnasiums. There is no conditioned air in the facility. During heat spells portions of the facility are not usable. The Training Room is located such that users must pass through the Men's Locker Room or a male faculty member's office. This causes women to only have access when the Men's Locker Room has been vacated and/or the male faculty member leaves their office. In the case of a women athlete injuring themselves during a training session, the gurney transport would have to occur through the Men's Locker Room.

The old building has many ADA non-compliance issues. Access to the building is compromised. There are no ADA compliant stalls in any of the buildings restrooms. There are no gender neutral facilities in the building. Some of the Faculty Offices are not ADA compliant due to their limited size.

Both the Men's and Women's locker rooms are original with many of the lockers being rusty and non-operational. The Men's Shower Room has only 7 functioning shower heads. When large groups like the football team are using them there are wait lines to use the showers. There are the same issues with the Women's Locker Room. Recent state laws mandate that community colleges make restroom/shower facilities be available to the homeless population adding further burden and non-compliance to their use.

The Fitness Lab is not configured or size for the large volume of use it receives. When large groups are using it, equipment must be moved out into the hallway for use. This creates a non-compliant path of travel in that area of the facility.

Faculty Office space is at a premium, requiring some of the faculty members to set up makeshift offices in the equipment rooms. None of the offices have any conditioned air. Vents in some offices have black soot emitted from them and walls bulging from trapped moisture content.

There is not enough classroom space for the programs, program classes must be held in other parts of the campus, scattering the programs around the campus. The current classroom capacity is easily exceeded at the beginning of the semesters turning away students from the programs.

Two of the newest CTE Programs, Sports Medicine and Recreation Management will be brought into the renovated building on completion. A Cycling Program has been made dormant due to the lack of storage space for the program's equipment.

The California Community College Athletic Association Compliance Rules Exam requires students to complete their course in a 2 year period of time. The current Gym configuration limits the program's ability to meet that need due to space limitations and inefficiencies.

Currently there are about a 1,000 students per semester that utilize the Gym Building in various programs housed in the Gym Building. The building is also used for community event support. Several of the local high schools use the facility for their graduation ceremonies. The lack of conditioned air makes for an unpleasant event.

This project will provide a renovated 40,165 asf facility housing efficient Physical Education classroom, laboratory and office space. The planned renovation will provide for implementation of modern technology in classrooms and laboratories.

Solution Criteria

To mitigate these problems, Allan Hancock College seeks a solution that meets the following criteria:

- Cost – Is the least cost solution.
- Educational Impacts – Provides the technology and configuration to support instructional programs.
- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies.
- Delivery time – Project delivers a solution in the shortest amount of time
- Campus integration or cohesiveness – Project is included in the campus' master plan.
- Security – Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency

C. Relationship to the Strategic Plan:

Allan Hancock CCD's Gym Renovation project seeks to advance the goals of the California Community Colleges Vision for Success, an effort to improve student success, increase students'

transfer to four-year institutions, and build robust career technical education programs. This project is a high priority in the 5-Year Capital Outlay Plan which Allan Hancock CCD's Board of Trustees approved in 2020. This project supports the Allan Hancock College facilities plan by providing a facility that promotes academic excellence and will be accessible to all. In addition, the master plan goal of providing an environment free of hazardous substances will also be achieved after the renovation is complete.

This project will integrate architectural elements that match the state's environmental sustainability goals. The district has evaluated the campus' energy and water usage to implement sustainability measures for the proposed project, including energy efficient lighting and HVAC, and integrating water conservation measures.

D. Alternatives:

Three viable alternatives were analyzed to address the problems discussed above:

- **Alternative 1** – Renovate existing Gym Building
- **Alternative 2** – Lease space off campus
- **Alternative 3** – Demolish old and build new Gym Building

Alternative #1 – Renovate the existing 57,315 gsf Gym Building. The renovation will provide 1,100 asf lecture, 2,878 asf lab, 2,589 asf office, and 33,598 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 6924 and EPI 3737 is \$21,377,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support Career Technology programs.
- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies
- Delivery Timeline – Project delivers a solution in a relatively short amount of time
- Campus integration or cohesiveness – Project is included in the campus' master plan
- Security - Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency

Cons:

- Programs will need to be relocated while the Gym is renovated
- Must wait for available State capital outlay funding

Alternative #2 – Lease off campus space. Lease 57,315 gsf of off campus space with 1,100 asf lecture, 2,878 asf lab, 2,589 asf office, and 33,598 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 6924 and EPI 3737 is \$51,394,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support the Physical Education and Kinesiology programs.
- Delivery Timeline – Project delivers a solution in the short amount of time.

Cons:

- Educational Impacts – Does not create an on-campus environment for the Physical Education and Kinesiology programs.
- Forces students and faculty to leave the main campus.
- Cost – Is not the least cost long term solution.

- Educational Impacts – Does not provide the technology and configuration to support Physical Education and Kinesiology programs.
- Campus integration or cohesiveness – Project is not included in the district’s master plan
- Security – Does not improve campus security systems.
- Energy efficiency and environmental sustainability – Does not improve energy efficiency
- Not consistent with the College’s Education and Facilities Master Plan

Alternative #3 – Demolish old Gym and build a new 57,315 gsf Gym Building with 1,100 asf lecture, 2,878 asf lab, 2,589 asf office, and 33,598 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 6924 and EPI 3737 is \$28,752,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support Career Technology programs.
- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies
- Campus integration or cohesiveness – Project is included in the campus’ master plan
- Security - Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency
- Old Gym could remain and be used until new Gym is built

Cons:

- Cost – Is not the least cost long term solution.
- Does not meet the facilities master plan to reutilize existing campus buildings when appropriate.

Solution Criteria Matrix

CRITERIA	Alternative #1 Renovate Gym	Alternative #2 Lease Off-Site Facilities	Alternative #3 Demolish & Build New
Cost	Yes	No	No
Technology Educational Impacts	Yes	Yes	Yes
On-Campus Environment Educational Impacts	Yes	No	Yes
Delivery Time	Yes	Yes	Yes
Campus Integration and Cohesiveness	Yes	No	Yes
Improves Security	Yes	No	Yes
Energy Efficiency and Environmental Sustainability	Yes	No	Yes

E. Recommended Solution:

1. Which alternative and why?

Alternative #1 – Renovate the existing Gym Building is the chosen option because it meets all of the solution criteria. The renovated Gym Building will provide appropriately configured learning spaces that support the Physical Education and Kinesiology programs. The renovated building will provide security features, and allows students and faculty to participate in a safe environment.

Alternative #1 is consistent with the District’s Master Plan and included in the college’s Facilities Plan to enhance existing campus facilities. The renovated building will be efficient, it improves environmental and sustainability measures. This alternative does not adversely impact the campus’ operations budget, and is the least cost solution. The total estimated cost of this alternative @ CCCI 6924 and EPI 3737: \$21,377,000.

Why the other alternatives are not recommended:

Alternative #2 - Lease off-site facilities: this option does not meet all of the solution criteria. This alternative poses many challenges in finding adequate State approved Physical Education space near the campus. Additionally, this alternative distances the programs and students from campus, creating hardship for students with limited transportation, scheduling and resources. This choice does not provide a permanent space solution that is consistent with the college’s strategic plan. This choice adversely impacts the campus operations budget and is not the least expensive option.

Alternative #3 – Demolish old Gym and construct a new Gym Building: while this option meets all of the solution criteria, it is not the least cost solution and would require the Physical Education & Kinesiology programs to be extremely limited while the old Gym was demolished and a new Gym was constructed.

2. Detailed scope description.

Renovating the 57,315 gsf Gym Building will provide 1,100 asf lecture, 2,878 asf lab, 2,589 asf office, and 33,598 asf other physical education spaces for a total of 40,165 asf. Included in the project scope of work is the removal of all hazardous materials, the seismic retrofitting of the building to current codes, and upgrading access to current ADA standards.

Capacity-Load Ratios

Upon completion of the project, capacity-load ratio for lecture spaces reduces from 135% to 125%. Laboratory spaces capacity load ratio reduces from 103% to 96%. In realigning overbuilt space at project completion, the office space capacity-load ratio reduces from 164% to 159%. Library and AV/TV spaces remain below 100% capacity-load ratio.

Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	1,100	2,878	2,589	0	0	33,598	40,165
Secondary	-1,286	-2,286	-2,662	0	0	-31,120	-37,354
Net	-186	592	-73	0	0	2,478	2,811
Beg. Cap/Load Ratios (2022)	135%	103%	164%	78%	25%	N/A	101%
End. Cap/Load Ratios (2026)	125%	96%	159%	73%	25%	N/A	96%

The District is contributing 25% toward state-supportable project costs.

3. Basis for cost information.

The architect for this project, using cost guidelines provided by the State Chancellor's Office, engineering data based upon the building specifications, and professional cost estimating, has provided the cost estimates.

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design incorporates sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the building's impact on the environment both by design and construction.

Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand;
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect;
- Overhangs have been incorporated to shade glazing;
- Low E dual glazing will be incorporated to reduce heat gain;
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain;
- Heating and cooling will be provided by a highly energy efficient HVAC system;
- Independent HVAC controls provided where applicable;
- Natural lighting will be incorporated into most spaces;
- Energy saving lighting with automatic lighting controls and sensors;
- Interior materials will be low in volatile organic compounds, high in recycled content;
- Water efficient fixtures, faucets and devices will be incorporated;
- A strict recycling program will be required during construction;
- Requested participation in the local utility's energy incentive program; and
- Photovoltaic panels will be incorporated where appropriate.

4. Factors/benefits for recommended solution other than the least expensive alternative.

The project is the least cost solution. This project will improve the instruction delivery for the Physical Education and Kinesiology Programs and does meet the goals and mission statement of the Allan Hancock College Master Plan.

5. Complete description of impact on support budget.

This project will result in no need for additional faculty or staff positions. This project will include installation of new, efficient mechanical and electrical devices, which will result in a reduction of operational and maintenance costs.

Please see *9.1 Analysis of Future Costs* in this proposal for a detailed discussion

6. Identify and explain any project risks.

No known risks have been identified for this project at this time.

7. List requested interdepartmental coordination and/or special project approval

- Division of the State Architect and the State Fire Marshall review for structural safety, access compliance and fire life safety plan and field reviews.
- State Public Works Board approval of preliminary plans.

F. Consistency with Government Code Section 65041.1:

The California Community Colleges are exempt from the specific provisions of this Government Code Section.

G. Attachments:

1. Project Cost Estimate (Quantity & Unit Costs)
2. JCAF31
3. JCAF32
4. JCAF33
5. Schematic Drawings
6. Energy Participation Letter
7. Fiscal Impact Worksheet
8. Economic Matrix

ECONOMIC ANALYSIS MATRIX	Alternative #1 Gym Renovation*	Alternative #2 Lease Off-Site Facilities**	Alternative #3 Demolish & Build New Gym***
Site Acquisition	\$0	\$0	\$0
Plans and Working Drawings	\$1,923,000	\$1,025,000	\$2,125,000
Construction Costs:			
Utility Service	\$415,000	\$0	\$1,925,000
Site Development-Service	\$163,000	\$0	\$975,000
Site Development-General	\$224,000	\$0	\$1,250,000
Other Site	\$0	\$0	\$0
Reconstruction	\$14,464,000	\$0	\$0
New Construction	\$0	\$0	\$19,285,000
Energy Policy Allowance	\$434,000	\$0	\$579,000
Other Construction	\$1,162,000	\$0	\$0
Construction Soft Costs	\$2,500,000	\$0	\$2,521,000
Total Construction Costs	\$19,362,000	\$0	\$26,535,000
Equipment (Group II)	\$92,000	\$92,000	\$92,000
Other – Portable or Lease Costs	\$0	\$47,591,000	\$0
Other – Tenant Improvements	\$0	\$2,686,000	\$0
Total Project Cost CCI: 6924 EPI: 3737	\$21,377,000	\$51,394,000	\$28,752,000
Total Costs Escalated @ CCI: 6924 EPI: 3737 per DOF Budget Letter BL-XXXXX	CCC Calculates this amount based on latest DOF directions		

* Figures Taken from Units and Supporting Costs for the JCAF32

** \$1.95 per gsf per month x 53,715 gsf x 12 months x 40 years. Tennant Improvements are estimated at \$50/gsf

*** New Construction Costs based on Chancellor's Office Building Cost Guidelines

8.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT ENVIRONMENTAL IMPACT REPORT

(Reference: California Code of Regulations, Title 5, Section 57121)

It has been determined that a Negative Declaration will apply to this project. This declaration will be submitted to the appropriate agencies for approval prior to the submission of the Preliminary Plans to the Chancellor's Office.

9.1 ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor’s Office review.

Personnel Costs

Certificated: It is estimated that there will be no need for additional faculty.

Classified: There will be no need for additional classified staff.

Facilities Operations will not require additional custodians.

Depreciation, Maintenance, and Operation:

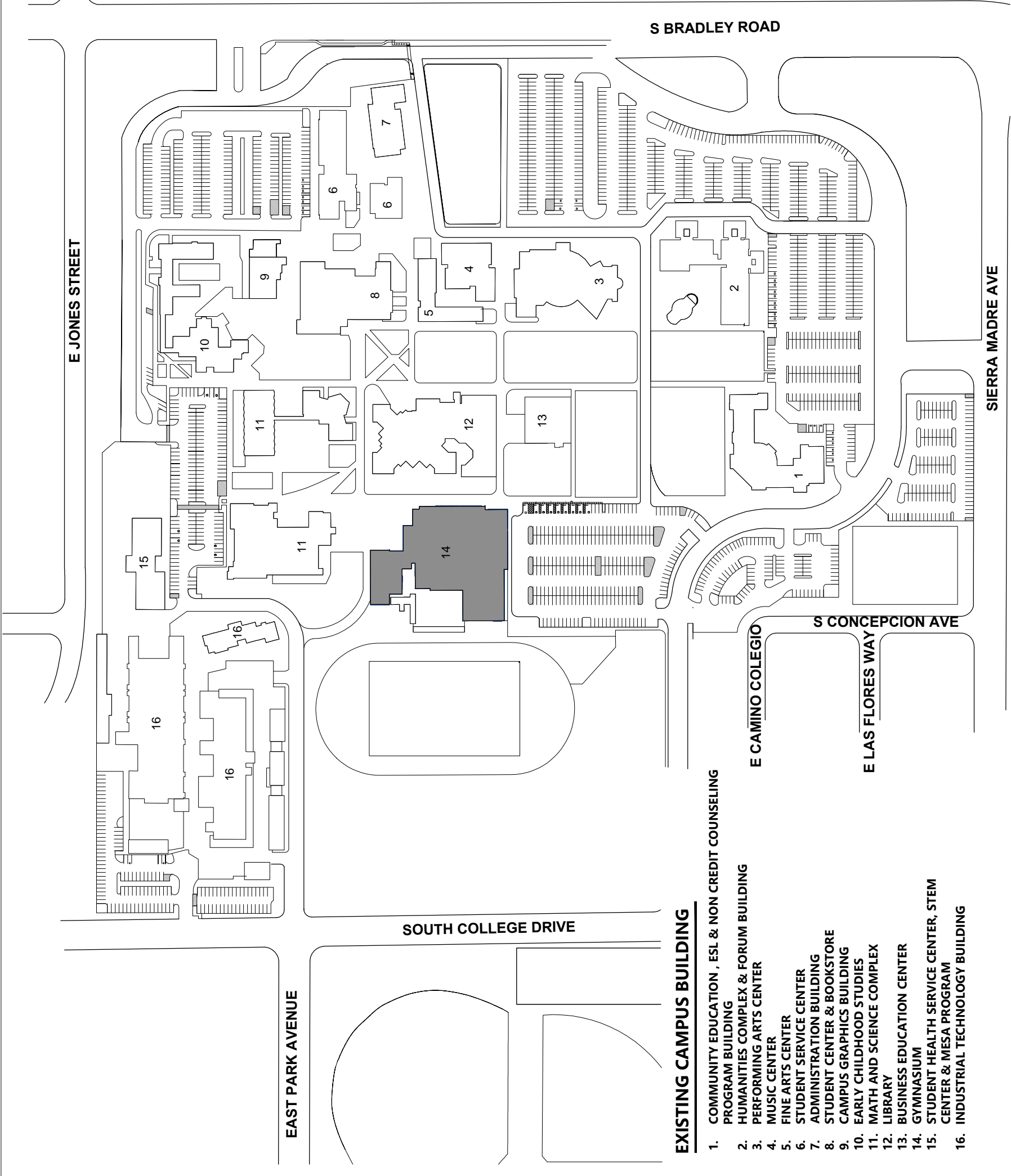
There will be an offset of maintenance costs due to the renovation of the existing building. There will be no increase of current maintenance and operations costs for the renovated building. Energy efficiency measures will help reduce the energy cost per square foot over the current building.

Program/Course/Service Approvals: List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are not new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service	Date of Approval
No new programs	

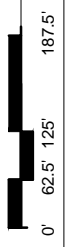


**ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
CAMPUS PLOT PLAN**

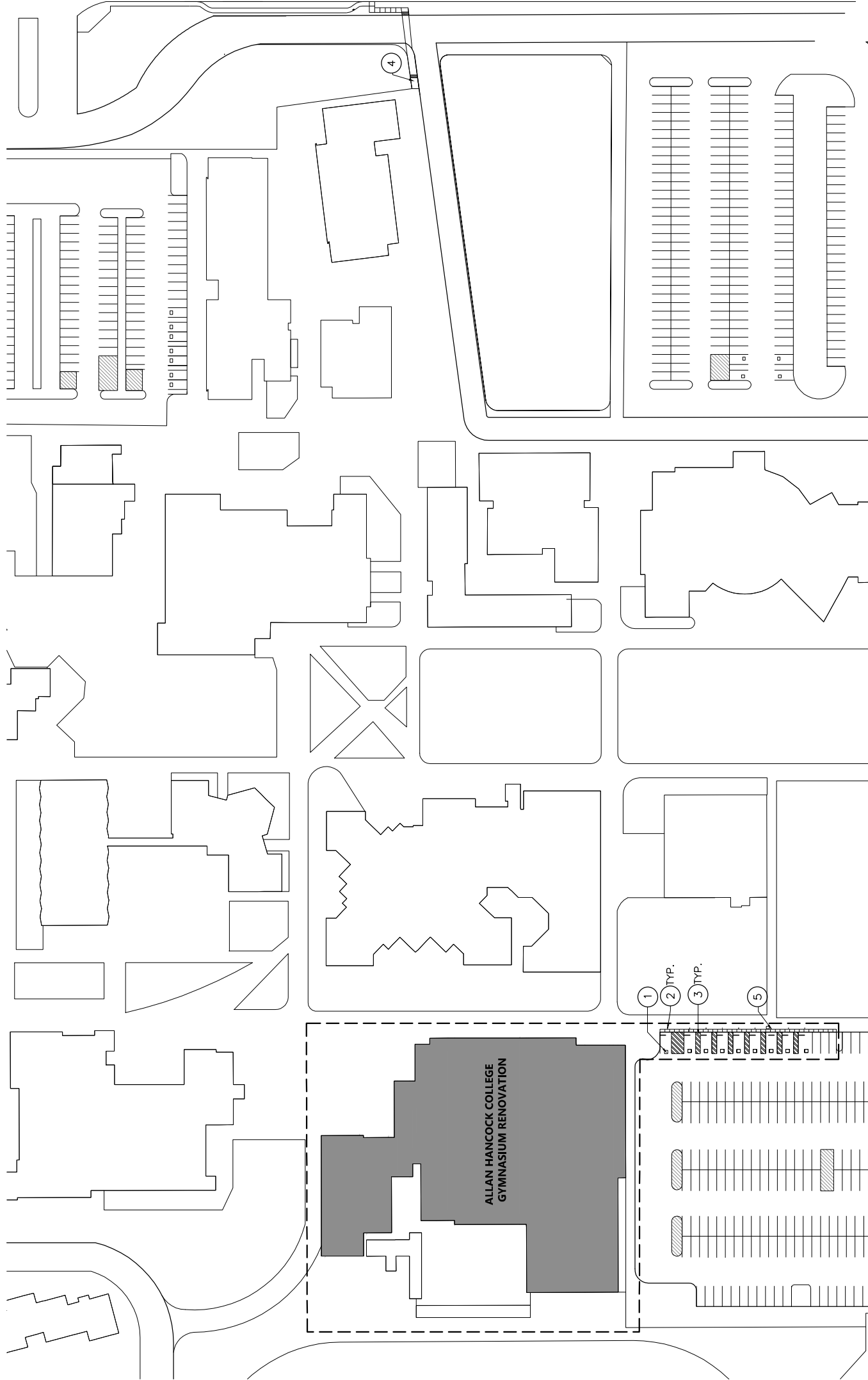


EXISTING CAMPUS BUILDING

- 1. COMMUNITY EDUCATION , ESL & NON CREDIT COUNSELING PROGRAM BUILDING
- 2. HUMANITIES COMPLEX & FORUM BUILDING
- 3. PERFORMING ARTS CENTER
- 4. MUSIC CENTER
- 5. FINE ARTS CENTER
- 6. STUDENT SERVICE CENTER
- 7. ADMINISTRATION BUILDING
- 8. STUDENT CENTER & BOOKSTORE
- 9. CAMPUS GRAPHICS BUILDING
- 10. EARLY CHILDHOOD STUDIES
- 11. MATH AND SCIENCE COMPLEX
- 12. LIBRARY
- 13. BUSINESS EDUCATION CENTER
- 14. GYMNASIUM
- 15. STUDENT HEALTH SERVICE CENTER, STEM CENTER & MESA PROGRAM
- 16. INDUSTRIAL TECHNOLOGY BUILDING



0 62.5' 125' 187.5'



○ NUMBERED NOTES

- ① REPAINT SYMBOL FOR ADA SIGNS
- ② PROVIDE (N) ADA PARKING SIGNAGE
- ③ PROVIDE (N) STRIPPING FOR ADA PARKING
- ④ DEMO / REPLACE (E) CONCRETE WALKWAY TO BE CODE COMPLIANT WITH MAX 5% SLOPE
- ⑤ PROVIDE (N) ADA PARKING SIGNAGE WITH (N) POST

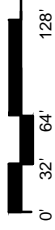
TRUE
NORTH



196

ARCHITECTS

**ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
ENLARGED SITE PLAN**



128'

64'

32'

0'

1ST FLOOR

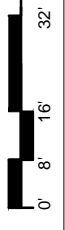
ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
110	0835	CLASSROOM	1,100 SF
210	0835	CLASS LAB	2,878 SF
310	0835	OFFICE	2,589 SF
520	0835	PHYSICAL EDUCATION	23,280 SF
525	0835	PHYSICAL EDUCATION SERVICE	7,356 SF
680	0835	MEETING ROOM	469 SF
715	0835	SERVER ROOM	115 SF
FIRST FLOOR TOTAL ASF			37,787 SF
1ST FLOOR BUILDING SERVICE			12,630 GSF

PROJECT TOTAL

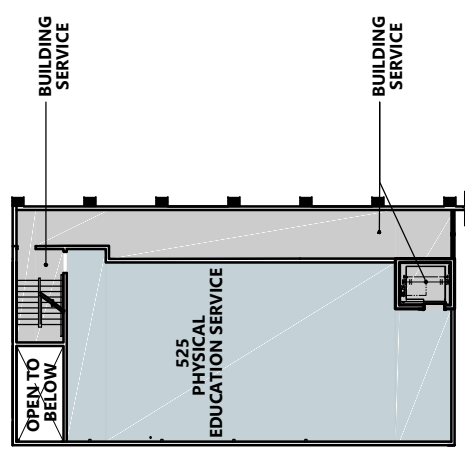
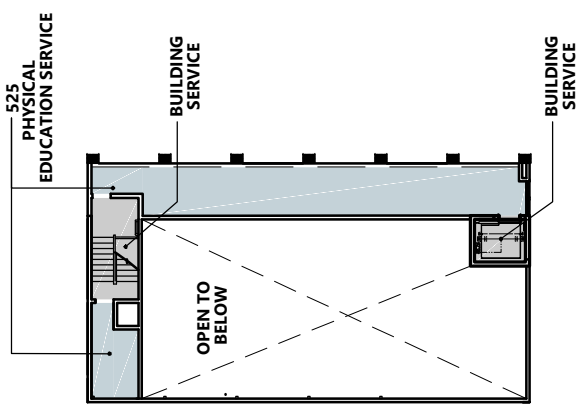
ROOM TYPE	TOP CODE	DESCRIPTION	ASF
110	0835	CLASSROOM	1,100 SF
210	0835	CLASS LAB	2,878 SF
310	0835	OFFICE	2,589 SF
520	0835	PHYSICAL EDUCATION	23,280 SF
525	0835	PHYSICAL EDUCATION SERVICE	9,734 SF
680	0835	MEETING ROOM	469 SF
715	0835	SERVER ROOM	115 SF
TOTAL BUILDING ASF			40,165 SF



**ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
FIRST FLOOR PLAN**



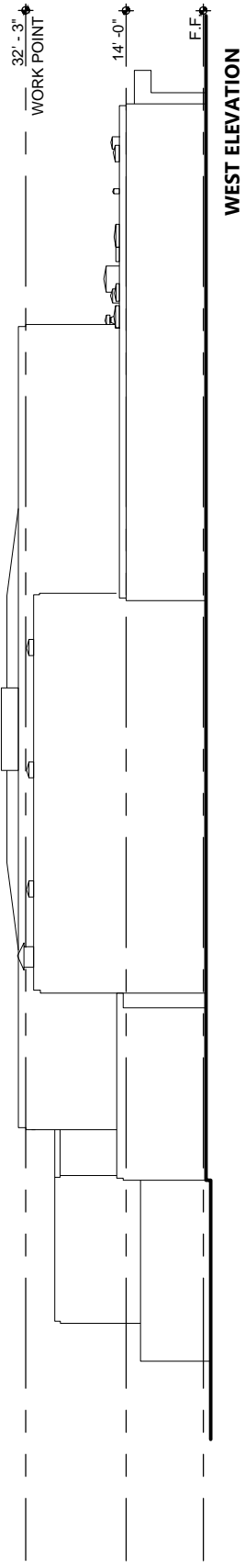
ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
525	0835	PHYSICAL EDUCATION SERVICE	1,719 SF
SECOND FLOOR TOTAL ASF			1,719 SF
		2ND FLOOR BUILDING SERVICE	947 GSF
2ND FLOOR			
ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
525	0835	PHYSICAL EDUCATION SERVICE	659 SF
THIRD FLOOR TOTAL ASF			659 SF
		3RD FLOOR BUILDING SERVICE	378 GSF
3RD FLOOR			



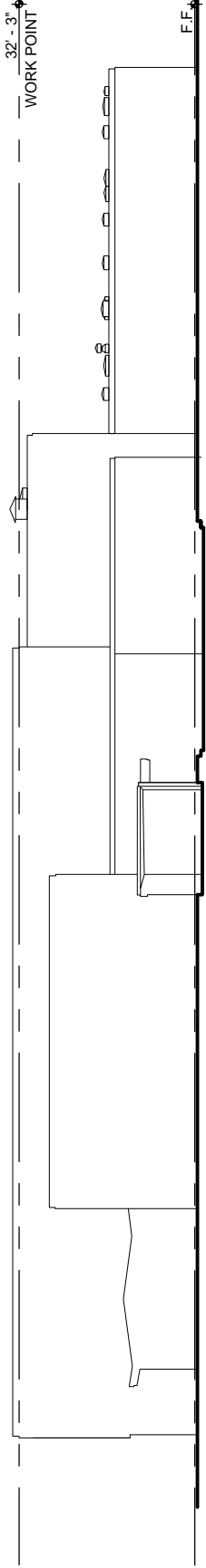
SECOND FLOOR PLAN

THIRD FLOOR PLAN

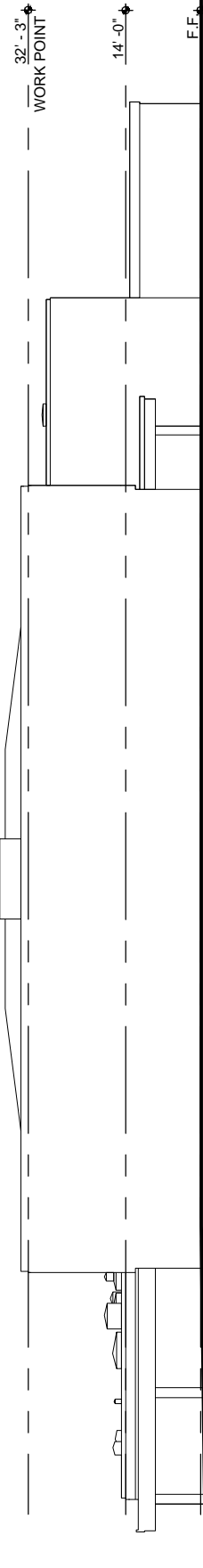




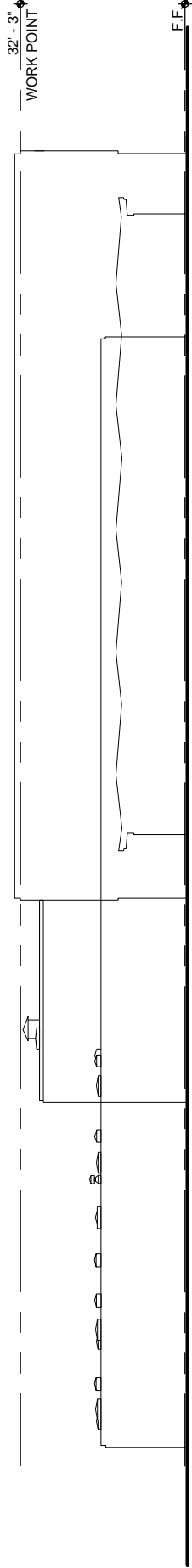
WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
ELEVATIONS



DISTRICT Allan Hancock Joint Community College District (610)
CAMPUS Allan Hancock College (611)

Project: Gym Renovation

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999		0	0	1,100	1,286	-186	\$17.47	\$0
210	Class Lab	0835	Physical Education	0	0	2,878	2,286	592	\$30.64	\$18,139
300-355	Faculty Offices	0099 - 4999	Physical Education	0	0	2,589	2,662	-73	\$27.32	\$0
520-525	Physical Education	0835, 0837		0	0	33,014	31,120	1,894	\$16.45	\$31,156
680-685	Meeting Rooms	0000-9600		0	0	469	0	469	\$28.31	\$13,277
710-715	Data Processing/Computer Lab	0000-9600		0	0	115	0	115	\$254.03	\$29,213
TOTAL	-	-	-	0	0	40,165	37,354	2,811	-	\$91,786

Report Generated: 04/21/2020

12.1 - Justification For Additional Costs Exceeding Guidelines

Construction

Equipment

District: Allan Hancock Joint Community College District

Project: Gym Renovation

College: Allan Hancock College

Date: July 1, 2020

There will be no additional costs over the Building Cost Guideline Allowance.



Eric D. Smith
Associate Superintendent/Vice President

Finance and Administration
1-805-922-6966 ext. 3221
ericd.smith@hancockcollege.edu

February 26, 2020

Aaron Keogh
Pacific Gas & Electric
1918 H Street
Bakersfield, CA 93301

Subject: Letter of Interest: California Community College New Construction for Partnerships / Savings-by-Design Participation

Project Name: Allan Hancock CCD, Allen Hancock College, Gym Renovation

Dear Mr. Keogh:

The Allan Hancock Community College District (AHCCD) would like to participate in the Pacific Gas & Electric Public Utilities New Construction for Partnerships / Savings-by-Design (NCP/SBD) program for the project identified above. We understand that this is a nonresidential new construction and renovation/remodel energy efficiency program, funded by utility customers through the Public Purpose Programs surcharge. We are interested in improving the energy efficiency of our upcoming projects using design assistance and financial incentives available through the NCP/SBD program.

AHCCD agrees to provide required documentation as requested which includes a completed application for each project. We are willing to consider efficiency recommendations that will improve the performance of these projects significantly beyond Title 24 (or other baseline) requirements.

AHCCD understands that participation in the NCP/SBD program is voluntary, and that we are under no obligation to modify the design or construction of our buildings based on resulting recommendations. We also understand that we will receive financial incentives only if we complete an agreement, our eligibility is confirmed by Pacific Gas & Electric the performance of each building in the project meets program requirements, and the energy efficiency strategies are installed and verified by Pacific Gas & Electric.

Sincerely,

Eric D. Smith
Vice President, Associate Superintendent
Finance & Administration
Allan Hancock Community College District

Cc: Eric Thorson
Capital Outlay Specialist
California Community Colleges Facilities Planning Unit

Santa Maria Campus • 800 South College Drive • Santa Maria, CA 93454-6399 • www.hancockcollege.edu

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



CONSENT ITEM

To: Board of Trustees	Date: June 9, 2020
From: Superintendent/President	
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 9.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 18

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 and 2020-2021 fiscal year.

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2020

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		DENTAL ASSISTING		
Detter, Diane	43201	DA 325	Clinical Dental Procedures	.029
		LAW ENFORCEMENT		
Alvarez, Gabriel	44533	LE 320	Basic Law Enforcement Academy	.070
Camarena, Juan	43209	LE 330	Core Custody Academy	.029
Day, Alan	44399	LE 329	State Hospital Peace Officer	.029
Dickson, Jason	44399	LE 329	State Hospital Peace Officer	.029
Hollis, Michael	44533	LE 320	Basic Law Enforcement Academy	.311
Martinez, Alison	44533	LE 320	Basic Law Enforcement Academy	.025
Neumann, Timothy	44399	LE 329	State Hospital Peace Officer	.029
Perkins, Michael	43209	LE 330	Core Custody Academy	.029
Perkins, Michael	44533	LE 320	Basic Law Enforcement Academy	.059
Perkins, Michael	44533	LE 320	Basic Law Enforcement Academy	.202
Perkins, Michael	44399	LE 329	State Hospital Peace Officer	.029
Purcell, Mark	44399	LE 329	State Hospital Peace Officer	.029
Reid, Robert	44399	LE 329	State Hospital Peace Officer	.029
Smith, Ryan	44533	LE 320	Basic Law Enforcement Academy	.092
		LIBRARY		
Yurasek, James	Assigned	Library	Librarian-SM	.049
		NURSING		
Bissin, Carmen	42878	NURS 300	CAN/Acute Care Aide	.044
Cacho, Erin	42459	NURS 318	Clinical Lab 1	.059
Hall, Deanette	42878	NURS 300	CAN/Acute Care Aide	.059

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ACCOUNTING				
Darwin, Brent	10623	ACCT 130	Financial Accounting	.212
Darwin, Brent	10622	ACCT 130	Financial Accounting	.212
Darwin, Brent	10672	ACCT 140	Managerial Accounting	.212
ANTHROPOLOGY				
Stokes, Brian	10613	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	10041	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	10042	ANTH 102	Intro to Cultural Anthro	.212
ART				
Hood, John	10263	ART 101	Art Appreciation	.212
Hood, John	10023	ART 101	Art Appreciation	.212
Hood, John	10024	ART 101	Art Appreciation	.212
BIOLOGY				
Hadley, Wendy	10005	BIOL 100	Introductory Biology	.408
BUSINESS				
Bryant, Robert	10151	BUS 101	Introduction to Business	.212
Bryant, Robert	10102	BUS 102	Marketing	.212
Bryant, Robert	10673	BUS 386	Business Resume Writing	.067
Comstock, Marie	10291	BUS 107	Human Relations in Business	.212
Comstock, Marie	10718	BUS 110	Business Law	.212
Comstock, Marie	10065	BUS 110	Business Law	.212
BUSINESS INFORMATION SYSTEMS				
Montanez-Rodriguez, Carmen	10697	CBIS 371	Intro to Excel	.075
Montanez-Rodriguez, Carmen	10698	CBIS 372	Intro to Access	.075
BUSINESS OFFICE TECHNOLOGY				
Derry, Jody	10106	CBOT 100	Keyboarding	.075
Derry, Jody	10066	CBOT 131	Intro to Word Processing	.212
Derry, Jody	10674	CBOT 334	Admin Office Procedures	.212
CHEMISTRY				
Madrid, Danae	10669	CHEM 110	Chemistry and Society	.391
COMPUTER SCIENCE				
Wagner, Michael	10010	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	10101	CS 111	Fundamentals of Programming 1	.283
COUNSELING				
Arvizu-Rodriguez, Maria	Assigned	Counseling	Santa Maria	.243
Brackett, Ashley	Assigned	Counseling	Santa Maria	.169
Britten, Benjamin	Assigned	Counseling	Santa Maria	.075

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Britten, Benjamin	Assigned	Counseling	Veterans Rsc Grant	Counseling	.030
Campos, Mary	Assigned	Counseling	Santa Maria		.169
Freeland, Clint	Assigned	Counseling	Santa Maria		.740
Hernandez, David	Assigned	Counseling	Santa Maria		.355
Kelly, Linda	Assigned	Counseling	Santa Maria		.200
Millan, Jose	Assigned	Counseling	Santa Maria		.321
Morales, Mayra	Assigned	Counseling	Santa Maria		.578
Navarrette, Krystle	Assigned	Counseling	Santa Maria		.075
Navarrette, Ricardo	Assigned	Counseling	Santa Maria		.150
Perales, Carissa	Assigned	Counseling	Santa Maria		.075
Ramirez, Antonio	Assigned	Counseling	Santa Maria		.263
Runkle, Kerry	Assigned	Counseling	Santa Maria		.200
Sanchez, Veronica	Assigned	Counseling	Santa Maria		.671
Souza, Brooke	Assigned	Counseling	Santa Maria		.150
DANCE					
Sorenson, Sydney	10706	DANC 101	Dance Appreciation		.208
DENTAL ASSISTING					
Johnson, Kathleen	10103	DA 310	Exploring Career Opportunities		.067
EARLY CHILDHOOD STUDIES					
Caddell, Alice	10627	ECS 101	Child, Family and Community		.208
Caddell, Alice	10319	ECS 116	Teaching in a Diverse Society		.212
Frazier, Yvon	10141	ECS 101	Child, Family and Community		.212
Frazier, Yvon	10142	ECS 104	Principles and Practices		.208
Frazier, Yvon	10321	ECS 303	Intro to Early Childhood		.142
Roepke, Thesa	10168	ECS 101	Child Growth and Development		.212
Roepke, Thesa	10063	ECS 101	Child Growth and Development		.212
Roepke, Thesa	10318	ECS 101	Child Growth and Development		.212
ECONOMICS					
Elliott, Herbert	10043	ECON 101	Principles of Macro-Economics		.212
Elliott, Herbert	10256	ECON 101	Principles of Macro-Economics		.212
Elliott, Herbert	10044	ECON 102	Principles of Micro-Economics		.212
EMERGENCY MEDICAL SERVICES					
Roehl, Susan	10617	EMS 199	Topics in EMS Training		.033
Roehl, Susan	10292	EMS 300	Intro to Emergency Medical Ser		.067
Roehl, Susan	10545	EMS 322	Pediatric Advanced Life Support		.067
ENGLISH					
Adams, Kathryn	10073	ENGL 102	Freshman Comp: Literature		.234
Adams, Kathryn	10076	ENGL 131	American Lit 1865 to Present		.212
Dimick, Janae	10153	ENGL 106	Creative Writing		.234
Dimick, Janae	10537	ENGL 133	Modern Fiction		.212
Jozwiak, Jennifer	10340	ENGL 110	Grammar for College and Career		.212
Kopecky, Susannah	10591	ENGL 137	Children's Literature		.212
Nunez, Christina	10068	ENGL 101	Freshman Comp: Exposition		.306
Nunez, Christina	10153	ENGL 101	Freshman Comp: Exposition		.306

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020**

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Raybould-Rodgers, Julia	10074	ENGL 103		Critical Thinking & Composition	.234
Raybould-Rodgers, Julia	10312	ENGL 103		Critical Thinking & Composition	.234
Read, James	10069	ENGL 101		Freshman Comp: Exposition	.306
Read, James	10067	ENGL 101		Freshman Comp: Exposition	.306
Romo, Alina	10096	ENGL 101		Freshman Comp: Exposition	.306
Senior, Robert	10494	ENGL 101		Freshman Comp: Exposition	.306
Senior, Robert	10339	ENGL 101		Freshman Comp: Exposition	.306
Ying Hood, Chellis	10538	ENGL 103		Critical Thinking & Composition	.234
Ying Hood, Chellis	10097	ENGL 103		Critical Thinking & Composition	.234
FILM					
Hite, Christopher	10605	FILM 105		Film and Television Writing I	.268
Webb, Timothy	10608	FILM 102		Hollywood & the American Film	.272
Webb, Timothy	10609	FILM 103		Contemporary Latin American Fi	.272
GEOGRAPHY					
Straub, Christopher	10080	GEOG 101		Physical Geography	.212
Straub, Christopher	10133	GEOG 102		Human Geography	.212
HEALTH EDUCATION					
Bates, Sheri	10030	HED 100		Health and Wellness	.212
Bates, Sheri	10031	HED 100		Health and Wellness	.212
Bates, Sheri	10131	10120		Health and Wellness	.212
Damron, Seth	10116	HED 100		Health and Wellness	.208
HISTORY					
Bierly, Gary	10045	HIST 101		World Civilizations to 1600	.212
Bierly, Gary	10046	HIST 102		World Civilizations Since 1500	.212
Bierly, Gary	10700	HIST 105		Western Civilizations Since 165	.148
Hall, Roger	10047	HIST 107		US History to 1877	.212
Hall, Roger	10049	HIST 108		US History 1877 to Present	.212
Hall, Roger	10051	HIST 119		History of California	.212
LIBRARY					
Cohn, Kellye	Assigned	Librarian		Santa Maria	.304
Kopecky, Susannah	Assigned	Librarian		Santa Maria	.304
Passage, Trevor	Assigned	Librarian		Santa Maria	.253
MATHEMATICS					
Chung, Eui	10175	MATH 141		Precalculus	.444
Mitchem, Jon	10011	MATH 123		Elementary Statistics	.378
Mitchem, Jon	10015	MATH 311		Algebra 1	.306
Pavone, Christopher	10083	MATH 181		Calculus 1	.378
Serpa, Michael	10626	MATH 182		Calculus 2	.385
West, Elizabeth	10166	MATH 309		Algebra and Math Literacy	.378
Yavari, Mina	10013	MATH 131		College Algebra	.306
Yavari, Mina	10017	MATH 331		Algebra 2	.378

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020**

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
			MEDICAL ASSISTING		
Cralley, Jill	10724	MA 356	MA Job Success Externship		.760
			MUSIC		
Dechaine, Nichole	10670	MUS 100	Music Appreciation		.212
			NURSING		
Bellrose, Joann	10638	NURS 320	Gerontology		.151
Conner, Bethany	10599	NURS 327	Digestive and Urinary Systems		.044
Conner, Bethany	10600	NURS 328	Clinical Lab 2		.199
Conner, Bethany	10598	NURS 335	Skin and M-skeletal Conditions		.022
Conner, Bethany	10084	NURS 422	EKG/Monitor Observer		.100
Donnelly, Jane	10600	NURS 328	Clinical Lab 2		.066
McComas, Megan	10598	NURS 335	Skin & Musculoskeletal System		.155
Nelson, Mary	10599	NURS 327	Digestive and Urinary Systems		.133
			PERSONAL DEVELOPMENT		
Becerra-Valencia, Lynn	10081	PD 100	Personal & Career Exploration		.212
Becerra-Valencia, Lynn	10131	PD 101	Success in College		.208
Britten, Benjamin	10326	PD 110	College Success Seminar		.069
Britten, Benjamin	10327	PD 110	College Success Seminar		.068
Perales, Carissa	10705	PD 110	College Success Seminar		.069
Ramirez, Antonio	10329	PD 110	College Success Seminar		.069
Ramirez, Antonio	10510	PD 115	Career Planning		.075
Reed, Christine	10507	PD 115	Career Planning		.075
Zepeda De Rosas, Maria	10331	PD 110	College Success Seminar		.069
Zepeda De Rosas, Maria	10328	PD 110	College Success Seminar		.069
			PHILOSOPHY		
Bierly, Gary	10053	PHIL 101	Survey of Philosophy		.212
			PHOTOGRAPHY		
Anderson, Shane	10357	PHTO 110	Basic Photography		.320
			PHYSICAL EDUCATION		
Aye, Tyson	10298	PE 100	Introduction to Kinesiology		.212
Aye, Tyson	10155	PE 100	Introduction to Kinesiology		.212
Dutra, Kristopher	10708	PE 142	Low Impact Condition Exercises		.150
Maumausolo, Scia	10512	PE 128	Sports Psychology		.208
Stevens, Christopher	10709	PE 142	Low Impact Condition Exercises		.150
Stevens, Christopher	10633	PE 154	Jogging/Walking		.150
			PHYSICS		
Youngblood, Brian	10082	PHYS 110	Introductory Physics		.212
			POLITICAL SCIENCE		
Patrick, Frederic	10264	POLS 103	American Government		.212
Patrick, Frederic	10100	POLS 103	American Government		.212

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020**

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Patrick, Frederic	10542	POLS 103	American Government		.212
PSYCHOLOGY					
Haddad, Lubna	10348	PSY 101	General Psychology		.212
Haddad, Lubna	10349	PSY 118	Lifespan Development		.212
Vandermolen, Thomas	10055	PSY 101	General Psychology		.212
Vandermolen, Thomas	10057	PSY 112	Human Sexuality		.212
Vandermolen, Thomas	10092	PSY 117	Child Psychology		.212
SOCIOLOGY					
McNeil, Daniel	10300	SOC 101	Intro to Sociology		.212
McNeil, Daniel	10060	SOC 101	Intro to Sociology		.212
McNeil, Daniel	10174	SOC 110	Intro to Marriage and Family		.212
Restrepo, Alberto	10061	SOC 102	Social Problems		.212
Restrepo, Alberto	10079	SOC 120	Race and Ethnic Relations		.212
SPANISH					
Diaz, Claudia	10094	SPAN 101	Elementary Spanish I		.350
Gomez De Torres, Ana	10257	SPAN 102	Elementary Spanish II		.350
SPEECH COMMUNICATION					
Auten, Diane	10643	SPCH 101	Public Speaking		.208
Auten, Diane	10107	SPCH 103	Interpersonal Communication		.212
Auten, Diane	10146	SPCH 110	Intercultural Communication		.212
Schroeder, Jennifer	10266	SPCH 101	Public Speaking		.208
Schroeder, Jennifer	10159	SPCH 101	Public Speaking		.208
Schroeder, Jennifer	10158	SPCH 102	Small Group Communication		.208
VITICULTURE AND ENOLOGY					
Koch, Alfredo	10624	VEN 101	Intro to Winemaking/Enology		.212

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020**

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
			ADMINISTRATION OF JUSTICE		
Kruse, Kurt	10062	AJ 101	Intro to Criminal Justice		.208
Kruse, Kurt	10366	AJ 102	Criminal Procedures		.208
Lupo, Edward	10358	AJ 101	Intro to Criminal Justice		.208
Vaughan, Chris	10535	AJ 105	Community Relations		.208
			AMERICAN SIGN LANGUAGE		
Hellmann, Amanda	10520	ASL 120	American Sign Language 1		.208
Rivera, Maria	10104	ASL 120	American Sign Language 1		.208
Rivera, Maria	10532	ASL 121	American Sign Language 2		.208
			ART		
Doe, Kristopher	10701	ART 101	Art Appreciation		.208
Doe, Kristopher	10316	ART 101	Art Appreciation		.208
Doe, Kristopher	10701	ART 101	Art Appreciation		.208
Durham, William	10025	ART 101	Art Appreciation		.208
			BIOLOGY		
Doyle, Timothy	10664	BIOL 100	Introductory Biology		.398
Knowles, Juliet	10157	BIOL 120	Humans & the Environment		.212
Marsh, Jennifer	10004	BIOL 100	Introductory Biology		.396
May, Melissa	10665	BIOL 100	Introductory Biology		.398
			BUSINESS		
Bixby, David	10680	BUS 355	Issues in Internet Law		.033
Cremarosa, Anne	10675	BUS 373	Forming a Small Business		.033
Cremarosa, Anne	10679	BUS 377	Managing Service Quality		.033
Cremarosa, Anne	10678	BUS 378	Effective Sales Methods		.033
Murray, Earl	10685	BUS 356	Managing Organization		.032
Murray, Earl	10686	BUS 361	Your Leadership Style		.032
Murray, Earl	10687	BUS 362	Management: People Skills		.033
Murray, Earl	10688	BUS 367	Managing Change		.032
Murray, Earl	10689	BUS 376	Strategic Planning		.032
Murray, Earl	10690	BUS 397	Executive Leadership		.032
Sherrod, Jerry	10674	BUS 364	Winning Business Plans		.033
Sherrod, Jerry	10676	BUS 366	Promoting a Small Business		.033
			BUSINESS INFORMATION TECHNOLOGY		
Reinwald, Eileen	10087	CBIS 141	Microsoft Excel-Comprehensive		.212
			BUSINESS OFFICE TECHNOLOGY		
Reinwald, Eileen	10693	CBOT 312	Keyboarding Speed & Development		.075
Reinwald, Eileen	10695	CBOT 360	Word – Basics		.075
Reinwald, Eileen	10696	CBOT 361	Intro to PowerPoint		.075
			COUNSELING		
Eulloqui, Angelica	Assigned	Counselor	MESA Counseling		.050
Eulloqui, Angelica	Assigned	Counselor	MESA Counseling Other Duties		.017
Machado, Michelle	Assigned	Counselor	Counseling EOPS Program		.051
Teniente, Cecelia	Assigned	Counselor	Veterans Rsc Grant Counseling		.195

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
CHEMISTRY				
Contu, Francesco	10009	CHEM 120	Introductory Chemistry	.392
Houlis, James	10007	CHEM 120	Introductory Chemistry	.392
Schultz, Spencer	10008	CHEM 120	Introductory Chemistry	.392
EARLY CHILDHOOD STUDIES				
Viker, Sharol	10590	ECS 102	Child Health, Safety & Nutrition	.208
EMERGENCY MEDICAL SERVICES				
Pucciarelli, William	10176	EMS 306	CPR for Healthcare Providers	.033
Pucciarelli, William	10314	EMS 306	CPR for Healthcare Providers	.033
Schuetz-Jones, Deborah	10160	EMS 306	CPR for Healthcare Providers	.033
Turner, James	10150	EMS 306	CPR for Healthcare Providers	.033
ENGINEERING TECHNOLOGY				
Breschini, Timothy	10077	ET 100	Computer-Aided Drafting	.309
ENGLISH				
Carroll, Christopher	10095	ENGL 101	Freshman Comp: Exposition	.306
Carroll, Christopher	10152	ENGL 103	Critical Thinking & Composition	.234
Davis, Jessica	10121	ENGL 101	Freshman Comp: Exposition	.306
Hidinger, Matthew	10539	ENGL 104	Technical Writing	.234
Huk, Peter	10161	ENGL 103	Critical Thinking & Composition	.234
Huk, Peter	10098	ENGL 103	Critical Thinking & Composition	.228
Licoscos, Christine	10075	ENGL 103	Critical Thinking & Composition	.225
Miller, Mark	10071	ENGL 101	Freshman Comp: Exposition	.285
Miller, Mark	10072	ENGL 101	Freshman Comp: Literature	.309
Shattuck, Patrick	10154	ENGL 103	Critical Thinking & Composition	.228
Sukrad, Wilma	10540	ENGL 101	Freshman Comp: Literature	.306
Weyandt, Mary	10070	ENGL 101	Freshman Comp: Exposition	.306
ENGLISH AS A SECOND LANGUAGE				
Sandvik, Adrienne	10533	ESL 543	Intermediate Conversation for ESL	.208
FILM				
Simonsen, Michele	10668	FILM 101	Film Art & Communication	.273
Simonsen, Michele	10667	FILM 101	Film Art & Communication	.273
FIRE TECHNOLOGY				
Burch, William	10723	FT 308	Firefighter 1 Academy 1B	.088
Cocks, Arthur	10723	FT 308	Firefighter 1 Academy 1B	.062
Crotty, John	10723	FT 308	Firefighter 1 Academy 1B	.286
D'Andrea, Dana	10723	FT 308	Firefighter 1 Academy 1B	.059
Dickson, Douglas	10723	FT 308	Firefighter 1 Academy 1B	.048
Hart, Stanley	10723	FT 308	Firefighter 1 Academy 1B	.029
Janatsch, Bruce	10723	FT 308	Firefighter 1 Academy 1B	.048
McMann, Scott	10723	FT 308	Firefighter 1 Academy 1B	.029
Montejo, Vincent	10723	FT 308	Firefighter 1 Academy 1B	.088
Owen, Jack	10723	FT 308	Firefighter 1 Academy 1B	.067
Paige, Brandon	10723	FT 308	Firefighter 1 Academy 1B	.218

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Snodgrass, James	10723	FT 308	Firefighter 1 Academy 1B		.033
Senior, Cristin	10702	FT 106	Principle of Fire & Emer Safety & Surv.		.212
FOOD SCIENCE AND NUTRITION					
Gariepy, Chantal	10541	FSN 109	Basic Nutrition for Health		.212
Humann, Patricia	10169	FSN 109	Basic Nutrition for Health		.212
Kohlen, Corinne	10145	FSN 110	Nutrition Science		.212
Kohlen, Corinne	10152	FSN 110	Nutrition Science		.212
GEOGRAPHY					
Chaudhari, Rajni	10628	GEOG 101	Physical Geography		.211
Chaudhari, Rajni	10135	GEOG 103	World Regional Geography		.211
Chaudhari, Rajni	10629	GEOG 110	Intro to Weather and Climate		.212
HEALTH EDUCATION					
Clark, Jada	10034	HED 100	Health and Wellness		.208
Frapart, Alexander	10032	HED 100	Health and Wellness		.208
Griego, Clarence	10089	HED 100	Health and Wellness		.208
Nickason, Scott	10147	HED 100	Health and Wellness		.208
Weare, Myrna	10033	HED 100	Health and Wellness		.208
HEALTH SERVICES					
Brummett, Laurie	Assigned	Health Services	Health Services		.101
Feld, Christine	Assigned	Health Services	Health Services		.165
Redding-Stewart, Deborah	Assigned	Health Services	Health Services-Mental Health		.203
Santa Cruz, Dalila	Assigned	Health Services	Health Services-Mental Health		.243
HISTORY					
Hall, Kari	10310	HIST 101	World Civilizations to 1600		.212
Hall, Kari	10172	HIST 118	U S History		.212
McComb, James	10048	HIST 107	U S History to 1877		.208
McComb, James	10050	HIST 108	U S History 1877 to Present		.208
Severn, Joshua	10700	HIST 105	Western Civilization Since 165		.064
Severn, Joshua	10347	HIST 118	U S History		.212
Severn, Joshua	10114	HIST 118	U S History		.212
HUMAN SERVICES					
Connolly, Linda	10614	HUSV 101	Becoming a Helping Professional		.208
Connolly, Linda	10615	HUSV 103	Basic Counseling Skills		.208
LIBRARY					
Beck, Colleen	Assigned	Library	Librarian-SM		.152
Buckarma, Sunshyne	Assigned	Library	Librarian-SM		.208
Buckarma, Sunshyne	Assigned	Library	Librarian-LVC		.055
Lara, Karina	Assigned	Library	Librarian-SM		.162
Meddings, Nancy	Assigned	Library	Librarian-SM		.054
Moore, M Michelle	Assigned	Library	Librarian-SM		.257
Mosson, Leslie	Assigned	Library	Librarian-SM		.162
Pendleton, Kim	Assigned	Library	Librarian-SM		.213

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Pendleton, Kim	Assigned	Library	Librarian-LVC		.055
Reid, Carol	Assigned	Library	Librarian-LVC		.044
Reid, Daniel	Assigned	Library	Librarian-LVC		.055
Reid, Daniel	Assigned	Library	Librarian-SM		.146
Yurasek, James	Assigned	Library	Librarian-SM		.157
MATHEMATICS					
Eachus, Christopher	10335	MATH 123	Elementary Statistics		.350
Eachus, Christopher	10336	MATH 181	Calculus 1		.350
Felix, Christopher	10014	MATH 141	Precalculus		.411
Rose, Kimberly	10086	MATH 123	Elementary Statistics		.350
Silva, Douglas	10012	MATH 123	Elementary Statistics		.350
Underwood, Scott	10117	MATH 331	Algebra 2		.350
Voltmer, Kathryn	10299	MATH 123	Elementary Statistics		.350
Voltmer, Kathryn	10604	MATH 123S	Support for Math 123: Elementa		.133
MUSIC					
Becker, David	10289	MUS 100	Music Appreciation		.212
Becker, David	10513	MUS 110	Music Fundamentals		.150
NURSING					
Ailey, Mary	10600	NURS 328	Clinical Lab 2		.198
Cacho, Erin	10600	NURS 328	Clinical Lab 2		.132
Miller, Jacqueline	10600	NURS 328	Clinical Lab 2		.099
Page, Randolph	10600	NURS 328	Clinical Lab 2		.264
Rosensteel, Clare	10600	NURS 328	Clinical Lab 2		.264
Sullivan, Jennifer	10600	NURS 328	Clinical Lab 2		.364
PARALEGAL STUDIES					
Wagner, Stephen	10346	PLGL 106	Case Management		.208
Wagner, Stephen	10625	PLGL 111	Tort Law for Paralegals		.208
PHILOSOPHY					
Heiges, Kenneth	10178	PHIL 114	Critical Thinking		.234
Mahon, Richard	10173	PHIL 121	Religions of the Modern World		.212
Tennberg, Chris	10167	PHIL 102	Existence & Reality		.212
PHYSICAL EDUCATION					
Clark, Jada	10511	PE 146	Strength and Flexibility		.135
Claverie, Kellie	10632	PE 133	Beginning Yoga		.135
Frapart, Alexander	10481	PE 146	Strength and Flexibility		.135
Frapart, Alexander	10515	PE 154	Jogging/Walking		.135
Koivisto, Patricia	10254	PE 132	Cardio Kickboxing		.135
Koivisto, Patricia	10149	PE 133	Yoga Fitness		.135
Koivisto, Patricia	10707	PE 179F	Intermediate Yoga Fitness		.135
Wolter, Kenna	10420	PE 146	Strength and Flexibility		.135
POLITICAL SCIENCE					
Mahon, Cynthia	10134	POLS 103	American Government		.212
Mahon, Cynthia	10136	POLS 103	American Government		.212

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2020

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Sprecher, Christopher	10054	POLS 101	Intro to Political Science		.208
PRESCHOOL					
Zarate, Odaliss	Assigned	Preschool	Preschool Teacher		.453
PSYCHOLOGY					
Melena, Jennifer	10118	PSY 101	General Psychology		.208
Melena, Jennifer	10056	PSY 101	General Psychology		.208
O'Neill, Kathleen	10058	PSY 101	General Psychology		.212
SPANISH					
Aguila, Raul	10037	SPAN 101	Elementary Spanish 1		.333
Leon Merino, Hilda	10265	SPAN 101	Elementary Spanish 1		.333
Leon Merino, Hilda	10036	SPAN 101	Elementary Spanish 1		.333
SPEECH COMMUNICATION					
Espinola, Alyssa	10165	SPCH 101	Public Speaking		.208
Silva, Amy	10165	SPCH 101	Public Speaking		.208
Silva, Amy	10040	SPCH 102	Small Group Communication		.208
Ward, Amy	10144	SPCH 101	Public Speaking		.208
Ward, Amy	10119	SPCH 101	Public Speaking		.208
Ward, Amy	10099	SPCH 102	Small Group Communication		.208
THEATER					
Ice, Sara	Assigned	Theatre	Coord, Technical Theatre		.476

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2020**

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
ADULT BASIC SKILLS					
Aleman, Florentino	10275	BASK 7005B	GED Test Preparation		.081
Suarez, Hedy	10105	BASK 7014	Basic Math		.081
Suarez, Hedy	10277	BASK 7011B	Basic Math		.385
Wambolt, Lilia	10271	BASK 7005B	GED Test Preparation		.081
CITIZENSHIP					
Uribe Colima, Adriana	10722	CITZ 7000B	Preparation for Citizenship		.081
ENGLISH AS A SECOND LANGUAGE					
Aguilera, Virginia	10234	NESL 7000	Intro to English Pre-A		.162
Aguilera, Virginia	10235	NESL 7000	Intro to English Pre-A		.162
Ambriz Delgado, Armando	10241	NESL 7003	Intro to English B		.162
Ambriz, Delgado, Armando	10398	NESL 7040	Conversation for Beginning ESL		.054
Ambriz Delgado, Armando	10550	NESL 7040	Conversation for Beginning ESL		.054
Beres, Casey	10247	NESL 7007	Intro to English D		.162
Beres, Casey	10558	NESL 7060	ESL Instructional Lab		.054
Dominguez, Aurea	10248	NESL 7020A	Spanish Literacy		.162
Faries, Martin	10240	NESL 7003	Intro to English B		.162
Faries, Martin	10397	NESL 7005	Intro to English C		.162
Franklin, Suzanne	10237	NESL 7001	Intro to English A		.162
Franklin, Suzanne	10554	NESL 7041	Conversation for Intermediate		.054
Gonzalez, Anel	10551	NESL 7040	Conversation for Beginning ESL		.054
Larosa, Andrea	10246	NESL 7007	Intro to English D		.162
Suarez Guzman, Anabel	10238	NESL 7001	Intro to English A		.162
Uitti, Rosalie	10244	NESL 7005	Intro to English C		.162
Walters, Jan	10399	NESL 7041	Conversation for Intermediate		.054
Walters, Jan	10549	NESL 7040	Conversation for Beginning ESL		.054
SHORT-TERM VOCATIONAL					
Aleman, Florentino	10567	VOCE 7112	Introduction to Microsoft PowerPoint		.027
Bergstrom Smith, Joan	10562	VOCE 7101	Computers and You: Level 2		.054
Bergstrom Smith, Joan	10563	VOCE 7103	Introduction to the Internet		.027
Chavez, Darlene	10564	VOCE 7105	Introduction to Microsoft Word		.054
Gonzalez, Carlos	10560	VOCE 7100	Computers and You: Level 1		.054
Mercado-Gomez, Ricardo	10565	VOCE 7107	Introduction to Excel		.054
WORKFORCE PREPARATION					
Smith, Vickey	10570	WKPR 7000	Planning your next Job/Career		.014
Smith, Vickey	10571	WKPR 7001	Planning a Job Search		.014
Smith, Vickey	10572	WKPR 7002	Impression Management		.014

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Aye, Tyson	Compensation as an existing co-chair (Facilities Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$2,112.52
Ayers, Amanda	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/3/20 - 5/15/20).	\$504.43
Beck, Colleen	Study-a-thon (5/21/20 - 5/27/20).	\$417.92
Bierly, Gary	Compensation as an existing co-chair (Budget Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$1,791.78
Brackett, Ashley	Communications Lead for Guided Pathways, working with Mambo Media in discovery phase through the build phase with Digital Deployment (6/1/20 - 6/30/20).	\$200.00
Buckarma, Sunshyne	Study-a-thon (5/20/20 - 5/27/20).	\$164.48
Cohn, Kelly	Continued funding of the embedded librarian program for summer. Program partners one librarian with at least one instructor from the English department (6/1/20 - 6/30/20).	\$500.00
Cohn, Kelly	Continued funding of the embedded librarian program. Program partners one librarian with at least one instructor from the English department (7/1/20 - 7/31/20).	\$500.00
Dal Bello, Dom	Compensation as an existing co-chair (Institutional Effectiveness Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$2,242.08
Day, Alan	Provide EVOC driver training for Perishable Skills via contact education (5/6/20).	\$522.72
Degroot, David	Work with Mambo - final recommendation for the Guided Pathways (GP) website build by end of June. Will lead into GP website build which when completed will provide information for students to complete certificates and degrees in a timelier manner and less units. Program maps - provide students with a course scheduling plan for certificate or degree completion. Work with Digital Development - beginning GP website build (6/1/20 - 6/30/20).	\$800.00
Degroot, David	Work with Mambo - final recommendation for the Guided Pathways (GP) website build by end of June. Will lead into Guided Pathways (GP) website build which when completed will provide information for students to complete certificates and degrees in a timelier manner and less units. Program maps - provide students with a course scheduling plan for	\$1,850.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	certificate or degree completion. Work with Digital Development - beginning GP website build (6/1/20 - 6/30/20).	
Dickel, Jason	Provide EVOC driver training for Perishable Skills via contact education (5/6/20).	\$494.96
Elliott, Herb	Developing a full-time faculty review process for use during the Covid-19 emergency. Dates June 12, June 26, July 10, and July 24, 2020, 9:00 a.m. to 11:00 a.m. (6/12/20 - 7/24/20).	\$400.00
Gerrity, John	Research, prototyping, and fabrication of PPE comfort bands (ear savers) (4/17/20 - 5/2/20).	\$2,400.00
Gomez De Torres, Ana	Developing a full-time faculty review process for use during the Covid-19 emergency. Dates June 12, June 26, July 10, and July 24, 2020, 9:00 a.m. to 11:00 a.m. (6/12/20 - 7/24/20).	\$400.00
Guido Brunet, Melanie	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/3/20 - 5/15/20).	\$500.00
Hamilton, Dawn	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/13/20 - 4/27/20).	\$501.48
Harris, Laura	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/6/20 - 5/11/20).	\$507.95
Ice, Sara	Technical Theatre Coordination (8/10/20 - 12/23/20).	\$2,419.47
Jozwiak, Jennifer	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/13/20 - 4/27/20).	\$500.00
Knight, Julie	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/13/20 - 4/27/20).	\$500.00
Kopecky, Susannah	Preparing and presenting two workshops on storytelling and narrative structure. After workshops, providing a variety of office hours (14) during which students can discuss questions about the writing process as well as share progress on narrative drafts (3/4/20 and 4/17/20).	\$975.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Kopecky, Susannah	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/3/20 - 5/15/20).	\$500.00
Lara, Karina	Study-a-thon (5/20/20 - 5/26/20).	\$287.84
LeMaire, Neal	Neal is continuing to serve as the AOT coordinator and CORE Custody Academy coordinator. During summer 2020 Neal must complete curriculum updates for the STC CORE per state mandates. AOT courses are continuing as normal during COVID-19 crisis as they are deemed essential and critical (5/25/20 - 7/30/20).	\$5,482.08
Manalo, Lauro	Attend regular Student Success Design meetings (3/30/20 - 5/22/20).	\$800.00
Martinez, Alison	Coordination duties for LE program fall 2020, scheduling, recruit, counseling, evaluations, surveys, and instructor evaluations (7/2/20 - 12/09/20).	\$2,124.38
Maxwell, Lydia	Developing a full-time faculty review process for use during the Covid-19 emergency. Dates June 12, June 26, July 10, and July 24, 2020, 9:00 a.m. to 11:00 a.m. (6/12/20 - 7/24/20).	\$400.00
McNeil, Dan	Developing a full-time faculty review process for use during the Covid-19 emergency. Dates June 12, June 26, July 10, and July 24, 2020, 9:00 a.m. to 11:00 a.m. (6/12/20 - 7/24/20).	\$400.00
Miller, Steve	Provide EVOC driver training for Perishable Skills via contact education (5/6/20).	\$522.72
Moor, Mary-Michelle	Study-a-thon (5/20/20 - 5/26/20).	\$186.72
Nunez, Christina	Two hours of prep and one-hour presentation for the May 15 Ensure Learning Webinar, "Using Canvas Tools to Facilitate Instructor-Initiated Student Contact" (5/15/20).	\$150.00
Nunez, Christina	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/3/20 - 5/15/20).	\$500.00
Passage, Trevor	Developing a full-time faculty review process for use during the Covid-19 emergency. Dates June 12, June 26, July 10, and July 24, 2020, 9:00 a.m. to 11:00 a.m. (6/12/20 - 7/24/20).	\$400.00
Passage, Trevor	Compensation as an existing co-chair (College Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$1,502.48

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Passage, Trevor	Continued funding of the embedded librarian program for summer. Program partners one librarian with at least one instructor from the English department (6/1/20 - 6/30/20).	\$500.00
Passage, Trevor	Continued funding of the embedded librarian program for summer. Program partners one librarian with at least one instructor from the English department (7/1/20 - 7/31/20).	\$500.00
Patrick, Fred	Working during spring break and after to help get faculty ready to move their courses online during 'Emergency Remote Teaching' week 1: 54 hours, week 2: 10 hours (3/14/20 - 3/29/20).	\$3,200.00
Perkins, Mike	Provide EVOC driver training for Perishable Skills via contact education (5/6/20).	\$522.72
Ramirez, Antonio	Serving as co-lead for Guided Pathways Initiative fall 2020 (8/17/20 - 12/30/20).	\$5,100.00
Ramirez, Antonio	Transcript review of LVN program applicants for the 2021 cohort (6/1/20 - 7/10/20).	\$1,500.00
Ramirez, Antonio	Continue work as Guided Pathways co-lead for summer (7/1/20 - 7/31/20).	\$200.00
Raybould-Rodgers, Julia	Compensation as an existing co-chair (Student Learning Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$2,080.36
Raybould-Rodgers, Julia	Screening, hiring, supervising, mentoring, and reporting on peer facilitators and acting as a liaison with their classroom instructors throughout the semester (1/21/20 - 5/29/20).	\$4,250.00
Raybould-Rodgers, Julia	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (3/24/20 - 4/31/20).	\$500.00
Read, Jim	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/6/20 - 5/11/20).	\$500.00
Reid, Daniel	Study-a-thon (5/21/20).	\$91.88
Roepke, Thesa	Compensation as an existing co-chair (Human Resources Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$2,181.80
Romo, Alina	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (3/24/20 - 4/7/20).	\$500.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Senior, Robert	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (4/6/20 - 5/11/20).	\$500.00
Sjostedt, Nohl	Delivery of not-for-credit course via contract education - welding May 2020 (5/1/20 - 5/29/20).	\$8,483.31
Thomas, Laura Susan	Art gallery coordination for fall 2020 (8/3/20 to 12/31/20).	\$1,211.10
Tuan, Juanita	Attend and participate in Innovative Scheduling working group meetings and tasks (4/27/20 - 5/30/20).	\$150.00
Tuan, Juanita	Compensation as an existing co-chair (Student Service Council) for spring 2020 at the daily prorated amount of four days. Payment based on full-time faculty agreement 16.7.1.b (1/20/20 - 5/20/20).	\$2,180.68
Ying Hood, Chellis	Small groups will meet for mentorship and collaboration in response to changes created by AB705 to improve instruction and counseling in the English multi-level transfer classroom (3/24/20 - 4/7/20).	\$500.00
Ying Hood, Chellis	Leading one-hour PD workshop on May 1 hosted by the Ensure Learning Design Team entitled: utilizing Simple Tech Platforms to Emulate the Intimacy of the Face to Face Learning Experience. Assignment includes two hours of prep time (4/28/20 - 5/1/20).	\$150.00
Zepeda, Dayana	ESL Self-Guided Tool Working Group (10/1/19 - 12/31/19).	\$650.00
Zepeda, Dayana	ESL Self-Guided Tool Working Group (1/1/20 - 5/31/20).	\$1,500.00

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Equivalency Certification for Faculty	Item Number: 9.G.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 3

BACKGROUND

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

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

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Youngblood, Brian	Chemistry

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: 5/20/2020
	Not Approved Date:

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

NAME: Brian Youngblood	DIVISION: Academic Affairs
DEPARTMENT: Life and Physical Sciences	DISCIPLINE: Chemistry

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

Brian Youngblood, currently a professor of physics at Allan Hancock College, has taken enough chemistry courses, including physics courses cross-listed in chemistry, to qualify for equivalency in chemistry. Following are the classes that should be considered toward his qualification: (quarter units divided by 1.5 to convert to semester units)

UC San Diego:

CHEM 6B General Chemistry 2.66 lower-division (semester) units
 CHEM 6BL General Chemistry 2.0 lower-division (semester) units
 CHEM 6C General Chemistry 2.66 lower-division (semester) units
 CHEM 6CL Intro. to Analytical Chemistry 2.66 lower-division (semester) units
 CHEM 140A Organic Chemistry 2.66 upper-division (semester) units
 CHEM 140B Organic Chemistry 2.66 upper-division (semester) units
 CHEM 143A Organic Chemistry Laboratory 2.66 upper-division (semester) units

UC Irvine:

PHYS 206 (same as CHEM 206 in UCI catalog) Laboratory Skills 2.66 grad (semester) units
 PHYS 207 (same as CHEM 207 in UCI catalog) Chem for Physicists 2.66 grad (semester) units
 PHYS 229 (same as CHEM 229 in UCI catalog) Computational Mthds 2.66 grad (semester) units
 CHEM 232A Thermodynamics and Statistical Mechanics 2.66 grad (semester) units
 CHEM 232B Statistical Mechanics 2.66 grad (semester) units
 CHEM 231C Molecular Spectroscopy 2.66 grad (semester) units

This gives 10 lower-division units and 24 upper-division/grad units in chemistry .

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

Signature of Candidate:

Brian Youngblood

Date:

5/6/2020

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

Signature of Department Chair: <i>Vincentolin</i>	Date: 5/14/20	Signature of Dean: <i>[Signature]</i>	Date: 5/18/2020
Signature of Appropriate Academic or Student Services Vice President: <i>[Signature]</i>	Date: 5/20/20	Signature of Committee Chair Professional Standards Committee: <i>[Signature]</i>	Date: 5/19/2020
Date of Board Approval: June 9, 2020			

CONSENT ITEM

To: Board of Trustees	Date: June 9, 2020
From: Superintendent/President	
Subject: New Community Services (Fee-Based) Education Class	Item Number: 9.H
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 6

BACKGROUND

Fee-based online classes are proposed. The required review process was completed.

Class Name: AHC Career Academy Fee-based Courses
Description:

See attached list of various Ed2Go online courses.

(continued)

FISCAL IMPACT

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

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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AHC Career Academy Fee-based Courses

Course Title	Course Description	Total Hrs	Course Fee
A to Z Grant Writing	This course will equip students with the skills and tools needed to enter the grant writing field. As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive.	24 hrs	\$115
A to Z Grant Writing – Beyond the Basics	Sharpen your grant research skills, write the most important sections of grant applications, and learn about the various types of grants available.	24 hrs	\$115
A to Z Grant Writing (Series)	A to Z Grant Writing, and A to Z Writing – Beyond Basics.	48 hrs	\$190
Accounting Fundamentals	Learn the basics of double-entry bookkeeping and financial reporting.	24 hrs	\$115
Accounting Fundamentals II	Explore the world of corporate accounting.	24 hrs	\$115
Accounting Fundamentals (Series)	Accounting Fundamentals, and Accounting Fundamentals II.	48 hrs	\$190
Achieving Success with Difficult People	Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.	24 hrs	\$115
Building Teams That Work	Explore communication techniques and problem-solving skills that will help you get your team on track in no time.	24 hrs	\$115
Business and Marketing Writing	Write marketing skills to improve your company's image and your chances of getting hired or promoted.	24 hrs	\$115
End of Life Care	This course covers the issues and practices involved with caring for the terminally ill. Students will learn to address the issues and characteristics of hospice and palliative care, and learn who to cope with dying, death, and the grief that follows. <i>(Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.)</i>	19 hrs	\$115
Legal and Ethical Issues in Healthcare	Explore the legal and ethical risks healthcare professionals face, including issues related to HIPPA rules, medication errors, social media and healthcare, organ donation, and workplace violence. <i>(Provider approved by the California Board of Registered Nursing, Provider</i>	12 hrs	\$70

Course Title	Course Description	Total Hrs	Course Fee
	<i>#CEP 14693, for the stated number of contact hours.)</i>		
How to Start Your Own Business in Health and Healing	Students will learn how to start a health and wellness business.	11 hrs	\$65
Stress Management	Explore the physiological, social, and psychological impacts of stress, and learn strategies to get stress under control.	14 hrs	\$85
Mindfulness	Learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships.	8 hrs	\$80
CompTIA Network+ Certification Prep	Prepare to take and pass the CompTIA Network+ Exam. (CompTIA Security+ is an international, vendor-neutral certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career.)	24 hrs	\$110
CompTIA Security+ Certification Prep I	Master the terms and concepts you need to pass the CompTIA® Security+ SY0-501 exam and earn your Security+ certificate.	24 hrs	\$110
CompTIA Security+ Certification Prep II	Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.	24 hrs	\$110
Creating Mobile Apps with HTML5	In this course, students learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards.	24 hrs	\$115
Distribution and Logistics Management	Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).	24 hrs	\$115
Effective Business Writing	Improve your career prospects by learning how to develop proper written documents.	24 hrs	\$115
Effective Selling	Learn the groundwork for repeat business and your business success.	24 hrs	\$115

AHC Career Academy Fee-based Courses

Course Title	Course Description	Total Hrs	Course Fee
Career Exploration: Paralegal	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Pharmacy Technician	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Administrative Medical Assistant	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Healthcare	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Medical Coding	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Medical Transcription	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Career Exploration: Nursing	Find out if this career is right for you. This course will cover the fundamentals for this field.	24 hrs	\$110
Fundamentals of Technical Writing	This course will teach fundamentals technical writing techniques, and how best to translate complex information into easily understood language. The course will also cover technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically.	24 hrs	\$115
Growing Plants for Fun and Profit	This course covers licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material, and how to market your product.	24 hrs	\$100
High Performance Organization	This course will cover the four principles of a HPO: Egalitarianism and Engagement, Shared Information and Trust, Knowledge Development, and Performance Reward Linkage; how to link those principles with organizational activities to be a HPO to implementation of the principles.	24 hrs	\$115

Course Title	Course Description	Total Hrs	Course Fee
High Speed Project Management	This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet the challenges of truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.	24 hrs	\$115
HIPAA Compliance	Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.	24 hrs	\$115
Human Resources Management Suite	This suite will cover how to handle basic human resource functions, how to attract and retain top talent, how to turn your company into a high performance workplace, and how to become a desirable workplace.	72 hrs	\$295
Developing Excellence in the Workplace	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.	24 hrs	\$115
Instructional Design Training	This course will teach the basics of instructional design and the phases of the design process, including conducting a needs assessment, designing and delivering training, and evaluating instruction, in order to meet audience's needs.	12 hrs	\$75
Introduction in Creating, Styling and Validation Web Forms	This course will teach you how to create, style, and validate web forms using HTML, CSS, and JavaScript.	48 hrs	\$159
Introduction to Google Analytics	Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.	24 hrs	\$115
Introduction to Nonprofit Management	This course will cover the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this field of work.	24 hrs	\$115
Medical Office Basics (includes medical terminology, HIPAA Compliance, and Spanish for Medical Professionals)	This suite will cover medical terminology; medical math; how to comply with the duties, rights, and responsibilities of Administrative Simplification rules of the Health Insurance Portability and Accountability Act (HIPAA); and basic tools to bridge the communication gap with Spanish-speaking patients.	96 hrs	\$395
Nonprofit Fundraising Essentials	This course will cover the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and	24 hrs	\$115

AHC Career Academy Fee-based Courses

Course Title	Course Description	Total Hrs	Course Fee
	foundation relations, major gifts, and planned giving.		
Project Management Fundamentals	This course will cover the essentials of project management, and how to effectively plan, implement, control, and close any type of project.	24 hrs	\$115
Purchasing Fundamentals	This course will cover how to define internal customer needs; generate purchase requisitions and purchase orders; expedite, trace, and receive supplier deliveries; maintain effective purchasing records; and create and manage various purchasing budgets.	24 hrs	\$115
Spanish for Law Enforcement	This course will teach the basic Spanish phrases needed in the law enforcement field, from making casual conversation to handling life-or-death situations.	24 hrs	\$115
Spanish for Medical Professionals	This course will cover medical Spanish, including key healthcare words and phrases.	24 hrs	\$115
Speed Spanish	This course will cover six easy strategies for putting Spanish words together to form sentences.	24 hrs	\$115
Start a Pet-Sitting Business	This course will cover the essentials of running a cat and dog sitting business, including pet care, nutrition, exercise, first aid, and identification of common diseases.	24 hrs	\$115
Start a Consulting Business	This course is designed to help students set up a consulting practice. This course will cover the complete process of starting and operating a consulting practice.	24 hrs	\$115
Start an Online Business	Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.	24 hrs	\$115
Supply Chain Management Fundamentals	This course will cover the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.	24 hrs	\$115

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June, 9, 2020
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number: 9.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 46

BACKGROUND

The curriculum report for the period April 2, 2020 to May 7, 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:

LGBT Studies, Associate in Arts for Transfer
 Philosophy, Associate in Arts for Transfer
 Introduction to ECS, Certificate of Competency
 Family Childcare License Preparation, Certificate of Competency
 ESL Introduction to Early Childhood Studies, Certificate of Competency
 ESL Family Childcare License Preparation, Certificate of Competency

FISCAL IMPACT

The cost for additional library materials for new and modified curricula is estimated at \$1,607.00.

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 April 2 –May 7, 2020

June 9, 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 COURSES**Credit Courses**

Course Prefix & No.	Course Title	Units
EMSP 300	Anatomy & Physiology for Prehospital Personnel New prefix: Emergency Medical Services Paramedic (EMSP) This is a course that is designed to provide fundamental knowledge of human anatomy and physiology for the emergency medical technician that is seeking to enter the paramedic program. This course is a way for the paramedic student to take an anatomy and physiology fundamental course without impacting the 100 transfer courses that tend to have a longer waitlist. This course fulfills the requirements of Title 22.	3
MB 305	Body Systems and Diseases New prefix: Medical Billing (MB) This is a new course that is being cross-listed with medical assisting (MA) 305. This tracks the students who are mainly interested in Medical Billing and Coding. It will enable the course to be open to non-majors who are interested in coursework in medical terminology.	5

Noncredit Courses

Course Prefix & No.	Course Title	Hours
New noncredit courses in the health (HLTH) discipline are being proposed in preparation of a new short-term vocational program. The program is designed to prepare students for work in sterilizing.		
HLTH 7200	CR Central Service Technician Concepts Corequisite: HLTH 7201	90-100
HLTH 7201	CR Central Service Technician Applications Corequisite: HLTH 7201	400
New ESL noncredit courses will be linked to credit ESL courses in an effort to encourage noncredit students to experience credit classes, and to provide a pathway from noncredit to credit courses. These courses will also serve as a pilot project to collect data on noncredit student retention, success, and transition to credit courses.		
NESL 551	Intermediate Grammar	64-72
NESL 552	Advanced Grammar	64-72
OLDR 7216	Ceramics 1	96-108

This course meets a need in the older adult community to explore creative expression and provides an opportunity to improve physical/mental health while maintaining fine motor skills.

Noncredit Vocational	New noncredit vocational courses are being proposed in preparation of a new noncredit certificate in culinary arts. The program is designed to meet the needs of students looking for short-term career paths.	
VOCE 7702	Introduction to Baking	16-18
VOCE 7705	Culinary Business Fundamentals	24-27
VOCE 7706	Marketing, Branding, & Packaging	12-13.5

NEW PROGRAMS

Credit Programs

Discipline	Program Title	Units
Philosophy	Philosophy, Associate in Arts for Transfer Aligned with transfer model curriculum	18
Social Justice Studies	LGBT Studies, Associate in Art for Transfer Aligned with transfer model curriculum	19

Noncredit Programs

Discipline	Program Title	Hours
Early Childhood Studies (ECS)	The Early Childhood Studies new programs are designed to prepare students in providing quality early care and education to children birth to 12 years of age in a childcare setting. The programs will train adults and adult English language learners who are responsible for the care of children. The programs are designed as a short-term noncredit vocational program leading to credit pathways.	
ECS	Introduction to Early Childhood Studies, Certificate of Competency	137-187
ECS	Family Childcare License Preparation, Certificate of Competency	69 - 115
NESL	ESL Introduction to Early Childhood Studies, Certificate of Competency	274 - 374
NESL	ESL Family Childcare License Preparation, Certificate of Competency	138-230

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 Prefix & No.	Course Title	Units
AB 351	Auto Body Metal	3
AB 353	Auto Body Repair	3
AB 355	Selected Auto Body Metal Projects Prerequisite: AB 351	1
AB 356	Automotive Painting Techniques	3
AB 358	Automotive Refinishing Prerequisite: AB 356	3
AB 360	Collision Repair Prerequisite: AB 353	5
AT 323	Power Trains Alignment with C-ID Final Descriptor "Automotive Manual Transmissions and Drive Train Systems" AUTO 130 X.	5
ECS 112	Introduction to Young Children with Special Needs Advisory: ECS 100 Modifications include removal of English advisory course, and scheduling pattern.	3
FILM 115	Introduction to Animation Modifications are being made to course content, assignments, evaluation, and materials.	3
PSY 112	Human Sexuality Advisory: ENGL 101 and PSY 101 Modifications include text update, modified methods of instructions, class hours, and updates to DL addendum.	3
PSY 119	Abnormal Psychology Advisory: ENGL 101, READ 110, and PSY 101	3
SPAN 101	Elementary Spanish I Modifications made to course content, DL addendum, and text.	5

MODIFICATIONS

Major Course Modifications Effective 2021-22 catalog.

Course Prefix & No.	Course Title	Units/ Hours
LE 329	State Hospital Peace Officer	17

Per state mandates for law enforcement training, the curriculum and number of hours are updated to meet standards.

Modifications are being made to semester offering to summer, also, recalculated units and hours.

LE 330	Core Custody Academy This course is designed to satisfy the State of California Board of State and Community Corrections (BSCC) Standards and Training for Corrections (STC) minimum requirements for a corrections officer working in a county or city jail position. BSCC has applied new mandates that extend the course length an additional 11 hours.	11.5
MATH 311	Algebra 1 Adding Engineering to discipline placement	4
MATH 331	Algebra 2 Adding Engineering to discipline placement.	4
MUS 110	Music Fundamentals 2 Reviewed for currency of DL offering	2
VOCE 7109	Microsoft Windows The course hours are being modified.	14-18

Program Modifications

Discipline	Program Title	Units/ Hours
Early Childhood Studies	Early Childhood Studies: Special Education, Certificate of Achievement The program is aligned with the revised Curriculum Alignment Project.	43 units
ESL Noncredit	Advanced ESL, Certificate of Competency Two new noncredit courses are being added to the program selected courses, NESL 551 and NESL 552.	188-444 hours

REQUEST FOR DISTANCE EDUCATION

Course Prefix & No.	Course Title	Units
FILM 107	History of the World This course has been offered successfully for many semesters in person. The film and video program wish to offer the course as DL Fall 2020.	3
PSY 119	Abnormal Psychology Advisory: ENGL 101, READ 110, and PSY 101 The course is aligned with C-ID PSY 120. Modifications: Update text, add methods of instruction, and request for DL offering.	3

REQUEST FOR GENERAL EDUCATION

Course Prefix & No.	Course Title	Units
LGBT 101	Introduction to LGBT Studies AHC GE: Cat 2A. Social Science CSUGE: Area D7. Social Science: Interdisciplinary Social or Behavioral Science IGETC: Area 4G. Social and Behavioral Science: Interdisciplinary Social & behavioral Sciences AHC MCGS	3
LGBT 102	LGBT Communities, Family, and Education in the 21 st Century AHC GE: Cat 2A. Social Science CSUGE: Area D0. Social Science: Sociology and Criminology IGETC: Area 4J. Social and Behavioral Science: Sociology & Criminology AHC MCGS	3

MISCELLANEOUS ITEMS

Effective 2020-21

Proposal Type	Course Number and Title	Units
Correction	CA 122 Advanced Baking and Pastry Change in semester offering	3
Textbook Changes	AJ 111 Criminal Investigation	3
	CS 111 Fundamentals of Programming 1 Prerequisite: MATH 331 Advisory: CS 102	4
	CS 112 Fundamentals of Programming 2 Prerequisite: CS 111	4
	MT 109 Survey of Machining and Manufacturing	
	MT 315 Advanced Machining Prerequisite: MT 110	4
Course Drops	ART 125 Painting in Acrylics	3
	ART 126 Painting in Acrylics 2	3
	ART 129 Painting in Oils 1	3
	ART 130 Painting in Oils 2	3
	ART 146 Painting in Acrylics 3	3
	ART 150 Painting in Oils 3	3
	ART 199B Topics in Art: Ceramics of Peru	2
	ART 199C Topics in Art: Porcelain	2
	ART 199G Ceramics of Peru	2
	ART 199N Lidded Vessels	
	ART 199P Creative Solutions for Ceramics	

ART 199R Soda Firing	2
ART 199S Custom Made Ceramics Tools	2
ART 199T The Practice of Creativity	2
ART 399A Topics in Art: Teapots	2
ART 399B Topics in Art: Ceramic Colorants	2
ART 399C Topics in Art: Ceramic Spectrum	2
ART 399D Topics in Art: Airbrush/Ceramics	2
CS 181 Game Programming	3

GRADUATION REQUIREMENTS

Competency in Mathematics. Students will demonstrate competence in mathematics by meeting any of the following standards:

- A. Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334 or any 100-level math course of at least three units.
- B. ~~Receive a math placement recommendation for any 100-level math course based on the Accuplacer test~~Successful completion of Algebra 2 or higher at an accredited collegiate institution.
- C. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.

POLICIES

Noncredit Curriculum Review
Emergency Remote Teaching Review Process

Noncredit Curriculum Review

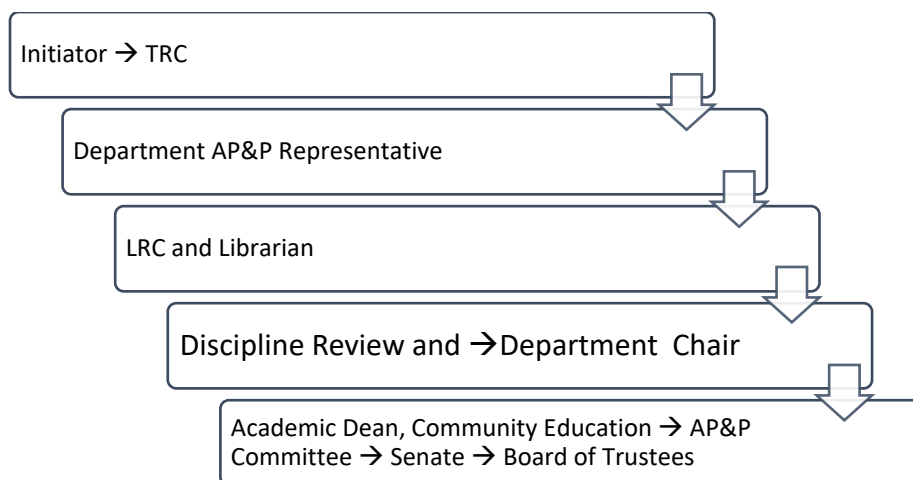
Current Practice:

- Proposals are assigned to faculty for review based on department, discipline assignment, and the roles assigned in CurriQunet.
- Noncredit courses and programs are routed to community education levels of approval. Community Education, as a department, does not have adequate number of full-time faculty to have AP&P Committee representation. Also, there is no designated department chair position.
- The noncredit courses and programs are proposed by both credit and noncredit faculty. The proposal is then reviewed by the technical review committee (TRC) and then by the community education dean, followed by AP&P review.

With increasing numbers of new noncredit proposals, a review process that includes appropriate faculty review is needed.

Proposal:

- Discipline faculty identify noncredit courses and programs (disciplines) that would be within the purview of the respective disciplines. The discipline faculty and the respective faculty in noncredit would be designated to review noncredit courses and programs at the department chair level.
- The academic dean, community education would review noncredit course and program proposals.



Emergency Remote Teaching (ERT) Review Process

Purpose: An expedited review process for ERT-conversion and addendum to the course outline of record has been created to comply with CCCCO mandates¹ to review ERT course offerings by December 2020. AP&P Committee approval of the ERT-conversion ensures compliance with regulations and for the course to be taught remotely through the use of technology in the event of mandated restrictions on face-to-face instruction.

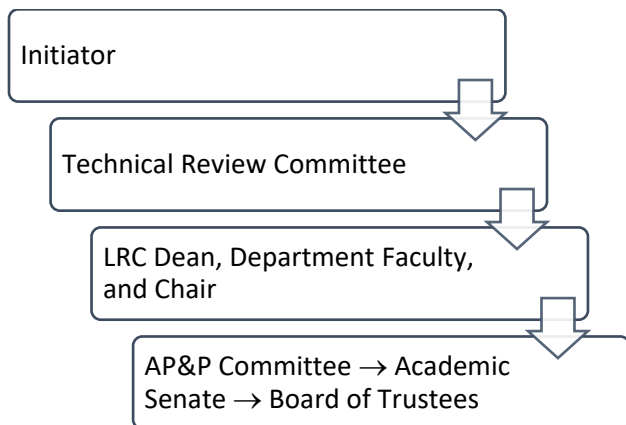
An ERT proposal type has been created to convert courses to ERT. There are two proposal types: one for credit courses, and one for noncredit courses.

ERT Proposal Type Instructions

1. In CurriQunet, select "Create Proposal". Select: "ERT Proposal " type (either credit or noncredit).
 2. In the "Proposal Information" screen, type: ERT- conversion in the "Justification for Need" field.
 3. Complete all the required fields in the Distance Learning screen.
 4. Select "Launch".
- **Course Review** proposal type – is used for existing courses that are scheduled to complete course review.
 - **Major Modification** proposal type – is used for existing courses that are NOT scheduled to complete course review process.
 - **New Course** proposal type – can be used to propose new course and new distance learning offering.

ERT Review and Approval Process:

The ERT proposals would be included in the consent agenda. ERT proposals are approved separately.



Request for regular **distance education** offering may be requested using existing proposal types:

- **Course Review** proposal type – is used for existing courses that are undergoing the regularly scheduled course review process.
- **Major Modification** proposal type – is used for existing courses that are NOT undergoing the regularly scheduled course review process.
- **New Course** proposal type – is used for new courses that are deemed appropriate for distance learning offering.

ⁱ CO Memo Temporary Distance Education Blanket Addendum, March 31, 2020

DL and ERT Course Outline Addendum

This proposal is for:

Emergency Remote Teaching (ERT)

Distance Learning: YES

- This course requires regular and substantive interaction between instructor and students.
- In this course interaction will be initiated by the instructor.
- This course is not self-paced.

Correspondence Education: NO

- This course does not require regular and substantive interaction between instructor and students.
- In this course interaction will be initiated by the student.
- This course is self-paced.

Distance Education Delivery Method:

Internet

Other: ERT

Instructor-initiated contact hours per week: _____

Instructor-initiated contact hours per week must minimally match the number of units per week.

For example, in a three-unit course, an instructor should initiate a minimum of three hours of contact with the students per week using a variety of methods such as email, discussion boards, announcements, and review sessions.

- Chat room
- Discussion Board
- Email communication
- Group meetings
- In-person
- Labs
- Listserv
- Orientation session
- Review session
- Social networking pages (Ex: Ning, Facebook, VoiceThread, etc.)
- Telephone contacts
- Testing
- Other: Specify:

Adjustments to Assignments:

Instructors may employ a variety of online tools to make the necessary adjustments in an ERT setting for this course.

- Assignments will be submitted primarily through the district Learning Management System (LMS).
- Students can submit multiple file types, type in a textbox to submit their assignments, or submit links to their work in the cloud or other web related service such as Google Docs.
- Students can also submit assignments through district email or the messaging service in the district LMS.
- The district LMS contains many tools instructors can use to facilitate different assignment types.

- Instructors may use the assignments tool and/or discussion tool to facilitate student to student interaction.
- Instructors may use the feedback features of the district LMS to facilitate instructor-initiated contact.
- When appropriate, instructors may use group assignments.

List of possible tools employed to adjust for ERT course:

- District LMS assignments
- Threaded discussion forums
- District Email
- District LMS messaging service
- Announcements in the district LMS
- Feedback of student work through use of Speed Grader or other tools
- Synchronous audio/videoconferencing (Zoom, Cranium Café)
- Interactive mobile technologies
- Chat, text, Twitter
- Telephone
- Virtual offices hours
- Other: Specify:

Adjustments to Evaluation:

- ERT courses allow for multiple evaluation tools with online technology.
- This course will be able to use interactive quizzes which allow for automated assessment performance for certain question types, and the use of the mastery gradebook.
- If the assessment requires necessary student authentication, the instructor can employ machine automated proctoring services available through the current district LMS.
- Use of these features (quizzes, discussions, and assignments) provide the necessary tools to evaluate student progress toward the objectives of the course.

ADA Compliance: All web and electronic content that is public facing as well as any online course content will be compliant with [Section 508 of the Rehabilitation Act of 1973](#) and the [WCAG 2.0 AA guidelines](#) (Web Content Accessibility Guidelines).

Strategies to Make the Course Accessible to Disabled Students:

The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and California Government Code section 11135 all require that accessibility for persons with disabilities be provided. Title 5, section 55200 explicitly makes these requirements applicable to all distance learning offerings. All DL courses and resources must be designed to afford students with disabilities maximum opportunity to access distance learning resources without the need for outside assistance (i.e. sign language interpreters, aides, etc.). Distance learning courses and resources must generally be designed to provide “built-in” accommodation (i.e. closed or open captioning, “alt tags”) which are accessible to “industry standard” assistive computer technology in common use by persons with disabilities.

All courses must meet the **WCAG 2.0 level AA** standards including but not limited to the items listed below:

1. **Images, graphs, charts or animation.** A text equivalent or alt text is provided for every non-text element, including all types of images and animated objects. *This will enable a screen reader to read the text equivalent to a blind student.*
2. **Multimedia.** Equivalent alternatives for any multimedia presentation are synchronized with the presentation. Videos and live audio must be closed captioned. For archived audio, a transcript maybe sufficient.
3. **Documents and other learning materials.** PDFs, Microsoft Word documents, PowerPoint presentations, Adobe Flash and other content must be as accessible as possible. If it cannot be made accessible, consider using HTML or, if no other option is available, provide an accessible alternative. PDF documents must be properly tagged for accessibility.
4. **Timed quizzes/exams.** Extended time on quizzes and exams is one of the most common accommodations. Instructions for extending time in Canvas.
5. **Outside webpages and links**
 - Ensure that all webpages meet 508 standards by testing through Cynthia Says. Follow the Accessibility Guidelines WCAG 2.0 Level AA
 - Ensure links make sense out of context. Every link should make sense if the link text is read by itself. *Screen reader users may choose to read only the links on a web page. Certain phrases like “click here” and “more” must be avoided.*
6. **Applications, software, and outside learning systems.** All required outside applications and/or learning systems (e.g MyMathLab, Aleks, etc.) are accessible OR an alternative is provided. Test with WebAIM WAVE toolbar.
7. **Avoid text images.** Images of text are avoided OR an alternative is provided. (Examples of images of text are PDFs made from scanned pages, and word art.)
8. **Color contrast.** Text and background color have sufficient contrast on all documents, PowerPoints, and webpages both inside and outside of the LMS.
9. **Text objects.** If the shape, color, or styling of any text object conveys information, that information is conveyed in plain text as well.
10. **Disability statement.** The course syllabus contains the college’s suggested Disability Statement as well as current information on the location and contact information for the Learning Assistance Program (LAP).

Is there any aspect of the course that cannot be made accessible to students with disabilities?

- NO
- YES. If YES, briefly describe the problem and how the problem will be resolved. Use attachment if necessary.

Inform Students:

Include how you will inform students about on-line services for students and course requirements that would require face-to-face interaction with the instructor.

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

Program Title Philosophy

Department Social & Behavioral Sciences

Discipline PHIL

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 06/01/2021

Other

Justification/Need for New or Modified Program

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

Aligns with the Associate in Arts for Transfer in Philosophy Transfer Model Curriculum (TMC) requirements.

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 provide quality general education and transfer opportunities, which enhance student learning by developing critical thinking skills and knowledge of philosophical thought.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)
-

Program Goals and Objectives

Provide students an opportunity to earn an associate degree for transfer in Philosophy. With this degree students will have the opportunity to earn a bachelor degree in Philosophy in the California State University system. With a completion of a bachelor's degree in Philosophy students could work in public policy, government, education and, with further education, become a lawyer.

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

No new curriculum is required as all the courses are already being taught and C-ID approved.

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.

Aligns with SB 1440 and the Transfer Model Curriculum for Philosophy that prepares students for transfer to the CSU system into similar majors.

Enrollment and Completer Projections

Enter estimated number of program completers:

5

What were the enrollment projections based on?

Review of other CCC Philosophy AA-T degrees in the area as well as interest expressed by asking students in current Philosophy courses.

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?

No

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.

N/A as this is an Associate Degree for Transfer.

Faculty persons contacted at colleges offering similar programs.

N/A

Adequate Resources

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

- Qualified Staff
- Instructional Supplies

Other No

Please specify

N/A

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.

Gary Bierly, Klaus Fisher, Ken Heiges, Frank Nolen, Chris Tennberg

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

Yes

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

Classrooms

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.

Philosophy is thinking critically and rationally about human problems of knowledge, existence, conduct, art, and religion. Students explore the great ideas of Western and Eastern heritage and encounter fundamentals of almost all other disciplines. These include, but are not limited to, questions such as: What is reality? What is the nature of the self? Does God exist? What is good and just? What ought I to do? In addition philosophy courses help students to develop good logical and critical reasoning skills, expose hidden preconceptions, encourage open debate and independent thought, and provide opportunity to apply valuable insights gained to contemporary life. The Associate in Arts in Philosophy for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Philosophy at a California State University.

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

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

A major of 18 units is required for the Associate in Arts in Philosophy for transfer degree.

Required core courses (15 units):

Units: 15

PHIL101	Survey of Philosophy	3
PHIL105	Ethics	3
PHIL112	Logic	3
HIST104	Western Civilizations to 1650	3
HIST105	Western Civilization Since 1650	3

List A: Select 1 course from the following (3 units):

Units: 3

PHIL114	Critical Thinking	3
PHIL121	Religions of the Modern World	
PHIL122	Exploring Religious Issues	

CSU or IGETC: 37-39 units

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Critically analyze and evaluate arguments regarding issues of metaphysics and epistemology.**
 2. **Critically analyze and evaluate arguments regarding issues of ethics and political philosophy.**
-

CTE Documentation

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

Supporting Documents

Attached File

Philosophy AA-T Narrative.docx (/Form/Program/_DownloadFile/497/10?fileId=469)

TMC_Philosophy_Template_Rev_1.docx (/Form/Program/_DownloadFile/497/10?fileId=470)

AHC_to_CSUN_for_2019-2020_by_PHILOSOPHY,_B.A..pdf (/Form/Program/_DownloadFile/497/10?fileId=471)

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. No

Approximate cost of additional materials and equipment to implement new curriculum

Additional comments:

Feasibility Analysis - Dean's Page

Program Title Philosophy

Top Code 1509.00 - Philosophy

CIP Code 38.0100: Philosophy.

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.

This program is feasible and supports the AHC and CCC Missions. Adequate college resources are available to support the program and it should greatly benefit students wish to transfer to a CSU.

Course Review Date 04/01/2018

Program Review Date 04/09/2019

The program is feasible:

Yes, the program is feasible.

The program is not feasible:

N/A

Funding Source/Plan

A full time instructor is already employed in this area and several part-time instructors also teach within the area. Library resources should be minimal.

Transfer Documentation

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 Yes

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

Codes

Special Dates

Academic Senate

05/19/2020

Board of Trustees

06/09/2020

Year 2020

Catalog Term 2021/2022

Top Code 1509.00 - Philosophy

Program Control Number

Originator Bierly, Gary

Origination Date

10/21/2019

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

Program Goal Transfer

TOP Code 1509.00 - Philosophy

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

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand

Program Review Date 04/09/2019

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date 06/09/2020

New Credit Program: Social Justice Studies: LGBT Studies - Associate in Arts for Transfer

Program Title Social Justice Studies: LGBT Studies

Department Social & Behavioral Sciences

Discipline SOC

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 01/01/2021

Other

Justification/Need for New or Modified Program

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

Aligns with the Associate in Arts for Transfer Social Justice Studies: LGBT Transfer Model Curriculum (TMC) requirements.

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 provide quality general education and transfer opportunities, which enhance student learning by developing critical thinking skills and increasing student awareness and understanding of the LGBT experience.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)
 - Ramirez, Antonio (antonio.ramirez12@hancockcollege.edu)
-

Program Goals and Objectives

Provide students an opportunity to earn an associate degree for transfer in Social Justice Studies: LGBT Studies. After transfer and completion of a bachelor's degree students with strong communication skills and a passion for social justice could work in public policy, government, healthcare, education and, with further education, become a civil rights lawyer, psychologist, and/or gender and sexual therapist.

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

Currently two new courses LGBT 101 and LGBT 102 are going through AP&P review process and will be part of the core of the Social Justice Studies: LGBT Studies AA-T proposal.

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.

Aligns with SB 1440 and the Transfer Model Curriculum that prepares students for transfer to the CSU system into similar majors..

Enrollment and Completer Projections

Enter estimated number of program completers: 12

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?

No

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.

None specifically in LGBT studies.

Faculty persons contacted at colleges offering similar programs.

Alex Kulick

Adequate Resources

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

- Media Equipment
- Qualified Staff

Other No

Please specify

Classroom with full multimedia needed. Eventually Full time faculty will be needed to sustain this 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.

Antonio Ramirez Dan McNeil Alberto Restrepo

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

Adequate

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

Regular classroom facilities

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 Associate in Arts in Social Justice Studies: LGBT Studies for Transfer offers students a multidisciplinary approach to the study of Lesbian, Gay, Bisexual, Transgender and Queer identities, culture, art, literature politics, history and society in the United States and across cultures. Students will incorporate queer theory, theories of race and ethnicity, and feminist theory, to examine, analyze and compare social and political movement, and consider the ways that we currently understand and have historically understood various constructions of sexuality, gender identity and behavior depending upon historic time and global location. The Associate in Arts in Social Justice Studies: LGBT Studies for Transfer (AA-T) degree provides a curricular track for students who wish to transfer into a variety of CSU majors related to LGBT such as Gender Studies and Queer Studies.

Program Completion Requirements**Associate Degrees for Transfer Requirements**

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

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

A major of 19 units is required for the associate in arts in Social Justice Studies - LGBT Studies for transfer degree.

Required core courses (16 units)

LGBT101	Introduction to LGBT Studies	3
LGBT102	LGBT Communities, Family and Education in the 21st Century	3
MATH123	Elementary Statistics	4
SOC110	Introduction to Marriage & Family	3
SOC120	Race and Ethnic Relations	3

List A: Select 1 course from the following (3 units)

Units: 3

PSY112	Human Sexuality	3
SOC101	Introduction to Sociology	3
SOC102	Social Problems	3

Total Program Units:19

CSU GE or IGETC: 39 or 37 units

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Research how theoretical perspectives and critical theories on social justice inform the social, political, economic, historical and cultural circumstances surrounding justice as they relate to gender, sexuality and race as well as other intersectional aspects of life in society.**
2. **Define and analyze power and oppression to better understand how they operate at the individual, cultural and institutional levels**
3. **Explain how intersectional formations of social identity reflecting various levels of power and privilege impact social justice at the individual, cultural and institutional levels.**

Supporting Documents

Attached File

AHC and Social Justice Studies TMC.doc (/Form/Program/_DownloadFile/492/10?fileId=403)

Social Justice Studies - LGBT Studies AA-T Narrative.docx (/Form/Program/_DownloadFile/492/10?fileId=443)

Social Justice Studies - LGBT Studies Template.docx (/Form/Program/_DownloadFile/492/10?fileId=444)

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**

186.00

Additional comments:

Based on our findings, the library recommends the purchase of the texts we do not currently own at the cost of \$186.

Feasibility Analysis - Dean's Page

Program Title Social Justice Studies: LGBT Studies**Top Code** 2201.30 - Social Justice Studies**CIP Code** 45.0101: Social Sciences, General.**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.**

This program supports the AHC and CCC missions. A need for the program has been demonstrated and it creates a pathway on to a CSU.

Course Review Date**Program Review Date** 04/09/2021**The program is feasible:**

Yes.

The program is not feasible:

N/A

Funding Source/Plan

No additional funding is anticipated to support this program.

Transfer Documentation

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

Academic Senate

05/19/2020

Board of Trustees

06/09/2020

Effective

08/17/2020

Instructional Services

Date Reviewed Semester Spring

Year 2020

Catalog Term 2021/2022

Top Code 2201.30 - Social Justice Studies

Program Control Number

Originator Restrepo, Alberto

Origination Date

10/08/2019

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors Yes

Program Goal Transfer

TOP Code 2201.30 - Social Justice Studies

Units for Degree Major/Emphasis (Minimum) 19.000

Units for Degree Major/Emphasis (Maximum) 19.000

Total Units (Minimum) 60.000

Total Units (Maximum) 60.000

Annual Completers 12

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials 186.00

Gainful Employment

Net Annual Labor Demand

Program Review Date 04/09/2021

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date 06/09/2020

New Noncredit Program: Introduction to Early Childhood Studies - Certificate of Competency

Program Title Introduction to Early Childhood Studies

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Competency

Date Reviewed Semester Spring

Year 2018

Program Goal Local (community need)

Proposed Start 08/19/2019

Justification/Need for New or Modified Program

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

This program will benefit students in several ways:

- Provide the training necessary to open an in-home licensed care facility
- Provide opportunities for self-employment
- Increase the number of daycare spots in the region, which is an emergent need (Struggling to Stay Afloat: The Real Cost Measure in California 2019 report), allowing more parents to enter the workforce
- Improve childcare stability across the region
- Improve the quality of daycare in the Northern Santa Barbara region
- Create a pathway to the credit ECS program in order to increase the opportunity to transition from this noncredit program to the credit program

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 noncredit Introduction to Early Childhood Studies certificate of competency prepares students in providing quality early care and education to children birth to 12 years of age a childcare setting. Additionally, the program trains adults who are responsible for the care of children, such as family members, friends, and neighbors. Lastly, the program provides a educational pathway to the Early Childhood Studies credit program.

Co-Contributor

Contributor

- Keiser, Andria (akeiser@hancockcollege.edu)
-

Program Goals and Objectives

The goal of the early childhood studies noncredit program is:

- to provide a path for students to credit coursework in ecs
- to provide students with skills needed for providing quality childcare
- to meet childcare industry needs in the community

Upon completion of the program, students will successfully transition into the Early Childhood Studies Academic Program.

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

Courses have been added to develop a noncredit certificate of competency. The short nature of the courses will allow students to earn a certificate in less than one year.

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.

Provide a brief history of how the program came to be developed, including any partnerships, advisory committee recommendations, etc. This program provides a pipeline to clarify and enter the credit ECS path.

Enrollment and Completer Projections

Enter estimated number of program completers:

107

25

What were the enrollment projections based on?

Must include enrollment data to support your statement:

Projections were based on the average number of credit ECS program completers and the number of referrals provided by the Community Action Commission (CAC).

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?

Although the content is also covered in credit courses, the rigor and intensity do not equate to the courses offered in the credit side of the house. Further, students who successfully complete these noncredit courses will be able to be successful in credit courses. In short, students completing these courses have a high likelihood of being retained and successfully passing credit ECS courses.

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.

This program is not offered in the region (Cuesta, SBCC). The potential for this program to grow, but also feed into the AHC ECS program is considerable.

Faculty persons contacted at colleges offering similar programs.

Not applicable.

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**

Not applicable.

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.

Both ECS Faculty and Non credit Faculty

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

Yes

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

AHC classroom space as well as off-campus classroom space through Community Education

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

Yes

Catalog Description

Catalog Description

The Early Childhood Studies (ECS) certificate of completion will prepare the student to transition into the ECS credit program.

Program Completion Requirements

Five courses (137 - 187 hours) are required to obtain the Certificate of Competency

Hours: 137 - 374

VOCE7310	History of Child Development	36 - 48
VOCE7311	Guidance and Interaction	18 - 30
VOCE7312	The Importance of Play	32 - 36
VOCE7313	Observation Made Easy	36 - 48
VOCE7314	Assessment and Delivery Systems	15 - 25

OR

3. **Option 2: English language learners at the noncredit ESL C and D level may enroll in VOCE courses and ESL companion courses (VESL). Ten courses (274 - 374 hours) are required to obtain the Certificate of Competency.**

Block Header

For example, VOCE 7310 and VESL 7310 must be taken concurrently.

1. VOCE 7310 - History of Child Development * Active*
and
2. VESL 7310 - History of Child Development - Lab 0.000 * Active*
3. VESL 7311 - Guidance and Interaction - Lab 0.000 * Active*
and
4. VOCE 7311 - Guidance and Interaction * Active*
5. VESL 7312 - The Importance of Play - Lecture 2.000 - Lab 0.000 * Active*
and
6. VOCE 7312 - The Importance of Play - Lecture 0.000 - Lab 0.000 * Active*
7. VESL 7313 - Observation Made Easy - Lab 0.000 * Active*
and
8. VOCE 7313 - Observation Made Easy * Active*
9. VESL 7314 - Assessment & Delivery Systems * Active*
and
10. VOCE 7314 - Assessment and Delivery Systems * Active*

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Summarize important historical influences on the development of children.**
2. **Implement guidance and interaction strategies when working with children.**
3. **Implement curriculum and activities that support the value of play when working with children.**
4. **Apply observation strategies when working with children.**
5. **Identify and implement various assessment processes when working with children.**
6. **Enroll in Early Childhood Studies coursework upon completion of the certificate.**

CTE Documentation

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

Attached File

ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/412/2757?fileId=370)

CO Narrative Template Items 1-7.pdf.docx (/Form/Program/_DownloadFile/412/2757?fileId=603)

55151 Career Development and College Preparation.pdf (/Form/Program/_DownloadFile/412/2757?fileId=604)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative No

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 to support this course.

Feasibility Analysis - Dean's Page

Program Title Introduction to Early Childhood Studies

Top Code 1305.00 - Child Development/Early Care and Education*

CIP Code 13.1210: Early Childhood Education and Teaching.

Lecture Load 0.570

Lab Load 0.000

Total Workload 0.570

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 0.00

Other 0.00

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.

No new costs due to existing faculty, equipment, and facilities. 137-187 hrs x 30 students = 4,110.00-5,610.00 total hrs = 7.828571429-10.68571429 FTES = \$43,425.09 - \$59,273.66 in apportionment 262-374 hrs x 30 students = 7,860.00 - 11,220.00 total hrs = 14.97142857-21.37142857 FTES = \$83,046.51-\$118,547.31 in apportionment

Course Review Date 11/01/2024

Program Review Date 12/20/2025

The program is feasible:

Yes

The program is not feasible:

Funding Source/Plan

FTES funding with consideration to the number of students transitioning to credit programs such as ECS

Special Dates

Instructional Services

Date Reviewed Semester Spring

Year 2018

Catalog Term

Top Code 1305.00 - Child Development/Early Care and Education*

Program Control Number

Is CDCP No

Originator Roepke, Thesa

Origination Date

03/28/2019

Comments

CCCCO Entry

Program Goal Local (community need)

TOP Code 1305.00 - Child Development/Early Care and Education*

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.570

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand

Program Review Date 12/20/2025

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

New Noncredit Program: Family Childcare License Preparation - Certificate of Competency

Program Title Family Childcare License Preparation

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Competency

Date Reviewed Semester Spring

Year 2020

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

Proposed Start 08/17/2020

Justification/Need for New or Modified Program

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

This program will benefit students in several ways:

- Provide the training necessary to open an in-home licensed care facility.
- Provide opportunities for self-employment
- Increase the number of daycare spots in the region, which is an emergent need (Struggling to Stay Afloat: The Real Cost Measure in California 2019 report), allowing more parents to enter the workforce
- Improve childcare stability across the region
- Improve the quality of daycare in the Northern Santa Barbara region
- Create a pathway to the credit ECS program in order to increase the opportunity to transition from this noncredit program to the credit program

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 noncredit Family Childcare License Preparation certificate of competency prepares community members in providing quality early care and education to children birth to 12 years of age in a licensed family childcare setting. Additionally, the program trains adults who are responsible for the care of children, such as family members, friends, and neighbors.

Co-Contributor

Contributor

Keiser, Andria (akeiser@hancockcollege.edu)

Program Goals and Objectives

The student earning this certificate of completion will be able to:

- Successful apply for an in-home daycare license
- Understand and implement regulatory conditions for an in-home daycare service
- Understand the developmental needs of the infants, toddlers, and children being served
- Provide a safe and enriching environment for the children being served.

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

Courses have been added to develop a noncredit certificate of completion. The short nature of the courses will allow students to earn a certificate in less than one year.

This program provides a pipeline to clarify and enter the ECS path.

Enrollment and Completer Projections

Enter estimated number of program completers:

25

What were the enrollment projections based on?

Projections were based on the average number of credit ECS program completers and the number of referrals provided by the Community Action Commission (CAC).

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?

Although the content is also covered in credit courses, the rigor and intensity do not equate to the courses offered in the credit side of the house. Further, students who successfully complete these noncredit courses will be able to not only open an in-home daycare service but be successful in credit courses. In short, students completing these courses have a high likelihood of being retained and successfully passing credit ECS courses.

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.

This program is not offered in the region (Cuesta, SBCC). The potential for this program to grow, but also feed into the AHC ECS program is considerable.

Faculty persons contacted at colleges offering similar programs.

N/A

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

N/A

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.

Thesa Roepke, Alice Cadell, Yvon Frazier, and ECS part-time faculty.

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

Yes.

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

AHC classroom space as well as off-campus classroom space through Community Education

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

Yes.

Catalog Description

Catalog Description

This certificate of completion in Family Childcare License Preparation will prepare the student for the in-home family childcare licensing process by providing the required hours of instruction on regulatory aspects, development stages, nutrition, and safety. Upon completion, the student will need to complete the application process through Community Care Licensing with the Department of Social Services. Program completion does not ensure license approval.

Program Completion Requirements

VOCE7300	Family Childcare Business	9 - 15
VOCE7301	Child Health and Safety	18 - 30
VOCE7302	Developmental Needs of a Child	15 - 25
VOCE7303	Infant and Toddler Care	12 - 20
VOCE7304	Ethics and Business Contracts	15 - 25

OR

Option 2: English language learners at the C and D levels may enroll in VOCE courses and ESL companion courses (VESL). Ten courses (138-230 hours) are required for the certificate of competency.

For example, VOCE 7300 and VESL 7300 must be taken concurrently.

VESL7300	Family Childcare Business	9 - 15
and		
VOCE7300	Family Childcare Business	9 - 15
VESL7301	Child Health and Safety	18 - 30
and		
VOCE7301	Child Health and Safety	18 - 30
VESL7302	Developmental Needs of Children	15 - 25
and		
VOCE7302	Developmental Needs of a Child	15 - 25
VESL7303	Infant and Toddler Care	12 - 20
and		
VOCE7303	Infant and Toddler Care	12 - 20
VESL7304	Ethics and Business Contracts	15 - 25
and		
VOCE7304	Ethics and Business Contracts	15 - 25

Total Program Hours

69.00 - 230.0

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Successfully apply for an in-home daycare license.**
2. **Understand and implement regulatory conditions for an in-home daycare service.**
3. **Understand the developmental needs of the infants, toddlers, and children being served.**
4. **Provide a safe and enriching environment for the children being served.**

CTE Documentation

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

Gainful Employment No

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

39-9011.00 - Childcare Workers Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Sample of reported job titles: Assistant Teacher, Caregiver, Child Care Worker, Child Caregiver, Childcare Provider, Childcare Worker, Daycare Teacher, Daycare Worker, Infant Teacher, Toddler Teacher Median wages (2018)

\$11.17 hourly, \$23,240 annual Employment (2016) 1,217,000 employees Projected growth (2016-2026) Average (5% to 9%) Average (5% to 9%) Projected job openings (2016-2026) 189,100

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:

19

Advisory Committee Recommendations

Advisory Committee Members

None

Summary of Recommendations

None

Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File

ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/411/2757?fileId=362)

childcare workers AvailableWorkforce_Wages.xls (/Form/Program/_DownloadFile/411/2757?fileId=363)

AvailableWorkforce_ProjectedEmployment.pdf (/Form/Program/_DownloadFile/411/2757?fileId=364)

AvailableWorkforce_CurrentEmployment.pdf (/Form/Program/_DownloadFile/411/2757?fileId=365)

CoreIndicatorsbyTOPCodeSummarybyState.pdf (/Form/Program/_DownloadFile/411/2757?fileId=366)

CE PRAU - VOCE - 2017-18.pdf (/Form/Program/_DownloadFile/411/2757?fileId=538)

LMI Top Code 1305_June 2019.pdf (/Form/Program/_DownloadFile/411/2757?fileId=539)

ECS Family License Narrative.docx (/Form/Program/_DownloadFile/411/2757?fileId=621)

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 to support this course.

Feasibility Analysis - Dean's Page

Program Title Family Childcare License Preparation

Top Code 1305.00 - Child Development/Early Care and Education*

CIP Code 19.0709: Child Care Provider/Assistant.

Lecture Load 0.290

Lab Load 0.000

Total Workload 0.290

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 0.00

Other 0.00

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.

Program hrs range for required courses is 69-115 total hrs x 30 students = 2,070-3,450 = 3.94-6.57 FTES = \$20,187.43 - \$33,645.71 (CDCP funding) Total program hours, including the elective VOCE and VESL courses is at 180.96-288.08 total hrs. x 30 students = 5,428.80 – 8,664 total hrs. = 10.35 – 16.50 FTES = \$52,992 - \$84,494.63 estimated (CDCP funding)

Course Review Date

Program Review Date 04/09/2021

The program is feasible:

yes

The program is not feasible:

Funding Source/Plan

FTES + certificate completion as per new funding formula. Also to be considered is the number of students completing this noncredit CDCP certificate who are transitioning to credit programs such as ECS.

Codes

Special Dates

Academic Senate
05/19/2020
Board of Trustees
06/09/2020

Instructional Services

Date Reviewed Semester Spring**Year** 2020**Catalog Term** 2020/2021**Top Code** 1305.00 - Child Development/Early Care and Education***Program Control Number****Is CDCP** Yes**Originator** Roepke, Thesa**Origination Date**

03/28/2019

Comments

Once certificate is approved, all courses in the certificate will be considered CDCP courses.

CCCCO Entry

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)**TOP Code** 1305.00 - Child Development/Early Care and Education***Hours for Degree Major/Emphasis (Minimum)****Hours for Degree Major/Emphasis (Maximum)****Total Hours (Minimum)** 69.000**Total Hours (Maximum)** 230.000**Annual Completers****Faculty Workload**

0.290

New Faculty Position**New Equipment** 0.00**New/Remodeled Facilities****Library Materials****Gainful Employment** No**Net Annual Labor Demand** 19**Program Review Date** 04/09/2021**Apprenticeship** No**Distance Education Percentage****District Governing Board Approval Date** 06/09/2020

New Noncredit Program: ESL Introduction to Early Childhood Studies - Certificate of Competency

Program Title ESL Introduction to Early Childhood Studies

Department Noncredit Education

Discipline Vocational English as a Second Language (NC)

Award Type Certificate of Competency

Date Reviewed Semester Spring

Year 2020

Program Goal Local (community need)

Proposed Start 08/17/2020

Justification/Need for New or Modified Program

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

The certificate is being developed as part of an IBEST model where noncredit English language learners simultaneously learn the professional language and basic skills needed for entering credit Early Childhood Studies coursework. This is part of the accelerated Pathways program and will serve as a bridge from noncredit to credit classes. These courses have also been requested by Santa Barbara County Resource and Referral and respond to projected employment needs in this field.

This program will provide English language learners language support and benefit these students in the following ways:

- Provide the training necessary to open an in-home licensed care facility
- Provide opportunities for self-employment
- Increase the number of daycare spots in the region, which is an emergent need (Struggling to Stay Afloat: The Real Cost Measure in California 2019 report), allowing more parents to enter the workforce
- Improve childcare stability across the region
- Improve the quality of daycare in the Northern Santa Barbara region
- Create a pathway to the credit ECS program in order to increase the opportunity to transition from this noncredit program to the credit program

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 noncredit vocational English as a Second Language (VESL) Family Childcare License Preparation certificate of competency prepares students in providing quality early care and education to children birth to 12 years of age a childcare setting. Additionally, the program trains adults who are responsible for the care of children, such as family members, friends, and neighbors. Lastly, the program provides a educational pathway to the Early Childhood Studies credit program.

This VESL Introduction to Early Childhood Studies certificate of competency provides students with an innovative pathway to accelerating and enhancing success in obtaining employment in this field and/or successfully entering and completing credit coursework and a higher degree in this field.

Co-Contributor

Contributor

- Keiser, Andria
- Roepke, Thesa

Program Goals and Objectives

Upon completion of the program, students will successfully transition into the Early Childhood Studies academic program.

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

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.

This program provides a pipeline to clarify and enter the credit ECS path.

Enrollment and Completer Projections

Enter estimated number of program completers:

25

What were the enrollment projections based on?

Projections were based on the average number of credit ECS program completers and the number of referrals provided by the Community Action Commission (CAC).

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?

Although the content is also covered in credit courses, the rigor and intensity do not equate to the courses offered in the credit side of the house. Further, students who successfully complete these noncredit courses will be able to be successful in credit courses. In short, students completing these courses have a high likelihood of being retained and successfully passing credit ECS courses.

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.

This program is not offered in the region (Cuesta, SBCC). The potential for this program to grow, but also feed into the AHC ECS program is considerable.

Faculty persons contacted at colleges offering similar programs.

N/A

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

N/A

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

N/A

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

Both ECS Faculty and noncredit Faculty.

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

Yes.

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

AHC classroom space as well as off-campus classroom space through Community Education.

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

Catalog Description

Catalog Description

This VESL Introduction to Early Childhood Studies (ECS) certificate of competency is designed to prepare noncredit students more quickly for success in the credit level. Students will master the basic skills in reading, writing, speaking, and listening while simultaneously completing the noncredit certificate series of five academic ECS courses. Upon completion, the students will be better prepared for work in the ECS professions and/or credit coursework. It is designed for students who have successfully completed or demonstrated competency at the high-intermediate/low-advanced ESL levels. Career opportunities include: child care workers, preschool teachers, teacher assistants/aides, special education teachers, preschool and childcare center directors, and more. Students will:

- Learn the professional language and ESL skills to understand the history of childhood studies and theories.
- Actively listen in order to understand main ideas presented in lectures, conversations, and multimedia presentations in early childcare settings.
- Read and understand authentic texts about a variety of guidance interaction strategies that promote a caring classroom.
- Understand how to interview children, write professional reports, and summarize accurately.
- Develop study skills for credit classes including essay writing, research, and citing sources.

Program Completion Requirements

English language learners at the noncredit ESL C/D level are required to enroll concurrently in VOCE and VESL courses. Ten courses are required to obtain the Certificate of Competency.

Hours: 274 - 374

VOCE7310 History of Child Development 36 - 48

VOCE7311 Guidance and Interaction 18 - 30

VOCE7312 The Importance of Play 32 - 36

VOCE7313 Observation Made Easy 36 - 48

VOCE7314 Assessment and Delivery Systems 15 - 25

VESL7310 History of Child Development 36 - 48

VESL7311 Guidance and Interaction 18 - 30

VESL7312 The Importance of Play 32 - 36

VESL7313 Observation Made Easy 36 - 48

VESL7314 Assessment & Delivery Systems 15 - 25

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Summarize important historical influences on the development of children.**
2. **Implement guidance and interaction strategies when working with children.**
3. **Implement curriculum and activities that support the value of play when working with children.**
4. **Apply observation strategies when working with children.**
5. **Identify and implement various assessment processes when working with children.**
6. **Enroll in Early Childhood Studies coursework upon completion of the certificate.**

Program Requirements

Course Block Definitions

CTE Documentation

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

Supporting Documents

Attached File

ECS Advisory Meeting Spring 2018 Agenda.docx (/Form/Program/_DownloadFile/414/2757?fileId=381)
 ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/414/2757?fileId=382)
 ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/414/2757?fileId=383)
 ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/414/2757?fileId=384)
 ECS Advisory Meeting Spring 2019 Agenda.docx (/Form/Program/_DownloadFile/414/2757?fileId=385)
 ECS Program Advisory Meeting Minutes Spring 2019.docx (/Form/Program/_DownloadFile/414/2757?fileId=386)
 VESL ECS Intro Narrative.docx (/Form/Program/_DownloadFile/414/2757?fileId=627)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative No

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 to support this course.

Feasibility Analysis - Dean's Page

Program Title ESL Introduction to Early Childhood Studies

Top Code 4931.00 - Vocational ESL*

CIP Code 32.0109: Second Language Learning.

Lecture Load 1.090

Lab Load 0.000

Total Workload 1.090

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 0.00

Other 0.00

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.

262- 374 hrs x 30 students = 7,860.00- 11,220.00 total hrs = 14.97-21.37 FTES = \$83,046.51 - \$118,547.31 in apportionment. No new costs due to existing faculty, equipment, and facilities.

Course Review Date

Program Review Date 04/08/2022

The program is feasible:

yes

The program is not feasible:

Funding Source/Plan

FTES funding as per new funding formula

Codes

Special Dates

Academic Senate

05/19/2020

Board of Trustees

06/09/2020

Instructional Services

Date Reviewed Semester Spring

Year 2020

•

•

Catalog Term

Top Code 4931.00 - Vocational ESL*

122

Program Control Number

Is CDCP No

Originator Keiser, Andria**Origination Date**

03/31/2019

CommentsCCCCO Entry

Program Goal Local (community need)**TOP Code** 4931.00 - Vocational ESL***Hours for Degree Major/Emphasis (Minimum)** 274.000**Hours for Degree Major/Emphasis (Maximum)** 374.000**Total Hours (Minimum)** 274.000**Total Hours (Maximum)** 347.000**Annual Completers****Faculty Workload**

1.090

New Faculty Position**New Equipment** 0.00**New/Remodeled Facilities****Library Materials****Gainful Employment****Net Annual Labor Demand****Program Review Date** 04/08/2022**Apprenticeship****Distance Education Percentage****District Governing Board Approval Date** 06/09/2020

New Noncredit Program: VESL Family Childcare License Preparation - Certificate of Competency

Program Title VESL Family Childcare License Preparation

Department Noncredit Education

Discipline Vocational English as a Second Language (NC)

Award Type Certificate of Competency

Date Reviewed Semester Fall

Year 2019

Program Goal Local (community need)

Proposed Start 08/17/2020

Justification/Need for New or Modified Program

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

The certificate is being developed as part of an IBEST model where noncredit English language learners simultaneously learn the professional language and basic skills needed for entering credit Early Childhood Studies coursework. This is part of the accelerated Pathways program and will serve as a bridge from noncredit to credit classes. These courses have also been requested by Santa Barbara County Resource and Referral and respond to projected employment needs in this field.

This program will provide English language learners language support and benefit these students in the following ways:

- Provide the training necessary to open an in-home licensed care facility.
- Provide opportunities for self-employment
- Increase the number of daycare spots in the region, which is an emergent need (Struggling to Stay Afloat: The Real Cost Measure in California 2019 report), allowing more parents to enter the workforce
- Improve childcare stability across the region
- Improve the quality of daycare in the Northern Santa Barbara region
- Create a pathway to the credit ECS program in order to increase the opportunity to transition from this noncredit program to the credit program

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 noncredit vocational English as a Second Language (VESL) Family Childcare License Preparation certificate of competency prepares English language learners in providing quality early care education to children birth to 12 years of age in a licensed family childcare setting. Additionally, the program trains adults who are responsible for the care of children, such as family members, friends, and neighbors.

This VESL Family Childcare License Preparation certificate of competency provides students with an innovative pathway to accelerating and enhancing success in obtaining employment in this field and/or successfully entering and completing credit coursework and a higher degree in this field.

Co-Contributor

Contributor

- Keiser, Andria
- Roepke, Thesa

Program Goals and Objectives

The English language learner earning this certificate of completion will be able to: • Successful apply for an in-home daycare license • Understand and implement regulatory conditions for an in-home daycare service • Understand the developmental needs of the infants, toddlers, and children being served • Provide a safe and enriching environment for the children being served.

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

Courses have been added to develop a noncredit certificate of competency. The short nature of the courses will allow students to earn a certificate in less than one year. The courses will be supplemented with an IBEST framework for English language learner support.

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.

This program provides a pipeline to clarify and enter the credit ECS path.

Enrollment and Completer Projections

Enter estimated number of program completers:

25

What were the enrollment projections based on?

Projections were based on the average number of credit ECS program completers and the number of referrals provided by the Community Action Commission (CAC).

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?

Although the content is also covered in credit courses, the rigor and intensity do not equate to the courses offered in the credit side of the house. Further, students who successfully complete these noncredit courses will be able to not only open an in-home daycare service but be successful in credit courses. In short, English language learners completing these courses have a high likelihood of being retained and successfully passing credit ECS courses.

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.

This program is not offered in the region (Cuesta, SBCC). The potential for this program to grow, but also feed into the AHC ECS program is considerable.

Faculty persons contacted at colleges offering similar programs.

N/A

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

N/A

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.

Thesa Roepke, Alice Cadell, Yvon Frazier, and ECS part-time faculty for the ECS piece. For the VESL piece, there are several noncredit ESL faculty that could offer the English language support.

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

Yes.

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

AHC classroom space as well as off-campus classroom space through Community Education

Is this adequate? If no, list the types of facility needs for this program. ¹²⁵

Yes.

Catalog Description

Catalog Description

This certificate of competency in Family Childcare License Preparation will prepare the English language learner for the in-home family childcare licensing process by providing the required hours of instruction on regulatory aspects, development stages, nutrition, and safety. Upon completion, the student will need to complete the application process through Community Care Licensing with the Department of Social Services. Program completion does not ensure license approval.

Program Completion Requirements

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Successfully apply for an in-home daycare license.**
2. **Understand and implement regulatory conditions for an in-home daycare service.**
3. **Understand the developmental needs of the infants, toddlers, and children being served.**
4. **Provide a safe and enriching environment for the children being served.**

Program Requirements

Course Block Definitions

1. **English language learners at the noncredit ESL C/D level are required to enroll concurrently in VOCE and VESL courses. Ten courses are required to obtain the Certificate of Competency.**

Block Header

For example, VOCE 7300 and VESL 7300 must be taken concurrently.

Program Courses

1. VESL 7300 - Family Childcare Business - Lab 0.000 * Active*
and
2. VOCE 7300 - Family Childcare Business * Active*
and
3. VESL 7301 - Child Health and Safety * Active*
and
4. VOCE 7301 - Child Health and Safety * Active*

5. VESL 7302 - Developmental Needs of Children * Active*
and
6. VOCE 7302 - Developmental Needs of a Child * Active*
7. VESL 7303 - Infant and Toddler Care - Lab 0.000 * Active*
and
8. VOCE 7303 - Infant and Toddler Care * Active*

9. VOCE 7304 - Ethics and Business Contracts * Active*
and
10. **Course**
VESL 7304 - Ethics and Business Contracts - Lab 0.000 * Active*

CTE Documentation

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

Supporting Documents

Attached File

ECS Advisory Meeting Spring 2019 Agenda.docx (/Form/Program/_DownloadFile/413/2757?fileId=377)
 ECS Advisory Meeting Spring 2018 Minutes.docx (/Form/Program/_DownloadFile/413/2757?fileId=378)
 ECS Advisory Meeting Spring 2018 Agenda.docx (/Form/Program/_DownloadFile/413/2757?fileId=379)
 ECS Program Advisory Meeting Minutes Spring 2019.docx (/Form/Program/_DownloadFile/413/2757?fileId=380)
 VESL ECS Family License Narrative.docx (/Form/Program/_DownloadFile/413/2757?fileId=620)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative No

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 to support this course.

Feasibility Analysis - Dean's Page

Program Title VESL Family Childcare License Preparation

Top Code 4931.00 - Vocational ESL*

CIP Code 32.0109: Second Language Learning.

Lecture Load 0.466

Lab Load 0.000

Total Workload 0.466

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 0.00

Other 0.00

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.

No new costs due to existing faculty, equipment, and facilities. 111.96-173.08 hrs x 25 students = 2,799.00 - 4,327.00 total hrs. = 5.33- 8.24 FTES = \$29,573.43 - \$45,717.85 in apportionment.

Course Review Date**Program Review Date**

The program is feasible:

yes

The program is not feasible:

Funding Source/Plan

FTES funding as per new funding formula (CDCP is \$5,547 per CDCP FTES)

Codes

Special Dates

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term

Top Code 4931.00 - Vocational ESL*

Program Control Number

Is CDCP No

Originator Roepke, Thesa

Origination Date

03/31/2019

Comments

CCCCO Entry

Program Goal Local (community need)

TOP Code 4931.00 - Vocational ESL*

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.466

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand

Program Review Date

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2010
Subject: Second Reading: Revised Board Policy 4250, Probation, Dismissal, and Readmission	Item Number: 9.J.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 4250, Probation, Dismissal, and Readmission is presented for approval. The revisions bring the policy into compliance with the state of California. This procedure is legally required and complies with Education Code Section 70902(b)(3). The revised board policy has been vetted through the shared governance process.

Revised board policy 4250, Probation, Dismissal, and Readmission was submitted for the board's review on May 12, 2020. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 4250, Dismissal & Readmission, as submitted.

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

BP 4250 PROBATION, DISMISSAL, AND READMISSION

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.00 GPA).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.00 GPA or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 GPA in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student shows significant improvement (2.00 GPA or higher) in academic achievement.

Readmission

A student who has been dismissed may request reinstatement after sitting out one primary semester (fall or spring).

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Adopted: 6/14/16

(This is a new policy)

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2010
Subject: Second Reading: Revised Board Policy 5035, Withholding of Student Records	Item Number: 9.K.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

Revised board policy 5035, Withholding of Student Records is presented for approval. This procedure is legally required and complies with Title 5. The revised board policy has been vetted through the shared governance process.

Revised board policy 5035, Withholding of Student Records was submitted for the board's review on May 12, 2020. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised Board Policy 4250, Dismissal & Readmission, as submitted.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5035 WITHHOLDING OF STUDENT RECORDS

The District shall provide written notice to students that registration privileges will be withheld from students or former students who have failed to pay a proper financial obligation. The superintendent/president or designee is authorized to make exceptions for students with extenuating circumstances.

Reference: Title 5 Section 59410

Adopted: 7/14/15



CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 9.L.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 6

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.**

Substitute:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Hernandez, Erica	Program Assistant IV	7/1/20 – 12/31/20	Assist with tasks in the office of the vice president, administrative services	\$22.54

(Continued)

FISCAL IMPACT

Assignments for the 2019-2020 fiscal year are included in the 2019-2020 fiscal year budget. Assignments for the 2020-2021 fiscal year will be included in the 2020-2021 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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Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Jones, Shakara	Program Assistant V	5/21/20 – 6/19/20 and 7/1/20 – 12/10/20	Maintain preschool classroom coverage in summer 2020, children's center	\$26.00
Ramirez, Sofia	Program Specialist	5/14/20 – 6/30/20	Cal-SOAP	\$15.00
Chavez, Alejandra	Program Assistant II	6/1/20 – 6/30/20	Support for children's center	\$15.98
Jasso, Vanessa	Program Assistant II	6/1/20 – 6/30/20	Support for children's center	\$15.98
Limon, Armando	Program Specialist	7/1/20 – 12/30/20	Support grant-funded program to recruit formerly incarcerated reentry students	\$30.00
Porraz, Brittney	Program Assistant II	5/21/20 – 6/30/20	Support for children's center	\$15.98
Regalado, Sarina	Program Assistant V	7/1/20 – 12/10/20	Support for children's center, Lompoc Valley Center	\$26.00
Reyes, Lilian	Program Assistant II	6/1/20 – 6/30/20	Support for children's center	\$15.98
Songer, Kristin	Program Assistant II	6/1/20 – 6/30/20	Support for children's center	\$15.98

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>
Collins, Brandyn	Instructional Aide IV	2/13/20 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Abbas, Hussein	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Anderson, Charles	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Asmus, Travis	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Aubert, Gabriel	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Baldwin, Colby	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Bennet, Ian	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Berrios, George	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Boeken, David	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Bradley, Lauren	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Braun, Cheyenne	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Buck, Vincent	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Bull, Brian	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Burns, Jeremy	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Coolidge, Howard	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cruz, Christopher	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cullen, Clayton	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Culliver, Vincent	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Culver, David	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Densmore, Daniel	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Densmore, Dustin	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dickel, Jason	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dillard, Bryan	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Doerksen, Adam	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Douglas, Jeremy	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Fischel, Rebecca	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Garcia, Eric	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Garcia, Issac	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Gerber, Sonny	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Giovanacci, Anthony	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Halucka, Frederick	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Henrey, David	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Hill, Paul	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Hollis, Michael	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Janatsch, Bruce	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Jenkins, Linnea	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Joy, Cody	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
LaMonica, Nicholas	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Lockwood, Christopher	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Marsh, Keane	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Martinez, Charles	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Montgomery, Hugh	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Moore, John	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Murdoch, Timothy	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Neel, William	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Nuño, Jacob	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Ochoa, Jake	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Parra, Sergio	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pighetti, Anthony	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pino, Joshua	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Plymale, Thomas	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Ricker, Amanda	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Ripley, Brendan	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Roberts, Kevin	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Rodriguez, Joel	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Salmon, Aaron	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Segal, Jacob	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Skinner, Daniel	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Strangfeld-Russell, Roberta	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Sua, Thomas	Instructional Aide III	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Thome, Desiree	Instructional Aide V, VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Uhl, Paul	Instructional Aide VI	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Valencia, Noel	Instructional Aide IV	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Washington, David	Instructional Aide V	7/1/20 – 6/30/21	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

Professional Experts:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Burch, Chelsea	Interpreter II	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$36.00
Chaparro, Elizabeth	Interpreter I	7/1/20 – 6/30/21	Transcribe for deaf and hard of hearing students	\$31.00
Craddock, Chris	Interpreter I	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$36.00
Lyons, Vanessa Roxanne	Interpreter IV	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$51.00
McDaniel, Aaron	Interpreter II	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$36.00
Morales, Jennie Caldwell	Interpreter IV	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$51.00
Powell, Rachel	Interpreter I	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$36.00
Schnepfle, Elaine	Interpreter IV	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$51.00
Simmons, Elijah	Interpreter III	7/1/20 – 6/30/21	Interpret for deaf and hard of hearing students	\$46.00

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 9.M.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Administrative Transfer

1. 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 library/multimedia services technician, learning resources, full time, 12 months, 37 hours weekly, range 21-D, classified bargaining unit salary schedule 55, retroactive to June 1, 2020.

Reason: Ms. Suniga fills the vacancy of Tamara York, who will retire effective August 1, 2020.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$6,275 for the 2019-2020 fiscal year.
2. The cost to the unrestricted general fund is approximately \$6,669 for the 2019-2020 fiscal year.
3. **The cost to the unrestricted general fund is approximately \$5,305 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 permanent transfer of Naomi Suniga, library/multimedia technician, learning resources, retroactive to June 1, 2020; approve the appointment of Myrna Flores, administrative assistant III, academic affairs, effective June 10, 2020; **and approve the promotion of Armando Gonzalez-Diaz, equipment specialist I, kinesiology, recreation and athletics, effective June 10, 2020.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Appointment

2. Myrna Flores, administrative assistant III, academic affairs, full time, 12 months, 37 hours weekly, range 25-B, classified bargaining unit salary schedule 55, effective June 10, 2020.

Reason: Ms. Flores fills the vacancy of Gloria Landeros, who will retire, effective July 1, 2020.

PROMOTION

3. **Armando Gonzalez-Diaz, FROM equipment attendant/custodian, kinesiology, recreation and athletics, full time, 12 months, 37 hours weekly, range 15-E, classified bargaining unit salary schedule 55 TO equipment specialist I, kinesiology, recreation and athletics, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55, effective June 10, 2020.**

Reason: Mr. Gonzalez-Diaz fills the vacancy of Daniel Avila, who retired, effective December 31, 2019.

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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Appointments of Temporary Nontenure-Track Faculty Members	Item Number: 9.N.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

In accordance with California Education Code, section 87470, the following temporary, nontenure-track faculty appointments are recommended:

Appointments

1. Erin Krier, temporary, coordinator/nontenure-track faculty, Agriculture Program, life and physical sciences, full time, 10 months, 175 days, column II, step 5, faculty contract salary schedule, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding.

Reason: This is a continuation of the temporary nontenure-track faculty appointment approved at the regular board of trustees meeting on October 8, 2019. Ms. Krier will coordinate and support the development of the college's Agriculture Program.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$39,943 (46.7 percent), the cost to Local Strong Workforce is approximately \$30,166 (32.7 percent), and the cost to NSF Advanced Technical Education (ATE) grant is approximately \$15,421 (18.03 percent) for a total cost of approximately \$85,530 for the 2020-2021 fiscal year.
2. **The cost to the unrestricted general fund is approximately \$108,501 for the 2020 - 2021 fiscal year.**

These costs will be included in the 2020-2021 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Erin Krier, temporary, coordinator/nontenure-track faculty, Agriculture Program, life and physical sciences, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding; **and Anjali Misra temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. **Anjali Misra, temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, full time, 10 months, 175 days, column V, step 5, faculty contract salary schedule, effective August 11, 2020 through May 31, 2021, or earlier per district need, and contingent upon continued funding.**

Reason: This is a continuation of the temporary nontenure-track faculty appointment approved at the regular board of trustees meeting on October 8, 2019. Ms. Misra will perform duties as the primary researcher in support of the Industrial Hemp Research Project.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: New and/or Revised Classified Job Descriptions	Item Number: 9.O.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 28

BACKGROUND

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

- | | |
|--|---------------------|
| 1. Admissions and Records Technician II | Clerical – Range 18 |
| Replaces: Admissions and Records Technician II | Clerical – Range 15 |

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$5,055 for the 2020-2021 fiscal year and will be included in the 2020-2021 fiscal year budget.
2. The cost to the unrestricted general fund is approximately \$337 for the 2019-2020 fiscal year and is included in the 2019-2021 fiscal year budget.
3. The cost to the unrestricted general fund is approximately \$297 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
4. The cost to the unrestricted general fund is approximately \$280 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
5. The cost to the unrestricted general fund is approximately \$248 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
6. The cost to the unrestricted general fund is approximately \$236 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
7. The cost to the unrestricted general fund is approximately \$327 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
8. The cost to the unrestricted general fund is approximately \$347 for the 2019-2020 fiscal year and is included in the 2019-2020 fiscal year budget.
9. **The cost to the unrestricted general fund is approximately \$6,114 for the 2020-2021 fiscal year and will be included in the 2020-2021 fiscal year budget.**

RECOMMENDATION

Staff recommends that the board of trustees approve the revised job descriptions and applicable salary range change adjustments as presented: admissions and records technician II, effective July 1, 2020; groundskeeper I; groundskeeper II; groundskeeper III; groundskeeper – lead; teacher – children’s center; lead teacher – children’s center, effective June 10, 2020; **and payroll supervisor, effective July 1, 2020.**

Administrator Initiating Item: <p style="text-align: center;">Ruben Ramirez</p>	Final Disposition:
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2. Groundskeeper I Replaces: Groundkeeper I	Services – Range 18 Services – Range 12
3. Groundskeeper II Replaces: Groundskeeper II	Services – Range 20 Services – Range 14
4. Groundskeeper III Replaces: Groundskeeper III	Services – Range 22 Services – Range 18
5. Lead Groundskeeper Replaces: Lead Groundskeeper	Services – Range 24 Services – Range 21
6. Teacher – Children’s Center Replaces: Teacher, Children’s Center	Technical – Range 18 Technical – Range 17
7. Lead Teacher – Children’s Center Replaces: Lead Teacher, Children’s Center	Professional – Range 27 Professional – Range 27
8. Payroll Supervisor Replaces: Payroll Supervisor	Supervisor – Range 3 Supervisor – Range 6

1. Den’AL McElhiney, FROM admissions and records technician II, admissions and records, full time, 12 months, 37 hours weekly, range 15-C, classified bargaining unit salary schedule 55 TO admissions and records technician II, admissions and records, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule 55, effective July 1, 2020.

Reason: Revision to job description and range change.

2. Heracio Carrillo-Rios, FROM groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule 55 TO groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule 55, effective June 10, 2020.

Reason: Revision to job description and range change.

3. Ramon Hernandez, FROM groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule 55 TO groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 18-C, classified bargaining unit salary schedule 55, effective June 10, 2020.

Reason: Revision to job description and range change.

4. Jesse Santillan, FROM groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 12-C, classified bargaining unit salary schedule 55 TO groundskeeper I, facilities, full time, 12 months, 37 hours weekly, range 18-A, classified bargaining unit salary schedule 55, effective June 10, 2020.

Reason: Revision to job description and range change.

5. Dave Hunt, FROM groundskeeper III, facilities, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55 TO groundskeeper III, facilities, full time, 12 months, 37 hours weekly, range 22-D, classified bargaining unit salary schedule 55, effective June 10, 2020.

Reason: Job description range change.

6. Stanley Williams, FROM groundskeeper III, facilities, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55 TO groundskeeper III, facilities, full time, 12 months, 37 hours weekly, range 22-D, classified bargaining unit salary schedule 55, effective June 10, 2020.
Reason: Job description range change.
7. Paul Meddings, FROM lead groundskeeper, facilities, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule 55 TO lead groundskeeper, facilities, full time, 12 months, 37 hours weekly, range 24-E, classified bargaining unit salary schedule 55, effective June 10, 2020.
Reason: Job description range change.
8. Todd Heaney, FROM lead groundskeeper, facilities, full time, 12 months, 37 hours weekly, range 21-E, classified bargaining unit salary schedule 55 TO lead groundskeeper, facilities, full time, 12 months, 37 hours weekly, range 24-E, classified bargaining unit salary schedule 55, effective June 10, 2020.
Reason: Job description range change.
9. **Diane Bergantz, FROM payroll supervisor, business services, full time, 12 months, 40 hours weekly, range 6-C, supervisory/confidential salary schedule 40 TO payroll supervisor, business services, full time, 12 months, 40 hours weekly, range 3-A, confidential/supervisory salary schedule 40, effective July 1, 2020.**
Reason: Revision to job description and range change.

Allan Hancock College
Human Resources

Clerical-Classified
Range 185

ADMISSIONS AND RECORDS TECHNICIAN II

DEFINITION

Under the supervision of Director, Admissions and Records, performs the more responsible and complex clerical and technical work involved in student registration, records retention and reporting, to guide regular clerical personnel and students engaged in admissions, registration and records work; and promote the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent, under minimal supervision, will provide the full range of admissions and records services, requiring a broad knowledge of the functions of the organizational unit in the performing of the assigned duties, which includes a substantial amount of administrative detail and non-routine work. The incumbent may train and coordinate the workflow of lower level staff within the department. The incumbent will be able to perform all Admission and Records Technician I functions. The incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. ~~Provide assistance to~~ Assist students, staff, faculty and the ~~general public~~ regarding registration and general college policies and procedures;.
- ~~1.2.~~ assists Assist students with the student portal, CCCApply and the college website;.
- ~~2.~~ Retrieve transcript data on line and from CD-Rom, microfilm, and hard copy.
3. Process student transcript requests;.
4. Provide course descriptions for students and other colleges;.
5. Process enrollment verifications for students.
6. Prepare and submit online reports to the National Student Clearinghouse.
- ~~6.7.~~ Determine and verify student eligibility for California residency
- ~~7.~~ Create and maintain college programs in Banner.
- ~~8.~~ Develop the Admissions and Records calendar every semester.
- ~~9.8.~~ Answer admission and -registration questions by email, over the phone and in person.
- ~~10.9.~~ Evaluate ~~petitions~~ applications for certificates of achievement and certificates of accomplishment.
- ~~11.~~ Answer the Admissions help email.
- ~~12.10.~~ Respond to admissions -helpdesk@hancockcollege.edu emails. Manually input student information from admissions forms; process student name changes and Pass/No Pass requests.
11. ~~Oversee all aspects of the concurrent enrollment program (College Now), including collecting and checking forms, clearing students for registration, running verification reports to ensure program compliance. Gather and maintains program statistics and send important dates and information to the area high schools~~ Determine and verify student eligibility for California residency.
12. Verifies completeness and accuracy of forms submitted to Admissions and Records.

13. Input student data information from admissions and records forms and maintain accuracy of student database.
- 13.14. Maintain up to date written procedures for the position.-
- 14.—Performs other related duties as assigned.
15. _____

MINIMUM OUALIFICATIONS

Knowledge of:

- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems;
- Receptionist and telephone etiquette;
- Word/information processing and applications and production;
- Records management.

Demonstrated ability to:

- Learn and apply, with good judgment, laws, policies and procedures related to the assigned student personnel area;
- Perform responsible clerical work with speed and accuracy;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Remember and recall detailed information such as names, course numbers, grading systems, course units;
- Type statistical information and business correspondence accurately;
- Understand and carry out oral and written directions;
- Provide effective and prompt customer service;
- Operate a computer with speed and accuracy;
- Perform arithmetic calculations with speed and accuracy.;

Education and Experience:

Equivalent to completion of the 12th grade and three years of increasingly responsible clerical experience of which two years was at the level of an Admissions and Records Technician I at Allan Hancock College or with another college admissions and records office. An associate of science degree in ~~Secretarial Science or Word/Information Processing Systems~~ can ~~may~~ be substituted for one year of non-admissions and records clerical experience or any combination of education and experience directly related to the functions of the position.

Working Conditions:

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

- The incumbent will have contact, in person, and by email, with executive, management, supervisory, academic, classified staff, students and the general public;
- Work schedule may include late afternoon and early evening hours.

Physical Demands:

- Typically may sit for extended periods of time;
- Communicates over the telephone and via email;
- Regularly lifts, carries, and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

R 01/2020

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Allan Hancock College
Human Resources

Classified - Services
Range 1218

GROUNDSKEEPER I

DEFINITION:

Under general supervision of Landscape Supervisor, the incumbent will perform a wide variety of grounds maintenance and general gardening work including maintaining landscaped areas, sidewalks, parking lots, exterior trash receptacles, and recycling bins, and turf areas in a well-groomed, clean, and orderly condition; and value and promote the mission and vision of the college performs related work, as required. The incumbent will report to the grounds keeper lead and the landscape supervisor.

CLASS CHARACTERISTICS:

Incumbents are expected to perform a variety of unskilled and semi-skilled ground maintenance work. Incumbents, under limited supervision, perform grounds keeping, and gardening work including operation of walk behind mowers, rototillers, involving mowing lawns, trimming, edging and hand grounds equipment; weeding, planting, cultivating, pruning, spraying, fertilizing and irrigation of irrigating plants, trees, hedges and shrubs and trees; repairing sprinkler systems. May receive oversight. The incumbent will report to the grounds keeper lead and direction from the Lead Groundskeeper. the landscape supervisor.

ESSENTIAL FUNCTIONS:

1. Maintains lawns by mowing, thatching, edging, over seeding overseeding, aerating and renovating.
2. Maintains Installs and grooms flower beds, planters, shrub areas, landscape materials, and hedges in landscaped areas, around buildings, in turf areas, around athletic fields, and in parking lots.
3. Fertilizes lawns, bushes, hedges, plants, and shrubs, and flowers.
4. Operates power equipment, such as walk behind mowers, edgers, blowers, hedge trimmers, chainsaws chain saws, brush chippers, string trimmers, backpack and hand-held blowers, and other ground maintenance equipment as required.
5. 4. Performs general pest control duties: Apply pesticides and maintains maintain records related to work performed.
6. Uses hand tools to cultivate soil; and remove weeds, undergrowth, and debris from grounds, planters and landscape areas.
7. Maintains walkways, driveways, and landscaped areas litter free.
8. Collects and disposes of rubbish and debris.
9. Performs shrub and tree trimming from ground level.
10. Empties trash and recycling containers and; sorts recyclable material, and coordinates delivery for deposit to recycling vendor.
 1. Installs, operates and maintains manual and automated irrigation systems.
 2. Install and maintain landscape materials in planters.
11. Cleans and maintains retention basins.
12. Cleans roof drains; and rain gutters, keeps storm drain inlets and retention basins roadway gutters free of trash and other duties.
- 13 Performs other related tasks as required
- 14 Assists in the set-up and tear-down of campus events.

3. ~~Performs other related tasks as required.~~

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid and appropriate California Driver's License; and the ability to qualify for district vehicle insurance coverage.
- Obtain Forklift certification w/~~Within one year of employment, District provided training.~~ Training provided by the district.
-

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~Maintaining grounds keeping maintenance equipment in safe and effective operating condition;~~
- Proper methods of planting, cultivating, pruning, spraying, fertilizing, irrigating and caring for lawns, shrubs, hedges, flower beds and trees;
-
- Maintaining grounds keeping maintenance equipment in safe and effective operating condition;
- Approved methods and materials used in controlling/eradicating common plant diseases and pests;
 - ~~Proper maintenance and adjustment of manual and automatic irrigation systems;~~
- Irrigation repair and maintenance, such as, changing sprinkler heads.

Demonstrated ability to:

- Use hand and power tools common to groundskeeping and landscape maintenance work;
-
- Operate a truck, observing legal and defensive driving practices;
 - ~~Use hand and power tools common to grounds keeping and landscape maintenance work;~~
- Understand and carry out oral and written directions;
- Communicate effectively both orally and in writing;
- Work cooperatively with those contacted in the course of work;
- Learn and work with automated work order system.

Education and Experience:

- Must complete an equivalent to the twelfth grade and obtain a high school diploma or GED.
- Minimum of two (2) years' experience in landscape maintenance.

Physical Demands and Working Conditions:

- Strength: Heavy work — ~~Lifting~~lifting, carrying, pushing and/or pulling ~~75~~100 pounds maximum with frequent lifting and/or carrying of objects weighing up to ~~50~~75 pounds.
- Environmental Conditions: Works outside with effective protection from weather.

Special Qualification:

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

R 2/2019

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R 3/09 Reclass10/08

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Allan Hancock College
Human Resources

Classified – Services
Range 1420

GROUNDSKEEPER II

DEFINITION

Under supervision by Supervisor, Landscape Maintenance, this position will perform a wide variety of grounds maintenance and landscaping work; including maintaining and upgrading landscaped areas, laying out and installing hardscapes, laying out and installing ~~automated~~ Weather based centrally controlled irrigation systems, and operating complex equipment.

CLASS CHARACTERISTICS

Incumbents under limited supervision are expected to perform a variety of semi-skilled and skilled landscape maintenance and upgrading work. The position performs more technical aspects of landscaping where planning, installing, blending, and maintaining the plants, materials, hardscapes, and irrigation systems provide a complete ecosystem. The position operates complex equipment to maintain, renovate, and upgrade the campus landscaping. The incumbent provides oversight and direction to others under his/her project guidance.

ESSENTIAL FUNCTIONS

1. Assists with dDesigns, lays out, installs, operates, tests, adjusts, schedules, maintains, and evaluates manual and automated irrigation systems.
2. Assists with the Plansning of ~~out~~, estimates costs, secures materials, and installs new or upgraded landscaping including soil amendments, plants, landscaping materials, hardscapes, and irrigation.
3. Operates complex equipment such as tractors, loaders, top dressers, automated seeders, aerators, renovators, sweepers, trenchers, steer loaders, and earthmoving equipment.
4. Operates common grounds equipment; such as, mowers, edgers, hedge trimmers, chain saws, pole saws, chippers, backpack blowers, and string trimmer.
5. Operates other equipment; such as, aerial lifts, forklifts, and boom sprayers.
6. Maintains lawns, planters, flower beds, shrubs, hedges, trees by mowing, thatching, weeding, over seeding, aerating, trimming, pruning, fertilizing, irrigating, renovating, and transplanting.
7. Applies pesticides and ~~herbicides~~ for effective pest and disease control.
8. Utilizes hand tools and power tools to weed, cultivate, trim, prune, edge, and clear landscaped areas.
9. Maintains walkways, hardscapes, and driveways clean and litter free.
10. Collects and disposes of rubbish and debris; maintains and empties trash containers in assigned areas; and sorts and recycles materials as identified.
11. Performs shrub and tree trimming, selective pruning, and treatment.
12. Cleans and maintains retention basins, storm drains, drainage channels, and roof drains free from mud, weeds, leaves, trash, and debris.
13. Assists with setups and teardowns of campus events.
14. Oversees the work of other staff or student workers when assigned to individual.
15. Performs other related tasks as required in the grounds/landscape field.

MINIMUM QUALIFICATIONS

Knowledge of:

Heavy landscape equipment operation, safety, and maintenance.
Landscape design utilizing hardscapes, materials, and plantings to create professional looking landscapes.
Plant identification, care, and maintenance.
Proper methods and procedures for planting, transplanting, cultivating, fertilizing, mowing, edging, trimming, and pruning.
Turf management practices including mowing, fertilization, weed control, and irrigation.
Proper design, layout, installation, testing, scheduling, adjustment, and maintenance of ~~manual and automated~~ the districts centrally controlled weather based irrigation systems.
Approved methods and materials used in the control and eradication of common plant diseases, weeds, and pests.
Basic computer skills to allow for record keeping, research and email correspondence with campus staff, vendors and technical support.

Demonstrated Ability to:

Safely use hand and power tools common to landscaping/ground-keeping work.
Perform general and advanced ground-keeping tasks to maintain lawns, planters, landscaped areas, shrubs, trees, and hardscape area in a clean, well-groomed, and organized manner.
Operate a truck, observing legal and defensive driving practices.
Understand and carry out oral and written directions.
Use a computer for email correspondence
Work cooperatively with those contacted in the course of work.
Learn and work with the automated work order system.
Learn the districts weather based central controlled irrigation program
Performs work at heights of up to 30 feet.

Education and Experience:

Individuals possessing the knowledge and abilities listed above and at least five years of experience in the landscape maintenance field.
Individuals must have graduated from high school or have passed a GED-equivalency.

License and Certification Requirements

Possession of a valid and appropriate California Driver's License.
Possession of a California Department of Pesticide Regulations Qualified Applicators Certificate, or the ability to obtain a QAC within the first year of employment.
Equipment Operators/ Safety Certificate, or the ability to obtain within the first year of employment. Training provided by the district.
Obtain a Forklift Certificate, or the ability to obtain within the first year of employment. Training provided by the district.

High aerial boom lift certificate, or the ability to obtain within the first year of employment. Training provided by the district.

Physical Demands and Working Conditions

Strength: Heavy work – lifting, carrying, pushing and/or pulling 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 75 pounds.

Environmental Conditions: Works outside with effective protection from the weather and elements to include dirt, dusty, mud, wind, hot, and cold conditions.

Special Qualifications

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

Allan Hancock College
Human Resources

Classified – Services
Range 1822

GROUNDSKEEPER III

DEFINITION:

Under supervision of Landscape Supervisor, this position will perform skilled and semi-skilled grounds keeping work on athletic fields, adjacent landscaped areas, and associated athletic facilities and structures; and operates specialized heavy grounds keeping equipment.

CLASS CHARACTERISTICS:

An incumbent in this position under minimal supervision will perform a variety of skilled and semi-skilled grounds keeping duties in the maintenance, staging, and marking of fields and facilities associated with various outdoor sports venues on or off campus to ensure safe and well-maintained playing surfaces. The incumbent must be self-motivated, able to work independently, provide technical expertise in athletic field conditions, and inform the Landscape Supervisor of any deficiencies that require attention. The incumbent will maintain clean and orderly work areas; inspection of assigned areas for safety; and follow safe working procedures to include observing all safety rules, performing safety checks, and initiating corrective action;

ESSENTIAL FUNCTIONS:

1. Responds to requests from the Department Kinesiology, Recreation and Athletics for the correction of field condition problems and schedules maintenance activities to avoid conflict with sports activity schedules.
2. Maintains athletic fields using large riding mowers; field renovation equipment.
3. Operates a variety of athletic field maintenance equipment and hand tools.
4. Performs regular maintenance and minor repairs on grounds equipment.
5. Installs sod, reseeds, fertilizes, overseeds, and renovates fields.
6. Restores fields in the off-season in preparation for organized instructional activities.
7. Measures, lays out, and paints boundary lines on sports fields in accordance with specifications established for the sport.
8. Installs or repairs special field accessories, to include but not limited to baseball/softball base anchors, pitcher's mound, home plate specifications, triple jump pits and blocks, shot put pads, high jump pads, etc.
9. Installs, modifies, tests, maintains, repairs, and troubleshoots the irrigation systems.
10. Assists in maintaining a computerized irrigation control database; calibrates irrigation systems and sets irrigation controllers; adjusts watering schedules according to weather and playing schedules; changes, adjusts and repairs sprinkler heads.
11. Performs normal grounds maintenance duties such as mowing, trimming, edging, raking, aerating, watering, weeding, mulching, pruning and fertilizing.
12. Diagnoses and treats pests, diseases, and weed problems.
13. Picks up all debris from landscaped areas, athletic fields, playgrounds, and parking lots; as well as picks up and dumps trashcans and recycling receptacles.
14. Directs the work of other grounds professionals and student workers assigned to assist in the care and maintenance of athletic fields.

15. Inspects and cleans storm drains, roof drains and gutters, retention basins, and drainage swales.
16. Performs other functions as required.

LICENSE REQUIRED:

- Possession of a valid and appropriate California Driver's License; and the ability to qualify for District vehicle insurance coverage;
- Possession of a Qualified Applicator Certificate license from the California Department of Pesticide Regulations Qualified Applicators Certificate, or the ability to obtain a Qualified Applicators Certificate within the first nine (9) months of employment.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Advanced principles, methods, materials, and equipment of athletic fields grounds keeping;
- Operation and routine maintenance of power tools, standard grounds equipment, and specialized heavy equipment used in athletic field maintenance and general landscaping;
- Materials and methods used in diagnosing, treating, and controlling pests, diseases, and weeds;
- Methods and procedures for the maintenance and staging of sports fields and facilities to ensure safe and proper regulation playing conditions;
- Methods and procedures for the installation, maintenance, and repair of manual and automated irrigation systems;
- Plant, soil and water relationships;
- Infield mixes (60-40/70-30), mound clays, mound bricks, and other materials for proper field maintenance and renovations;
- Specifications and measurements for athletic fields;
- Basic math related to measurements of athletic fields.

Demonstrated Ability to:

- Safely use hand and power tools common to athletic field maintenance work;
- Safely and effectively apply pesticides and fungicides;
- Perform a full range of grounds maintenance;
- Communicate effectively both orally and in writing.

Education and Experience:

Must complete equivalent to the twelfth grade education. Prefer a Bachelor of Science degree in ornamental horticulture or turf science. Five (5) years of experience in the maintenance and care of athletic fields or golf courses; or an equivalent combination of training and experience.

Physical Demands and Working Conditions:

- Heavy work-pushing and/or pulling 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 75 pounds.
- Works outside with effective protection from the weather and elements. Dirty, dusty, muddy, windy, hot, and cold conditions are possible.

Special Qualification:

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

Reclass 7/19
7/14

Allan Hancock College
Human Resources

Classified-Services
Range ~~21~~24

GROUNDSKEEPER - LEAD

DEFINITION:

Under the direction of the appropriate supervisor, oversees the assigned duties of the lower classification groundskeepers; performs specialized and technical landscape and irrigation duties; and performs all aspects of grounds keeping work; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

With minimal supervision, the incumbent in this position is expected to perform all duties assigned to groundskeepers as described in the groundskeeper job specification. In addition, the lead worker is responsible for more specialized or technical tasks. Further, the lead worker will assist the landscape supervisor in the supervision and training of lower classifications, as well as student workers. Will be in charge of grounds keeping activities when the landscape supervisor is absent. The lead will inform the supervisor of any deficiencies that require attention. The incumbent will report to the landscape supervisor and to the appropriate administrator.

ESSENTIAL FUNCTIONS:

1. Plans, coordinates, and oversees the duties of assigned groundskeepers; assigns work orders as appropriate.
2. Assumes responsibility for seeing that instructions of the Landscape Supervisor are carried out efficiently.
3. Serves as acting supervisor when the Landscape Supervisor is absent; assigns/reassigns workers to jobs.
4. Inspects the grounds and reports unsatisfactory or dangerous situations, to appropriate authority.
5. Applies pesticides and herbicides for effective pest and disease control.
6. Participates in and, when assigned, leads the training of new personnel; assists in delivering monthly safety trainings.
7. Keeps precise and accurate records and communicates with supervisor on all daily activities.
8. Assists in requisitioning grounds keeping materials, supplies, and equipment.
9. Supervises and performs specialized and technical duties such as, but not limited to, major changes in the irrigation system, periodic tree work (pruning), and pesticide application.
10. Performs all groundskeeper duties at all district sites.
11. Monitors climate-based irrigation systems using central control software.
12. Maintains the district's tree inventory via the asset management software.
13. Performs related functions as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles of supervision;
- Operation and routine maintenance of grounds equipment;
- Safe work practices; including safety check and performing corrective action as needed on grounds equipment;
- Materials, methods and equipment used in landscape maintenance and landscape installation;

- Landscape and irrigation design, pesticide application, , plant identification, and plant disease and insect identification;
- Plant identification and individual plant maintenance (i.e., seasonal fertilizer application; plant growth regulator and selective pesticide application;, and pruning;
- Inventory control procedures;
- Booster and variable frequency drive pumps;
- Safe handling of pesticides as required by law.

Demonstrated Ability to:

- Safely use hand and power tools commonly used in landscape work;
- Perform general grounds maintenance work at a higher level;
- Operate a truck, observing legal and defensive driving practices;
- Understand and carry out oral and written directions;
- Observe safety procedures;
- Organize and supervise assigned workers and follow through on progress;
- Perform specialized and technical landscape maintenance and installation activities and special projects assigned by the supervisor;
- Read landscape and irrigation drawings;
- Read and understand soil and water analyses and implement corrective methods.

CERTIFICATES AND LICENSES REQUIRED:

- Possession of a valid and appropriate California Driver's License; and the ability to qualify for district vehicle insurance coverage.
- Possession of a qualified applicator certificate (Category B) from the California Department of Pesticide Regulation within the first year of employment.
- Fork-lift certification within the first year of employment.
- High aerial boom lift certification within the first year of employment.

Education and Experience:

Must complete equivalent to the twelfth grade with two years of groundskeeper experience associated with large projects or with a medium sized governmental or private organization. One year of experience at a supervisory level responsible for overseeing multiple groundskeepers and a variety of landscapes.

Physical Demands and Working Conditions:

- Strength: Heavy work—lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 50 pounds.
- Environment: Works outside with effective protection from weather.

Special Qualification:

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

Allan Hancock College
Human Resources

Classified-Technical
Range ~~17~~18

TEACHER, CHILDREN'S CENTER

DEFINITION:

Under supervision of the ~~Children's Center Director~~ Lead Teacher, the incumbent will ~~manage~~ assist with day to day operations of the center including provisions of: early care and education services for young children in all developmental domains; follow Children's Center policies, interprets Children's Center policies, procedures, and regulations; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, will provide service in the care, development and instruction of young children. Incumbent will apply Early Care and Education best practices to provide a positive climate, maximizing learning opportunities, effective facilitation, with rich/advanced child/teacher interactions while meeting all State licensing requirements that include but not limited to: adult-child ratios, documentation, and all other day to day functions.

ESSENTIAL FUNCTIONS:

1. Adheres to all licensing regulations and funding terms and conditions.
2. Implements program quality measures at a classroom level and adheres to all State and licensing regulations.
3. Ensures appropriate practices to guarantee an environment that is responsive and nurturing to young children's daily needs.
4. ~~Plan and implement~~ Assists with classroom lesson planning, classroom environments, and classroom activities.
5. Generate daily lessons and schedules to support children's development and needs.
6. Will ~~support~~ assist center director by maintaining all required documentation that includes: children's files, assessments for children, lesson planning, licensing documentation, NAEYC Accreditation, and student worker staffing patterns to maintain adult/child ratios.
7. Monitors the ongoing screening and ongoing assessment of children.
8. Builds a culturally sensitive approach to establish a developmental profile for each child.
9. Shares responsibility for overall quality of education experience for young children in the classroom setting.
10. Supports partnership between teachers, parents, student workers, and center director.
11. Actively collaborates with parents in an ongoing and positive manner to support each child's development.
12. Ensures day to day operations to meet all children's development needs in both the indoor and outdoor classroom environments.
13. Maintains current inventory of classroom supplies, following program procedures for replacement of supplies.
14. Provide a model environment for adult learners and parents/guardians.

15. Implements all regulations related to indoor and outdoor safety.
16. Follows and uses universal health precaution guidelines.
17. Keeps program director informed of day to day functions.
18. Participates in daily housekeeping duties.
19. Performs other related functions as assigned.

Education and Experience:

- Minimum 24 ECE and general education units equivalent to an Associate's degree; with knowledge of Early Childhood Studies academic program philosophies;
- Minimum one year experience working in a CA State Licensed preschool or toddler center program based as an employee, laboratory student, or combination of the two;
- Knowledge of philosophies for infant and toddler care.

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Written business communications;
- Principles and procedures of financial and clerical record keeping and reporting methods.
- Pertinent federal, state, and local laws, codes, and regulations related to the assignment;
- Principles of public speaking, good customer service, and public and human relations techniques;
- General office procedures, practices, and methods;
- Mathematical computations;
- Services provided at the college and in the community.

Demonstrated ability to:

- Coordinate and implement special program goals;
- Understand and follow oral and written instructions;
- Communicates effectively via speech, telephone, written correspondences, and/or email.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently, organize workload, and establish priorities;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a ~~word processor and~~ computer with accuracy and speed;
- Establish and maintain financial and office records and files;
- Compose correspondence independently.
- Make mathematical calculations;
- Proofread materials.

Working Conditions:

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

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- ~~Understands and carries out oral and written directions.~~
- ~~Communicates effectively via speech, telephone, written correspondences, and/or email.~~
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, about shoulders, and horizontally.
- Lift and/or carry 50 lbs. for the purpose of picking up and/or lifting a child.
- Sit on floor and/or small tables and chairs.
- Exert manually dexterity sufficient for keyboard and other office equipment operations.

Required Certification/License

- Must possess a State of California Commission on Teacher Credentialing Master Teacher Permit or higher
- Pediatric First Aid/CPR Certified
- Must pass DOJ and FBI background check and have cleared fingerprints
- Current TB clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; must include Measles, and Pertussis Flu preferred

Special Qualifications:

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

LEAD TEACHER, CHILDREN'S CENTER**DEFINITION**

Under the supervision of the Director, Children's Center the incumbent will provide services in the care, development, and instruction of children; support adult student learners in the Children's Center Lab School; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent in this position will be responsible for planning, observing, and listening carefully to children to provide meaningful experiences, create engaging learning provocations, and scaffold children's learning through the use of the outdoor and indoor classroom environments. Position carries out ~~s at this level are distinguished by the level of responsibility for carrying out~~ the day-to-day operations of the children's classroom and manages ~~by the level of collaboration assumed with others to manage the daily flow of the day, document the child's learning, coach and mentor students, and manage the teacher to child ratios.~~

ESSENTIAL FUNCTIONS

1. Ensures nurturing and responsive caregiving; ~~assesses by assessing the~~ daily health condition of children; generates, implements, adjusts daily schedule; and models competency-based behavior.
2. Carries out professional and effective family and community interactions ~~by providing daily communication with parents and/or family members. assists in delivering the parent orientation and developing the newsletter; advocates for children and families.~~
3. Assists in scheduling of parent orientation, parent volunteers; participates in activities for parent education; conducts parent conferences and provides referral information.
4. Assists the Children's Center Director with by coordinating day-to-day operations of the center, and serves as licensing designee.
5. Coordinates classroom activities with student workers, student teachers, interns, ECS faculty, and volunteers.
6. Plan and implement classroom lesson planning, classroom environments, and classroom activities.
- ~~5-7.~~ Generate daily lessons and schedules to support children's development and needs.
- ~~6-8.~~ Serves as a liaison between parents, faculty, students, and program director.
- ~~7.~~ Refers students to instructor for questions and clarification, as needed; and serves as licensing designee in absence of director.
- ~~8-9.~~ Maintains a working relationship ~~cooperative affiliation~~ with ECE instructors into support of adult learners' ~~instruction and~~ success in the lab school setting.
- ~~9-10.~~ Provides a developmentally appropriate children's classroom; ensures daily inspection of environment for health and safety; monitors compliance with Title V, Title XXII, NAEYC accreditation and any other center affiliations; reports any issues or concerns with compliance.
- ~~10-11.~~ Plans for Coordinates classroom supplies and equipment orders as needed; reports needed repairs, maintenance and replacements; ~~delegates and performs maintains a safe and sanitary classroom environment;~~ and implements effective evacuation plan and procedures.

11. ~~Supports the instruction of adult learners in the lab school setting.~~
12. Prepares and maintains all required documentation such as updated child information ~~in~~ classroom; records daily logs; ~~ensures attendance is documented;~~ prepares and maintains individual educational assessments for children; ~~records~~ medication logs and accident reports; and prepares sensitive written and verbal communication to student workers, adult learners, ECS faculty and families.
13. Participates in lab school and college events to include staff meetings, ECS meetings, community and parent meetings (as assigned), ~~personal~~ and staff training.
14. Conducts open and closing procedures.
15. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~Goals and objectives of lab school;~~
- Department of Social Services Community Care Licensing Division Title XXII Regulations;
- California Department of Education Child Development Division Title 5 Regulations;
- National Association for the Education of Young Children Code of Ethical Conduct;
- California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP);
- Developmentally appropriate instructional methods for children, including: child development theory, curriculum, group and individual teaching techniques;
- Developmentally appropriate practices for young children;
- Variety of learning styles and characteristics of the child learner;
- Activities appropriate for young children, classroom management, instructional techniques, and teaching results;
- Special needs of exceptional children and their parents;
- Scope, variety, and complexity of work assignment;
- Structure and content of the English language including meaning and spelling of words, rules of composition, and grammar; numbers, their operations and interrelationships including arithmetic, algebra, and their applications;
- General office procedures.

Demonstrated Ability to:

- Understand and carry out oral and written instructions;
- Support the program philosophy and follow program policy and procedures;
- Work independently and organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations to include National Association for the Education of Young Children Code of Ethical Conduct; California Department of Education Child Development Division Title 5 Regulations; California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP); Department of Social Services Community Care Licensing Division Title XXII Regulations;
- Report child abuse as mandated and understands the responsibility for action as mandated by law;

- Maintains confidentiality regarding all personal information about children, staff, and families;
- Operate a computer with accuracy and speed;
- Establishes and maintains appropriate records and files;
- Communicates effectively orally and verbally to a variety of audiences.

Education and Experience:

Completion of 5 years of experience in an instructional capacity in a childcare and development program within the last 10 years. Experience must include at least 3 years of supervision of adults in a childcare and development program. Bachelor's degree or higher in early childhood, child development, or related field; three (3) units infant/toddler college credits required; (6) credits preferred. Site supervisor permit required upon hire.

Required Certification/License:

- The incumbent must meet all laws and regulations associated with Community Care Licensing Title 22 Articles, and other applicable funding requirements.
- Child Development Site Supervisor Permit
- Possess or obtain First Aid and CPR Certification
- Current TB Clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; Must include Measles and Pertussis; Flu preferred.

Working Conditions

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

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- Understand and carry out oral and written directions.
- Communicate effectively via speech, telephone, written correspondence, and/or email.
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, above shoulders and horizontally.
- Lift and/or carry 50 lbs. for the purpose of picking up and/or lifting a child.
- Sit on floor and/or small tables and chairs.
- Exert manually dexterity sufficient for keyboard and other office equipment operation.

Special Qualification:

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

Allan Hancock College
Human Resources

Range-~~6~~ 3
Supervisor

PAYROLL SUPERVISOR

DEFINITION

Under the direction of the Director, Business Services, plan, organize and direct payroll and benefits related operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; value and promote the mission and vision of the college.

CLASS CHARACTERISTIC

Under minimal supervision, the Payroll Supervisor must supervise daily operation of assigned payroll and benefits unit. Process and distribute payroll checks for all payroll cycles, provide support for payroll accounting and related regulatory reporting and filing requirements. Provide information and assistance to the college in all aspects of payroll; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS

1. Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate and oversee the processing of payroll- related data, forms and applications; assure payroll activities comply with established laws, codes, regulations, policies and procedures.
2. Lead, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; coordinate and assure proper processing and application of employee benefits, insurance enrollments and taxes.
3. Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements.
4. Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures. Coordinate and conduct staff training activities.
5. Provide technical assistance to personnel and others concerning payroll activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and

- technical information concerning related standards, requirements, computer operations, labor contracts, taxes, benefits, data, laws, codes, regulations, policies and procedures.
6. Manage auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; supervise the distribution and processing of annual W-2 forms; assure proper authorizing signatures, coding and accuracy of payroll adjustments.
 7. Responsible for compliance with IRS, State, Social Security, CalPERS and CalSTRS rules and regulations. Ensure timely preparation, payment, reconciliation and reporting of all payroll taxes, retirement and employee benefit accounts, including uploading information to appropriate agencies.
 8. Cooperate with the District's Third Party Administrator in processing the tax sheltered annuity plans. Supervise and participate in the processing of employee garnishments as required by a variety of agencies. Ensure timely payment to vendors for all payroll related activities.
 9. Organize, direct and participate in the inputting, updating and auditing of a variety of payroll data in an assigned computer system; establish and maintain automated records; extract and adjust data, develop spreadsheets, initiate queries and generate a variety of computerized records and reports related to payroll activities; assure accuracy of automated payroll data.
 10. Manage information and personnel to assure smooth and efficient payroll activities; establish payroll timelines and priorities; investigate and assure proper and timely resolution of payroll discrepancies, issues and conflicts.
 11. Monitor and evaluate College payroll policies and procedures for financial effectiveness and operational efficiency; develop and implement policies and procedures and initiate recommendations during contract negotiations to ~~to~~ enhance the financial effectiveness and operational efficiency of payroll and benefit operations.
 12. Manage payroll-related communications between College, personnel, administrators, educational organizations, retirement systems, benefit providers and others; serve as a liaison between the College and outside auditors concerning District and governmental audits. Resolve shared interests or concerns both ongoing and when there are changes.
 13. Oversee and participate in the preparation and maintenance of a variety of financial and statistical records, statements and reports related to payroll, employees, taxes, assigned activities; assure mandated reports are submitted to appropriate governmental agency according to established time lines.
 14. Operate a variety of office equipment including a computer and assigned software; administer the on-line student payroll system as directed; supervise the implementation of payroll system software conversions; drive a vehicle to conduct work.
 15. Provide technical information and assistance to the Director regarding payroll activities, needs and issues; assist in the formulation and development of policies, procedures and

programs; assure proper implementation of contract-related standards concerning compensation and fringe benefits.

- ~~16.~~ Coordinate and interface with Human Resources and Benefits as directed Coordinate regular communication and initiate collaboration efforts between payroll/benefits and related Human Resources support roles. Anticipate timing delays that may impact payroll due to new contract language, beginning of academic terms and other events.
- ~~16:17.~~ Provide earnings and employment information for employees applying for unemployment insurance as needed.
- ~~17:18.~~ Lead, coordinate and assist in the design, development implementation and documentation of new software applications and ongoing maintenance of current fiscal systems.
- ~~19.~~ Maintain, audit and reconcile payroll accounts. Assemble, match, sort, tabulate, check code and post related financial employee and statistical data, review, adjust, and assure accuracy of related ledgers and journal entries.
- ~~18.~~ Conduct trainings for employees on timekeeping, accessing records and updating W4 information and update related reference materials.
- ~~20.~~ Attend and conduct various meetings as assigned.
- ~~19:21.~~ Prepare and maintain desk manual.
- ~~20:22.~~ Perform related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Management of payroll operations and activities (prefer K-12 and/or college experience);
- Practices, procedures and techniques involved in payroll preparation and processing;
- Payroll policies, objectives and procedures (prefer K-12 and/or college experience);
- Tax withholding, voluntary deductions and supplemental insurance;
- Preparation, maintenance, verification and processing of payroll records and reports; applicable laws, codes, regulations, policies and procedures;
- Record retrieval and storage systems;
- Financial and statistical record-keeping techniques;
- Preparation of financial statements and comprehensive accounting reports;
- Policies and objectives of assigned programs and activities;
- Principles and practices of administration, supervision and training.
 - Proficiency in Microsoft Office Applications, including Excel (Pivot tables/V look-up); Word, PowerPoint, and Outlook
 - Excellent customer service, problem solving, verbal and written communication skills as well as interpersonal relationship skills.
 - Working knowledge of an Enterprise Resource Planning (ERP) financial/payroll system
 -

Demonstrated ability to:

- Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner;
- Coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports;
- Supervise and evaluate the performance of assigned personnel;
- Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes;
- Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
- Monitor, audit, adjust and reconcile payroll data;
- Provide technical assistance concerning payroll activities and related functions;
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines;
- Direct and participate in the preparation and maintenance of various financial and statistical records, reports and statements related to employees and payroll.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration, accounting or related field or payroll certification through APA such as the FPC or CPP certification preferred and at least three years' experience in a lead/supervisory payroll position, including work with automated record-keeping systems.

Working Conditions:

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

Physical Demands:

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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Classified and Educational Management Employment Agreements	Item Number: 9.P.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

Both classified and educational management employees are employed based on their respective employment agreements. Rolling two-year agreements for management personnel and rolling three-year agreements for executive management personnel are contingent upon a positive performance evaluation.

The following employees are recommended for an extension on their current agreement:

Executive Management

Educational Managers:

- Nohemy Ornelas July 1, 2020 through June 30, 2023
- Paul Murphy July 1, 2020 through June 30, 2023
- Robert Curry July 1, 2020 through June 30, 2023

Classified Manager:

- Eric Smith July 1, 2020 through June 30, 2023

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the rolling employment agreements for management and executive management employees who have met performance evaluation criteria.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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The following employees are recommended for an extension on their current agreement:

Management Association

Educational Managers:

- Sean Abel July 1, 2020 through June 30, 2022
- Mark Booher July 1, 2020 through June 30, 2022
- Stephanie Crosby July 1, 2020 through June 30, 2022
- **Mary Dominguez July 1, 2020 through June 30, 2022**
- Vanessa Dominguez July 1, 2020 through June 30, 2022
- Kim Ensing July 1, 2020 through June 30, 2022
- Thomas Lamica July 1, 2020 through June 30, 2022
- Margaret Lau July 1, 2020 through June 30, 2022
- Mitchel McCann July 1, 2020 through June 30, 2022
- Mary Patrick July 1, 2020 through June 30, 2022
- Ana Sofia Ramirez-Gelpi July 1, 2020 through June 30, 2022
- Rick Rantz July 1, 2020 through June 30, 2022
- Yvonne Teniente-Cuello July 1, 2020 through June 30, 2022
- David Whitham July 1, 2020 through June 30, 2022

Classified Managers:

- Catherine Farley July 1, 2020 through June 30, 2022
- James Harvey July 1, 2020 through June 30, 2022
- Jon Hooten July 1, 2020 through June 30, 2022
- LeeAnne McNulty July 1, 2020 through June 30, 2022
- Lauren Milbourne July 1, 2020 through June 30, 2022
- Holly Nolan Chavez July 1, 2020 through June 30, 2022
- Diana Perez July 1, 2020 through June 30, 2022
- Marian Quaid Maltagliati July 1, 2020 through June 30, 2022
- Ruben Ramirez July 1, 2020 through June 30, 2022
- Stephanie Robb July 1, 2020 through June 30, 2022
- Andrew Specht July 1, 2020 through June 30, 2022
- Jennifer Schwartz July 1, 2020 through June 30, 2022
- Maria Suarez July 1, 2020 through June 30, 2022
- Marina Washburn July 1, 2020 through June 30, 2022

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 9, 2020
Subject:	Allan Hancock Joint Community College District Initial Proposal with the Faculty Association of Allan Hancock Joint Community College on the Entire Agreement for 2021-2024	Item Number:	9.Q.
Strategic Goal:	Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures:	Page 1 of 2

BACKGROUND

Pursuant to Government Code Section 3547.5 initial proposal by the district and the exclusive representative for the Faculty Association of Allan Hancock Joint Community College are required to be presented in a public board meeting and the public given an opportunity to comment.

STATUS

The initial proposal of the Allan Hancock Joint Community College District is presented in accordance with Board Policy 7140.

(Continued)

FISCAL IMPACT

To be determined through negotiations between the district and the Faculty Association of Allan Hancock College.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 14, 2020, in accordance with Board Policy 7140.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District
and
Faculty Association of Allan Hancock College
Initial Proposals Sunshining
May 15, 2020**

The following represents the opening proposal from the District to the Full-time Faculty Association. The District reserves the right to add, amend, delete, and/or change any of these proposals.

ARTICLE 4: ASSOCIATION RIGHTS AND RESPONSIBILITIES

The District is interested in better aligning this article with current practice.

ARTICLE 10: LEAVES OF ABSENCE

The District is interested in revising extended illness/injury leave provisions.

ARTICLE 16: ASSIGNMENT AND CONTRACT YEAR

The District is interested in reviewing this article for clarity and intent, and to repair inconsistencies in definitions.

ARTICLE 17: EVALUATION AND TENURE

The District is interested in reviewing and developing a more meaningful process for all parties.

ARTICLE 18: FACULTY LOAD

The District is interested in reviewing and streamlining the loading process.

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	June 9, 2020	
Subject:	Faculty Association of Allan Hancock Joint Community College Initial Proposal with the Allan Hancock Joint Community College District on the Entire Agreement for 2021-2024	Item Number:	9.R.
Strategic Goal:	Goal G2: To sustain a planning framework that values input from all constituencies and the board of trustees.	Enclosures:	Page 1 of 4

BACKGROUND

Pursuant to Government Code Section 3547.5 initial proposal by the Faculty Association and the exclusive representative for the Allan Hancock Joint Community College District are required to be presented in a public board meeting and the public given an opportunity to comment.

STATUS

The initial proposal of the Faculty Association of Allan Hancock Joint Community College District is presented in accordance with Board Policy 7140.

(Continued)

FISCAL IMPACT

To be determined through negotiations between the district and the Faculty Association of Allan Hancock Joint Community College.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposal to the director of human resources and to schedule the proposal for public comment at the scheduled board meeting on July 14, 2020, in accordance with Board Policy 7140.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District
&
Faculty Association of Allan Hancock College**

Faculty Association's Collective Bargaining Initial Proposal

The Educational Employment Relations Act and Board Policy 7140 require that subjects of negotiations be presented publically and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

The following issues and interests are presented by the Faculty Association for 2021-2024 successor agreement:

Article A: Duration

Update for date references and signatures.

Article 1: Negotiations and Completion of Agreement

Update for date references and negotiated reopeners.

Article 2: Recognition

The Association has interest in verifying California Education Codes identified in the article are currently accurate.

Article 3: No discrimination

The Association is interested in maintaining current language, but a punctuation correction is needed in 3.2.

Article 4: Association Rights and Responsibilities

The Association is interested in expanding use of communication systems to include current means and resources, updating language in 4.9 per Janis Decision MOU, increasing reassigned time allocations, limits, and purchases for Association representation (4.10.3), and including language defining the Association's right with Human Resource investigations/complaints.

Article 5: Management Rights and Responsibilities

The Association is interested in specifying District rights.

Article 6: Grievance Procedure

The Association is interested in clarifying language related to the grievance procedure; adding a "Just and Fair" provision protection faculty against investigations; and updating and creating forms as needed

Article 7: Organizational Security

The Association is interested in ensuring the article is modified to reflect current Janus Decision; updating and creating forms as needed.

Article 8: Severability

The Association is interested in maintaining current language.

Article 9: Safety

The Association is interested in defining where noted forms are located; and updating and creating forms as needed.

Article 10: Leaves of Absence

The Association is interested in clarifying language and process related to notification of absence and notification of return; modifying language related to personal necessity leave; verification of accuracy of noted Education Code Sections; and updating and creating forms as needed.

Article 11: Health and Welfare

The Association is interested in renegotiating the terms of cash-in-lieu, premium costs and District contribution to medical and health insurance; renegotiating the terms of District contribution to dental insurance; renegotiating the terms of District contribution to life insurance; renegotiating the terms of District contribution to income protection insurance; renegotiating the terms of District contribution to vision insurance; and clarify language as needed.

Article 12: Personnel Records and Employee Privacy

The Association is interested in specifying where all personnel records, notes, etc are kept and maintained; and updating and creating forms as needed.

Article 13: Sabbatical Leave and Academic Rank

The Association is interested in defining annual professional development requirements while on leave; moving "Academic Ranks" to Article 17; updating and creating forms as needed.

Article 14: Compensation

The Association is interested in increasing compensation on the salary schedules, of longevity, and of overload and summer assignments; adding language regarding summer/intersessions payroll and deductions; placing MFA and law degrees into column descriptions; adding clarification language regarding short-time stipends and increasing compensation of these stipends; adding language regarding compensation for CTE faculty and their role with advisory boards; adding language regarding compensation for summer/intersession college-service work; renegotiate the terms of the class size stipend; and updating and creating forms as needed.

Article 15: Faculty Service Areas, Disciplines and Reduction in Force

The Association is interested in adding and updating definitions if needed; and clarifying and adjusting language related to seniority, hire date, and discipline.

Article 16: Assignment and Contract Year

The Association is interested in clarifying and modifying language, definition, and terms within the article; improving conditions, assignment, and contract year specifications for service and preschool faculty; renegotiate length of chair terms; clarify and expand language related to holidays and negotiate terms for a birthday holiday and celebrations of non-Christian/National holidays without requiring non-Christian faculty to use personal necessity days for religious purposes; and modifying language of annual and program review to align with Academic Senate policies, regulations, interest, and responsibilities.

Article 17: Evaluation and Tenure

The Association is interested in modifying the evaluation processes and procedures; expanding the definition of “prep” to include service faculty; modifying purpose and intent of tenured faculty evaluation; clarifying process for the three groups identified in 17.10.2; simplifying and clarifying the student/client feedback process; modifying the terms of the evaluation report and procedural compliance; and updating and creating forms as needed.

Article 18: Faculty Load

The Association is interested in redefining acceptable load range; renegotiating preparation time ratio for service faculty; addressing issues with load for science faculty; adjusting service assignment load; developing a load notification timeline and process for service faculty; addressing a load issue for the PFL and swim lab; increasing load limits; including language about mileage reimbursement for part-time faculty evaluations; adjusting language regarding accreditation, program review and program vitality participation; renegotiate terms of class size; evaluating and modifying reassigned time allocations; addressing issues with CTE faculty and their role with advisory groups; developing language regarding DL modality as a load option for service faculty; and updating and creating forms as needed.

Article 19: Transfer

The Association is interested in making grammatical changes; and updating and creating forms as needed.

Article 20: Workplace Technology

The Association is interested in incorporating language regarding providing required technology for scheduled courses; discussing adding a provision for a technology stipend; and creating forms as needed.

The Association is interested in integrating all signed appropriate and agreed upon MOUs into the Collective Bargaining Agreement.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 9.S.
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 \$1,936,495.

1. United States Department of Education: Coronavirus Aid, Relief, and Economic Security (CARES) Act for Institutions, Emergency Response to COVID-19 (\$1,926,950)

The college has been awarded \$1,926,950 from the United States Department of Education CARES Act to cover any costs associated with significant changes to the delivery of instruction due to coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. No matching funds are required. (Submitted by Kevin Walthers)

(Continued)

FISCAL IMPACT

1. United States Department of Education: CARES Act for Institutions, in the amount of \$1,926,950.
2. Foundation for California Community Colleges: The First Response Fund, in the amount of \$4,545.
3. Califa Group: California Revealed Project, in the amount of \$5,000.

RECOMMENDATION

Staff recommends the board of trustees accept these grants for a total of \$1,936,495 in restricted funds to the district, and review grant proposals as submitted.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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2. Foundation for California Community Colleges: The First Response Fund (\$4,545)

The college has been awarded \$4,545 from the Foundation for California Community Colleges through The First Response Fund in support of the nursing program. The First Response Fund is established from the Campaign for Relief and Recovery through the California Community Colleges to support students, families, and communities affected by COVID-19. The fund's purpose is two-fold: to help students who are facing adverse financial impacts of COVID-19 with their ability to stay enrolled and complete their California Community Colleges education, while also helping address California's pressing need to advance students in specific health care fields into its health care system. No matching funds are required. The project period is from May 15, 2020 – June 30, 2020. (Submitted by Margaret Lau)

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

The college has been awarded \$5,000 from the Califa Group to create an online exhibit featuring the Allan Hancock family archives to mark Allan Hancock College's 100th anniversary. Funds will support staff time, promotional materials, and advertising. The project period is May 1, 2020, to July 31, 2020. (Submitted by Susannah Kopecky)

Review of Grant Proposals Submitted

The office of Institutional Grants has submitted the following grant applications for a total of \$528,107 in requested funds.

1. United States Department of Education: Higher Education Emergency Relief Fund – Minority Serving Institutions (\$255,493)

The college has submitted a certification for funding for \$255,493 from the United States Department of Education: Higher Education Emergency Relief Fund for Minority Serving Institutions to cover students' cost of attendance, including tuition, course materials, and technology. No matching funds are required. (Submitted by Nohemy Ornelas)

2. United States Department of Homeland Security: Assistance to Firefighters Grant Program – COVID-19 Supplemental (\$22,614)

The college has submitted a proposal for \$22,614 in funding from the United States Department of Homeland Security Assistance to Firefighters Grant Program – COVID-19 Supplemental. Funds will be used to purchase various items of personal protective equipment for the fire technology/fire academy program. No matching funds are required. (Submitted by Mitch McCann and John Ceceña)

3. Council on Library and Information Resources: Digitizing Hidden Special Collections & Archives (\$250,000)

The college has submitted a proposal for \$250,000 in funding from the Council on Library and Information Resources for the Digitizing Hidden Special Collections & Archives grant. Funds will be used to process, describe, catalog, and digitize the holdings in the Hancock family estate archives. No matching funds are required. (Submitted by Mary Patrick and Susannah Kopecky)

ACTION ITEM

To: Board of Trustees	Date: June 9, 2020
From: Superintendent/President	
Subject: Resolution 20-25 Honoring A Retiring Employee	Item Number: 11.A.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

Denize Cain, full-time faculty, English, announced her retirement from Allan Hancock College during the 2019-20 academic year and was recognized on May 15, 2020 during the Retirements and Recognitions Virtual Celebration.

Resolution 20-25 acknowledges Denize Cain for her exemplary service of 23 years and contributions to the college.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt resolution 20-25 honoring Denize Cain as a 2019-20 retiree.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION 20-25
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
HONORING MS. DENIZE CAIN ON HER RETIREMENT

Whereas, Denize Cain taught with creativity and a focus on making the world a better place; and

Whereas, Denize Cain served the English Department as an unofficial “Sage” sage, able to chase out unwanted spirits from even a Volvo; and

Whereas, Denize Cain’s wickedly biting sense of humor was balanced by genuine kindness and care; and

Whereas, Denize’s gift of a Ganesha postcard has removed obstacles from my office for the last decade; and

Whereas, Ms. Cain leaves an eclectic collection of books for the Lompoc Valley Center students; and

Whereas, Ms. Cain generously provided treats at the end of the semester to her students, and the staff of the Lompoc Valley Center will miss receiving the leftovers; and

Whereas, Denize was compassionate, thoughtful and generous, she made people feel special and cared about; and

Whereas, Denize Cain’s is frequently seen engaged with students in her classroom, one-on-one, where they were given her undivided attention; and

Whereas, Denize Cain has exhibited many times her dedication to her subject and the success of her students; and

Whereas, Denize Cain has always shared her compassionate, sensitive, bright, and upbeat attitude with others; and

Whereas, Ms. Cain has motivated students to higher learning by demonstrating her professionalism, skills and knowledge effectively in the classroom; and

Whereas, Denize Cain supports her colleagues’ professional endeavors with enthusiasm and grace; and

Whereas, foremost among us, Denize Cain is admired as a seeker of social truth, and became prized as its bearer; and

Whereas, Denize Cain has been a role model for coloring outside the lines, inspiring her students to think creatively and critically, to understand that process is as important as product, and to believe in their hearts that they will find their way to achieving their goals;

Now, therefore, be it resolved that the Allan Hancock College Board of Trustees, along with the entire college community, thanks Denize Cain for her exceptional service, congratulates her upon her retirement from Allan Hancock College, and wishes her the best in her future endeavors.

Dated this 9th day of June, 2020

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Resolution 20-26, Honoring Student Trustee	Item Number: 11.B.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 2

BACKGROUND

The student trustee is elected by the Associated Student Body Government to serve as the student member on the Allan Hancock Joint Community College District Board of Trustees. Heidi Mendiola was elected to serve as the student trustee for the 2019-2020 academic year and has served in this capacity in an outstanding manner.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 20-26 honoring Student Trustee Heidi Mendiola for her exemplary service.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION 20-26

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALLAN
HANCOCK JOINT COMMUNITY COLLEGE DISTRICT COMMENDING
STUDENT TRUSTEE HEIDI MENDIOLA

- Whereas**, the provisions of Assembly Bill 591, enacted in 1978, established that a student serve as a non-voting member of the board of trustees of each California community college for an academic year; and
- Whereas**, the Associated Student Body Government of Allan Hancock College elected Heidi Mendiola as the official student representative to serve on the Allan Hancock College Board of Trustees for the 2019-2020 academic year; and
- Whereas**, Heidi Mendiola has faithfully and diligently performed the duties of the student trustee during her term of office; never missing a meeting; and has been a passionate advocate for the students of Allan Hancock College; and
- Whereas**, Heidi Mendiola has made her parents extremely proud; so much so that they often attended the board of trustee's monthly meetings; and by being a first generation college student and graduate; and
- Whereas**, Heidi Mendiola has been a student leader, chairing and organizing many events put on by ASBG over the past two years; and consistently encouraged student engagement and connection on campus; and
- Whereas**, Heidi Mendiola was also a valued and respected Student Ambassador where she was an essential part of the team; and
- Whereas**, Heidi Mendiola has worked thousands of hours on activities such as Food Share Because We Care, Study-A-Thon; Bulldog Bound, Hancock Hello, Hispanic Heritage Celebration, countless outreach events at high schools and in within the community; and
- Whereas**, Heidi Mendiola served as the Skills USA president, she competed and received a silver medal in the "Prepared Speech" category at the Skills USA regional competition in Bakersfield, CA and;
- Whereas**, Heidi Mendiola made history as the first student trustee to participate in board of trustee meetings via Zoom due to the COVID-19 pandemic.
- Now, therefore**, be it resolved that the Allan Hancock College Board of Trustees commends Heidi Mendiola for her outstanding service performed as student trustee during the 2019-2020 academic year and wishes her success in her next step in pursuing her academic and career goals.

ACTION ITEM

To: Board of Trustees	Date: June 9, 2020
From: Superintendent/President	
Subject: Resolution 20-26, Order of Election	Item Number: 11.C.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

The statewide general election will be held on Tuesday, November 3, 2020. On this date, district governing board members will be elected to fill terms that will expire on the first Friday in December as cited in Election Code Section 10554.

The terms of three members of the Allan Hancock Joint Community College District Board of Trustees will expire on that date: Hilda Zacarias (trustee area 1), Dan Hilker (trustee area 2), and Jeffery Hall (trustee area 3).

Resolution 20-26 specifies the date and purpose of the election.

FISCAL IMPACT

The estimated election expense is \$50,000, which will be budgeted for fiscal year 2020-21.

RECOMMENDATION

It is recommended that the board of trustees adopt Resolution 20-26 Order of Election to fill three trustee seats whose terms expire on the first Friday in December.

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

RESOLUTION 20-26

ORDER OF ELECTION

(Education Code Sections 5000, 5018, 5304, 5322)

ORDERING GOVERNING BOARD MEMBER ELECTION & NOTICE TO CONSOLIDATE

Whereas, the regular biennial election of governing board members is ordered by law pursuant to section 5000 of the Education Code to fill offices of members of the governing board of Allan Hancock Joint Community College District of Santa Barbara County; and

Whereas, pursuant to Section 5340 of the Education Code, said election must be consolidated with any other school or community college district governing board elections in the same area on the same day; and

Whereas, pursuant to section 10400 of the Elections Code, said election may be consolidated with other elections to be held in Santa Barbara, Ventura, and San Luis Obispo counties on the same day;

Now, Therefore, Be It Resolved that the Santa Barbara County Superintendent of Schools, call the election as **Ordered** and in accordance with the designations contained in the following specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2020

The purpose of the election is to elect **three** members of the governing board of Allan Hancock Joint Community College District

It Is Further Ordered that the clerk or secretary of the district shall deliver, not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the county superintendent of schools, and one copy to the officer conducting the election.

The foregoing Resolution and Order was adopted by a formal vote of the governing board of the Allan Hancock Joint Community College District of Santa Barbara County, being the board authorized by law to make the designations therein contained, on June 9, 2020

PASSED, APPROVED, AND ADOPTED this 9th day of June, 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

(Signed) _____
Clerk/Secretary of the Governing Board

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 9, 2020
Subject:	Resolution 20-28, Authorizing Elimination of Grant-Funded Classified Position	Item Number:	11.D.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 2

BACKGROUND

The purpose of the SSS (CAN/TRIO) Program is to increase the number of disadvantaged, low-income college students, first-generation college students, and college students with disabilities in the United States who successfully complete a program of study at the postsecondary level. The grant period is from September 1, 2015 through August 31, 2020. The district has been advised that the funding will not be renewed, which will result in elimination of the classified position, CAN/TRIO SSSP assistant, effective August 31, 2020.

Resolution 20-28 authorizes the superintendent/president to notify the affected classified employee of layoff in accordance with California Education Code Sections 88014, 88015, 88017, 88117 and 88127. Such notice will be given not less than 60 days prior to the effective date of the layoff, and the affected employee shall be informed of his/her displacement rights, if any, and re-employment rights.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt resolution 20-28 regarding lay-off, reassignment, and/or change of status of the designated grant-funded classified bargaining unit position. This 12-month position will end effective at the close of business on August 31, 2020.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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RESOLUTION 20-28
 A RESOLUTION OF THE BOARD OF TRUSTEES
 OF THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
 AUTHORIZING ELIMINATION OF A GRANT-FUNDED CLASSIFIED POSITION

WHEREAS, it is the opinion of the Allan Hancock College Board of Trustees that, because of lack of work or lack of funds, one classified position CAN/TRIO SSSP assistant, should be discontinued effective at the close of the day August 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Allan Hancock Joint Community College District as follows:

That the Superintendent/President is directed to give notice of layoff to the applicable classified employee in accordance with Sections 88115, 88117, and 88127 of the Education Code. Such notice shall be given not less than 60 days prior to the effective date of the layoff, and the affected employee shall be informed of his/her displacement rights, if any, and re-employment rights.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Allan Hancock Joint Community College District held on June 9, 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 June 9, 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: June 9, 2020
From: Superintendent/President	
Subject: Equal Employment Opportunity Plan	Item Number: 11.E.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 39

BACKGROUND

The Equal Employment Opportunity Plan has been revised and has been vetted through the EEO Committee and HR Council following our shared governance process. The EEO Plan was reviewed by College Council on May 29, 2020. The revisions to the EEO Plan are presented for your review.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt the revised Equal Employment Opportunity Plan for 2020 – 2023, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Nurtured

Directed

Focused

Valued

Engaged

Connected

Equal Employment Opportunity Plan

2020-2023

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**This Equal Employment Opportunity (EEO) plan
was produced by**

Ruben Ramirez, Director, Human Resources
and Steven Butler, Institutional Effectiveness Analyst

**In consultation with the
Equal Employment Opportunity (EEO)
and Staff Diversity Committee**

Liz Phillips, Coordinator, Recruitment

Stefanie Aye, Human Resources Assistant

Elaine Healy, Faculty - Library and Learning Resource Center

Dyanna Cridelich, Instructional Technician - Media Lab

Susannah Kopecky, Faculty - Librarian

Brian Youngblood, Faculty - Life and Physical Sciences

LEGAL AUTHORITY

California community colleges are mandated by the California Code of Regulations Title 5, section 53003(a); and the California Education Code, section 87100 to develop and implement an Equal Employment Opportunity Plan.

CALIFORNIA CODE OF REGULATIONS TITLE 5, SECTION 53003(A) – DISTRICT PLAN

The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans shall be submitted to the State Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis.

CALIFORNIA EDUCATION CODE, SECTION 87100 LEGISLATIVE FINDS & DECLARATIONS

(a) The Legislature finds and declares all of the following:

(1) In fulfilling its mission within California's system of public higher education, the California community colleges are committed to academic excellence and to providing all students with the opportunity to succeed in their chosen educational pursuits.

(2) Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student population.

(3) A workforce that is continually responsive to the needs of a diverse student population may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity.

(b) It is the intent of the Legislature to establish and maintain within the California community college districts a policy of equal opportunity in employment for all persons, and to prohibit discrimination or preferential treatment based on ethnic group identification, or on any basis listed in subdivision (a) of section 12940 of the Government Code, as those bases are defined in sections 12926 and 12936.1 of the Government Code, except as otherwise provided in section 12940 of the Government Code. Every aspect of personnel policy and practice of the community college districts should advance the realization of inclusion through a continuing program of equal employment opportunity.

(c) The Legislature recognizes that it is not enough to proclaim that community college districts must not discriminate and must not grant preferential treatment on impermissible bases. The Legislature declares that efforts must also be made to build a community in which nondiscrimination and equal opportunity are realized. It is the intent of the Legislature to require community college districts to adopt and implement programs and plans for ensuring equal employment opportunity in their employment practices.

TITLE 5, SECTION 53026 COMPLAINTS – VIOLATION OF EQUAL EMPLOYMENT OPPORTUNITY REGULATIONS


Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor, who may require the district provide a written investigative report within ninety (90) days. Complaints that also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of Chapter 10 of this division.

INTRODUCTION

The Allan Hancock Joint Community College District Equal Employment Opportunity Plan (Plan) was adopted by the Board of Trustees on June 9, 2020, reflecting the district's commitment to equitable and inclusive practices. The district continues to take active steps to ensure equal employment opportunity creates a working and academic environment that is welcoming to all, fosters diversity, promotes excellence and ensures practices that are nondiscriminatory.

We know that educational experiences created through an inclusive environment better prepare students to work and live in an increasingly global society. To properly serve a growing diverse population, the district offers this Plan as evidence that we will maintain our commitment to recruit, hire and retain faculty and staff who demonstrate the ability to promote a positive learning environment that serves an increasingly diverse student population.

With Bulldog Pride,



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

DEFINITIONS

ADVERSE IMPACT. "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

DIVERSITY. "Diversity" means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY. "Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy

the benefits of employment with the district.

Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance.

Equal employment opportunity also involves:

- a) identifying and eliminating barriers to employment that are not job related; and
- b) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.

EQUAL EMPLOYMENT OPPORTUNITY PLAN. An "equal employment opportunity plan" is a written document in which a district's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS.

"Equal employment opportunity programs" means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

ETHNIC GROUP IDENTIFICATION. "Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

IN-HOUSE OR PROMOTIONAL ONLY HIRING. "In-house or promotional only" hiring means that only existing district employees are allowed to apply for a position.

MONITORED GROUP. "Monitored group" means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).

PERSON WITH A DISABILITY. "Person with a disability" means any person who:

- a) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities;

- b) has a record of such an impairment; or
- c) is regarded as having such an impairment.

A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

REASONABLE ACCOMMODATION. "Reasonable accommodation" means the efforts made on the part of the district in compliance with Government Code section 12926.

SCREENING OR SELECTION PROCEDURE. "Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

SIGNIFICANTLY UNDERREPRESENTED GROUP.

"Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

POLICY STATEMENT

The Board of Trustees of Allan Hancock Joint Community College District supports the intent set forth by the California Legislature to assure that effort is made to build a community in which employment opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds.

The broad diversity in the academic environment as a means to foster cultural awareness, mutual understanding and respect, harmony and creativity, while providing positive role models for all students. The Board therefore commits the district to the active

promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers.

The Superintendent/President shall develop, for review and adoption by the Board, an Equal Employment Opportunity Plan that complies with the Education Code and Title 5 requirements, which are modified or clarified from time to time by judicial interpretation.

DELEGATION OF AUTHORITY, RESPONSIBILITY AND COMPLIANCE

It is the goal of the District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the district's Plan at all levels of district and college operation, and for ensuring equal employment opportunity as described in the Plan.

Superintendent/President

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Superintendent/President shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

Equal Employment Opportunity Officer

The District has designated the Director of Human Resources as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the equal employment opportunity officer changes before this Plan is next revised, the district will notify employees and applicants

for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing, monitoring, and achieving the goals of the Plan and for assuring compliance with the requirements of title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

Equal Employment Opportunity and Staff Diversity Committee

The District has established the Equal Employment Opportunity and Staff Diversity Committee to act as an advisory body to the equal employment opportunity officer and the district through the Human Resource Council to promote understanding and support of equal employment opportunity and diversity policies and procedures. The Equal Employment Opportunity and Staff Diversity Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

Agents of the District

Any authorized organization or individual, whether or not an employee of the district, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel is an agent of the District and is subject to all the requirements of this Plan.

Good Faith Effort

The district shall make a continuous good faith effort to comply with all the requirements of its Plan.

EQUAL EMPLOYMENT OPPORTUNITY AND STAFF DIVERSITY COMMITTEE

The District has established an Equal Employment Opportunity and Staff Diversity Committee (EEO/SDC) to assist the District in implementing its Plan.

The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The

committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity.

The EEO Officer shall train the EEOSDC on equal employment compliance and the Plan itself. The EEOSDC shall receive training in all of the following:

- a) The requirements of this subchapter and of state and federal nondiscrimination laws;
- b) Identification and elimination of bias in hiring;
- c) The educational benefits of workforce diversity; and
- d) The role of the EEOSDC in carry out the District's EEO Plan.

FUNCTIONS

- a) Be familiar with pertinent state and federal regulations; review district wide commitment to comply with regulations and recommend changes needed to gain compliance with regulations.
- b) Review and advise on the district's staff diversity/EEO plan and monitor its progress.
- c) Develop, evaluate and ensure staff diversity/EEO definition is clearly understood and used in the hiring process.
- d) Recommend, conduct, and participate in in-service training on staff diversity/EEO.
- e) Periodically review recruitment procedures and selection processes.
- f) Review and suggest revisions of services,

employment policies, and other written and unwritten rules, policies, practices, and procedures that affect the district's diverse employee population.

- g) Ensure that there are anti-harassment and discrimination policies and procedures in place.

MEMBERSHIP

Director, human resources (1) (co-chair)

Co-chair: Management Association (1)

Faculty Association (1)

Part-time Faculty Association (1)

CSEA (1)

Supervisory/Confidential (1)

ASBG (1)

LENGTH OF APPOINTMENT

Faculty, classified, supervisory/confidential, management appointed members generally serve a two-year term. Other members are permanent members.

CHAIR (S)

Director, Human Resources or designee and Management Association

MEETINGS

Regularly scheduled meetings will be held monthly with the time and day established each semester.

COMPLAINTS

COMPLAINTS ALLEGING VIOLATION OF THE EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The District established the following process permitting any person to file a complaint alleging that the District violated the EEO regulations. Any person who believes that the District violated EEO regulations may file a written complaint describing the alleged violation in detail.

This process is separate from the District's unlawful discrimination complaint procedure. The procedures for filing an employment discrimination complaint are available on the District's website.

A written complaint must:

- a) Allege a violation of the equal employment opportunity regulations under section 53000 et seq. of Title 5 of the California Code of Regulations,

and shall set forth the facts that explain the basis of the alleged violation, including: the name(s) of the individual(s) involved; the date(s) of the event(s) at issue; and a detailed description of the actions constituting the alleged violation.

- b) Be signed and dated. The District will not accept anonymous complaints.
- c) Be in writing and filed with the Director of Human Resources. If the complaint involves the Director of Human Resources, file the complaint with the Superintendent/President.

Complainants must file complaints regarding the hiring process as soon as possible and not later than 60 days after such occurrence unless the complainant can verify a compelling reason for the District to waive the 60-day limitation.

Complaints alleging violations of the Plan, that do not involve current hiring processes, must be filed as soon as possible after the occurrence of an alleged violation and not later than 90 days after such occurrence. In the case of an ongoing violation, the complainant must file within 90 days of the latest violation.

- d) Defective Complaint: The District may return any complaint without action when it finds the complaint does not meet the above-referenced requirements, or on the basis of any of the following:
 - a. Identical Title 5 allegations have previously been investigated and resolved;
 - b. The allegations are a continuation of a pattern of previously filed complaints involving the same or similar allegations that have been determined by the District to be factually or legally unsubstantiated;
 - c. The complaint is unintelligible or does not state a clear violation of the equal

employment opportunity regulations;

- d. The complaint fails to allege facts that explain the basis for the alleged violation.
- e) If the District returns a defective complaint, the District must provide a statement of the reason for returning the complaint without action.
- f) If a complaint is not defective, the District will give the complainant a written determination within 90 days of the filing of the complaint. If this is not practical, the District will provide a written notification to the complainant as to the reasons for the extension and estimated date of completion.
- g) The determination of the District, with respect to complaints filed pursuant to this procedure, shall be final.
- h) The Director of Human Resources or his/her designee will forward copies of all written complaints to the State Chancellor's Office upon receipt. If a complaint filed under section 53026 alleges unlawful discrimination, the District will process it according to the requirements of section 59300 et seq.

COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATION OR HARASSMENT

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation in accordance with established procedures. The process for filing complaints alleging unlawful harassment or discrimination are outlined in Administrative Procedures 3435 (AP 3435) located on the Allan Hancock Website at <https://www.hancockcollege.edu/board/policies/index.php>.

NOTIFICATION TO DISTRICT EMPLOYEES

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of district's Equal Employment Opportunity

Policy Statement and the Plan. The policy statement will be electronically posted in the employees' MyHancock portal page and District website. The Plan and subsequent revisions will be distributed to

the district's Board of Trustees, the Superintendent/President, administrators, the academic and classified leadership, union representatives and members of the EEOSDC. The Plan will be available on the district's website, and when appropriate, may be distributed via e-mail. Each year, the district will provide all employees with a copy of the board's Equal Employment Opportunity Policy Statement and written notice summarizing the provisions of the district's Equal Employment

Opportunity Plan. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the district. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the Plan's implementation and reference to the district's website where a printable version of the Plan is accessible.

TRAINING FOR SCREENING/SELECTION COMMITTEES

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel, shall receive appropriate training. Hiring committee training shall include:

- Requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.);
- Requirements of federal and state nondiscrimination laws;
- Requirements of the District's Equal Employment Opportunity Plan;
- District's policies on nondiscrimination, recruitment, and hiring;
- Educational benefits of workforce diversity;
- Elimination of bias in hiring decisions
- Best practices of selection and/or screening committees.

This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Office of Human Resources is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees, is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

The District's mandatory training for screening and selection committees has been updated for fiscal year 2020-2021. The updated training will be offered each semester to provide administrators, faculty, and staff multiple opportunities to participate. The training will be updated and amended as needed to ensure content remains relevant, and to address gaps identified in the ongoing analysis of recruitment data.

Current training presentation is attached as Appendix C.

ANNUAL WRITTEN NOTICE TO COMMUNITY ORGANIZATIONS

The Director will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations how they can access or obtain a copy of the Plan and shall solicit their assistance in identifying qualified candidates. The notice will include the EEO Policy Statement and an Internet link to the Plan. The notice will also include the Internet address where the District advertises its job openings and contact information to obtain employment information.

The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The Director will maintain a list of organizations which will receive this notice. Written notice may include mailings and electronic communications.

Reference: Title 5, section 53003(c)(5)

ANALYSIS OF DISTRICT WORKFORCE AND APPLICANT DATA

The Allan Hancock College Offices of Human Resources and Institutional Effectiveness collect the District's employee demographic data. The Office of Human Resources monitors applicant pools for employment on an ongoing basis to evaluate the District's progress in implementing its current Plan, and to provide data needed for the analysis and responsive goal-setting or adjustments to District hiring practices as appropriate. For purposes of the workforce analysis, individuals are afforded the opportunity to voluntarily identify their gender, ethnic group identification and, if applicable, their disabilities and whether they are a veteran of the military at the time of their submission of an application for employment. Persons may self-designate as many ethnicities as they deem appropriate. Those persons identifying as having a disability are not required to disclose the nature of the disability for purposes of statistical analysis. This demographic information is kept confidential and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s).

Historically, demographic data has not been systemically collected for current employees after initial hire. For Fiscal Year 2020-21, Human Resources will work with the Office of Institutional Effectiveness to survey employees to provide an opportunity to amend their previous responses on an annual basis. This is particularly critical for individuals who may elect at the time of application and/or their hire not to share demographic and/or disability information with the District, but wish to do so once they have established their employment at Allan Hancock College.

The following reports highlight a total of five categories: three gender or sex-identified, and three ethnic-identified. As shown in the reports, the totals are represented by the number and/or percentage of employees within the monitored groups of the District as a whole. The descriptors of the ethnicity categories themselves are derived from federal and state reporting requirements, which require the District to categorize the data in accordance to the identities established for purposes of assessing demographic data and EEO compliance by entities who receive state or federal funds and/or which are considered contracting entities

with the government. As such, the descriptors of the racial and ethnic identities used by the District for purposes of completing the statistical analysis in order to comply with federal requirements are broad.

At least every three years the District's Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification and gender (or sex) composition of existing employees and of those who have applied for employment in each of the following identified EEO-6 job categories:

1. Executive/Administrative/Managerial
2. Full-Time Faculty
3. Part-Time Faculty
4. Professional Non-faculty
5. Secretarial/Clerical
6. Technical and Paraprofessional
7. Skilled Crafts
8. Service and Maintenance

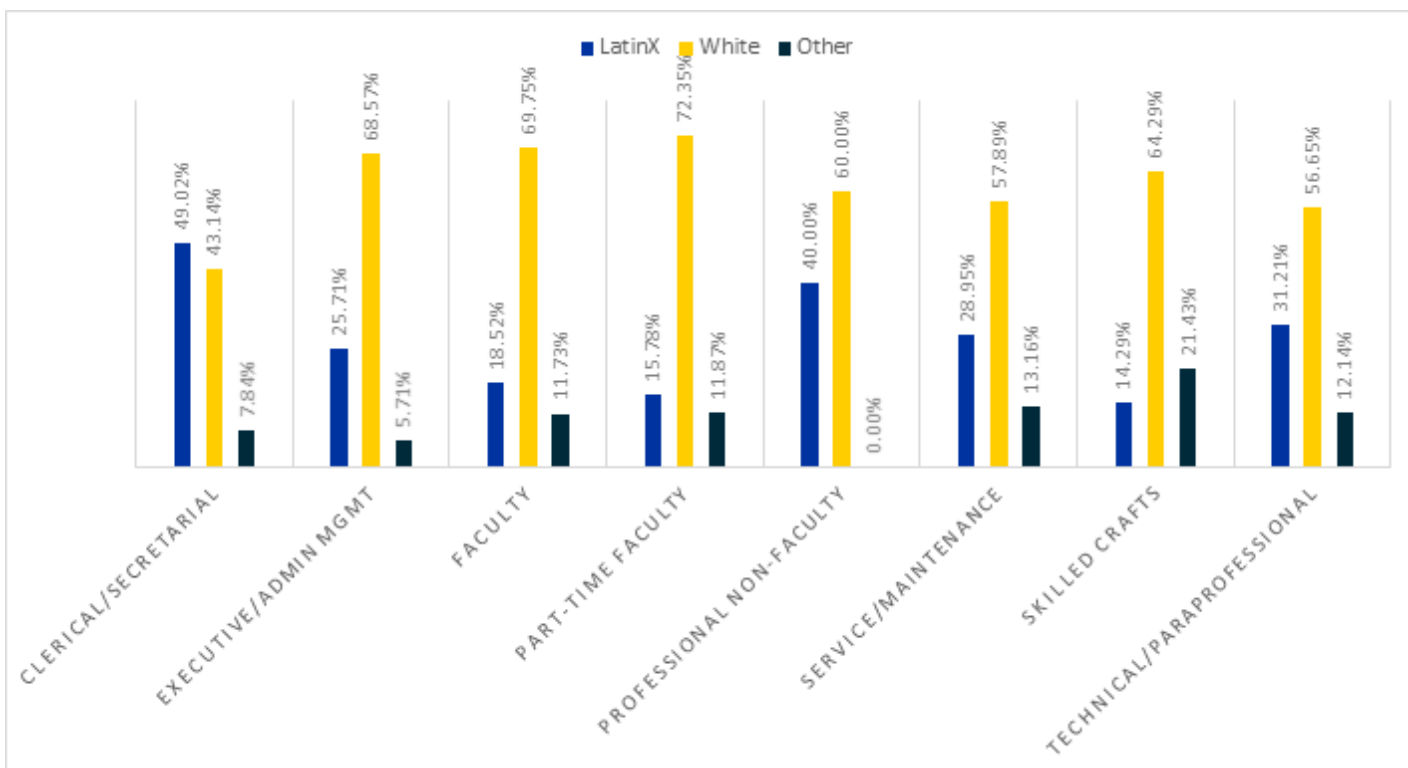
During this Fiscal Year of 2020-21, the District will initiate statistical report analysis for individuals with disabilities and veterans in addition to the current analysis done across gender (or sex) and race or ethnicity.

Further, the District's Equal Employment Opportunity and Staff Diversity Committee will review the format of the Plan itself and make structural revisions as necessary in order to more effectively benchmark current metrics and relevant strategies in hiring processes. By making this data more readily available, relevant stakeholders will be able to more easily evaluate possible changes in recruitment strategies to improve hiring processes, employee retention and service to the diverse population of students the District serves.

WORKFORCE EEO-6 DATA (2020)

Data analysis was conducted using two data sources. The first source is the Management Information Systems (MIS) for the California Community college system. This data source is comprised of information reported to the Chancellor’s office. For the purposes of this report, the workforce data is of fall 2019 as that was the latest term reported. Data has been disaggregated by ethnicity, gender, and employment classification. Ethnicity is disaggregated into three groups: LatinX, White, and other underrepresented. This simple disaggregation was done due to the majority populations at Allan Hancock being LatinX and White. Other ethnicities were grouped into the other underrepresented group due to small numbers. The chart below shows the EEO-6 data. The data has been broken down into three populations:

LatinX, White, and Other underrepresented. The majority of employees identify as either LatinX or White much as the student population at Allan Hancock and the Santa Maria Community in which Allan Hancock resides. With 69 and 72 percent, faculty and part-time faculty respectively have the largest percentages of White employees. These two groups are closely followed by administration and management. In contrast, clerical/secretarial staff is the only EEO-6 group that has more LatinX (49 percent) than White (43 percent) employees. Furthermore, service/maintenance the second highest group with LatinX employees at 29 percent, but a majority of White at 58 percent. White employees have the highest percentages in nearly all groups, especially with administration and faculty positions.

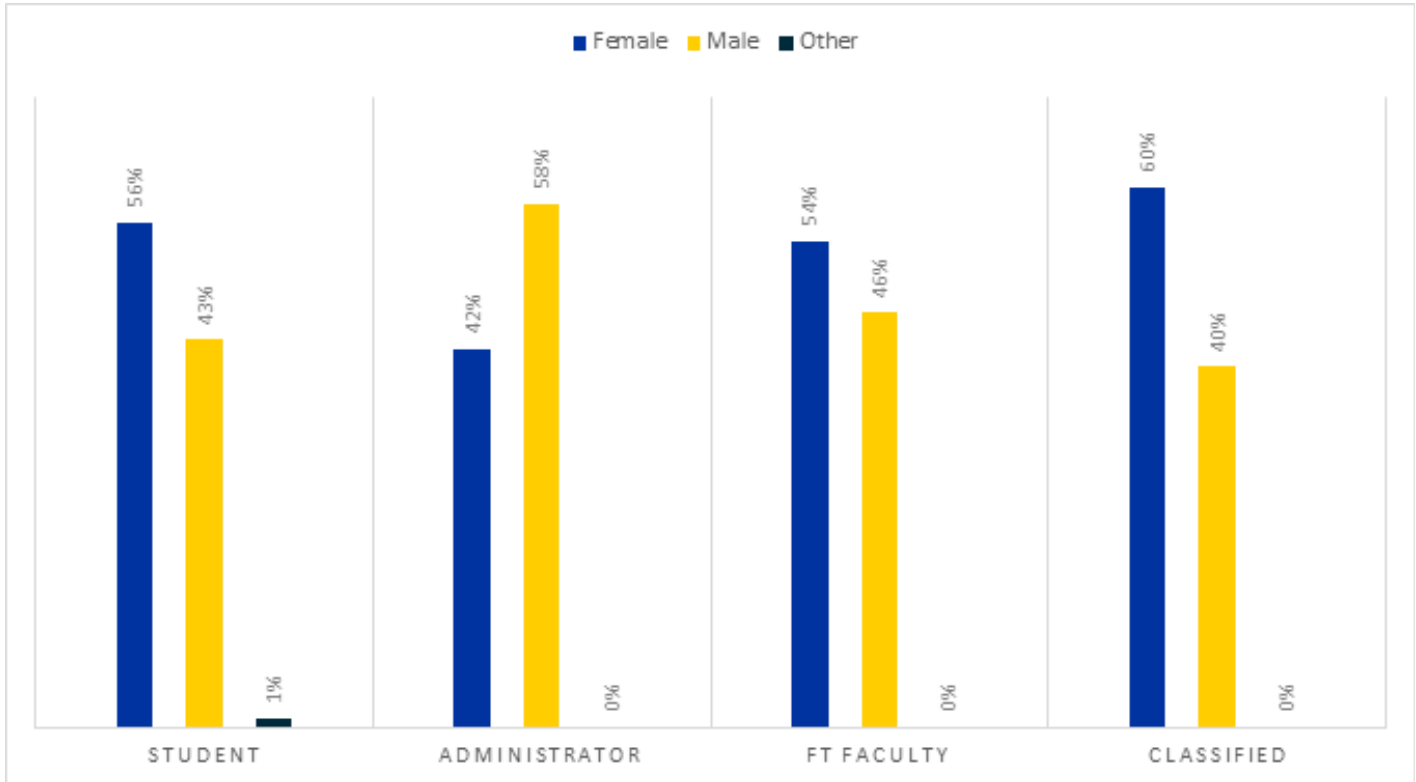


Source: California Community College Chancellor’s Office MIS Data Mart

STUDENT/WORKFORCE GENDER MIS DATA (FALL 2019)

The chart below illustrates workforce data disaggregated by gender next to the student gender population at Allan Hancock. Allan Hancock has a majority female population with 56 percent of the students identifying

as such. In addition, faculty and classified staff have a majority of female students with 54 and 60 percent respectively. Conversely, administration has a larger majority of male members at 58 percent.



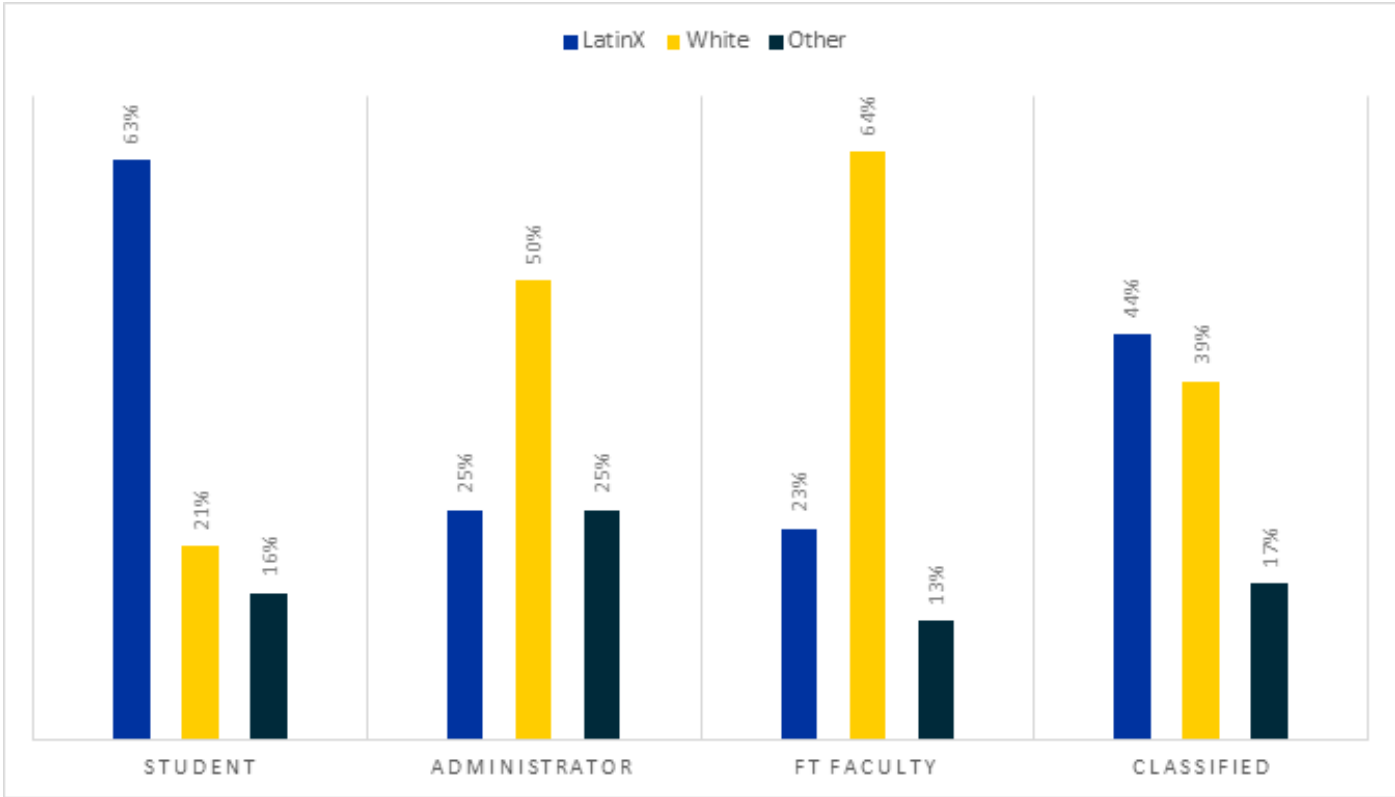
Source: California Community College Chancellor's Office MIS Data Mart

*Fall MIS data includes concurrent enrollment students.

**STUDENT/WORKFORCE ETHNICITY
MIS DATA (FALL 2019)**

The chart below highlights the differences in the populations of Allan Hancock’s students compared to the employees. Similar to the EEO-6 data, the workforce data is largely White. The student population,

however, is 63 percent LatinX. The only employee population with a larger LatinX population is classified staff, which includes the clerical/secretarial from the EEO-6 categories. The differences in population is a striking contrast and illustrates how Allan Hancock employees do not mirror the student population.



Source: California Community College Chancellor’s Office MIS Data Mart

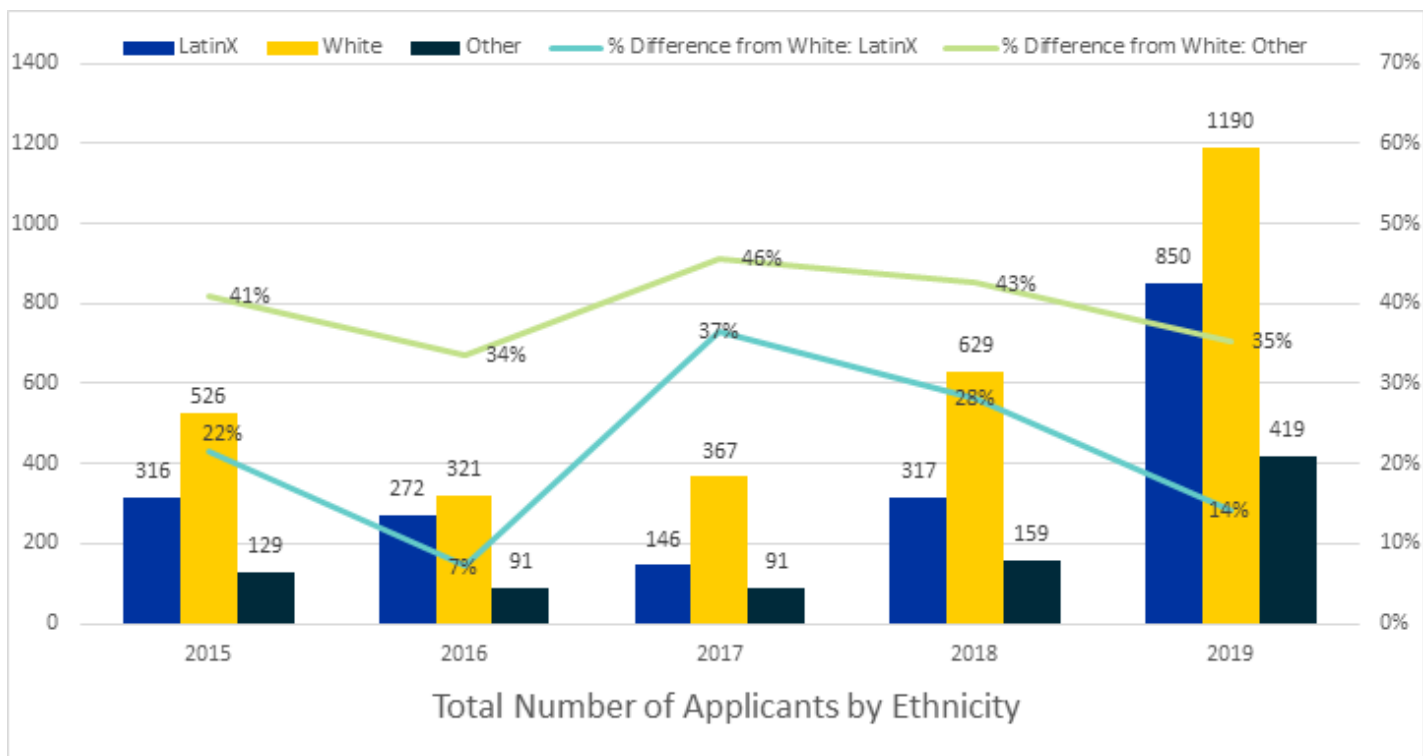
*Fall MIS data includes concurrent enrollment students.

TOTAL NUMBER OF JOB APPLICANTS BY ETHNICITY (2015 – 2019)

The data for the next four charts is from institutional applicant tracking systems. The chart below illustrates the number in applications from 2015 to 2019. The applications are disaggregated by ethnicity to highlight the striking differences in the number of White applicants versus LatinX and other underrepresented populations. The bars are then overlaid by two percentage lines. The teal line shows the percentage difference of LatinX to the majority population, White applicants, and the second line shows the percentage differences between other underrepresented populations and White. There is a large increase in applicants received in 2019 with the total going from around 1,100 to 2,500 applicants, doubling the number of applicants. This is attributed to

the district moving to an online applicant tracking system (ATS) and dramatically improving outreach capabilities.

The lines illustrate the percent differences in populations versus the majority population. The lowest percentage difference being in 2016 with a 7 percent difference in the LatinX population versus White. This is immediately contrasted, however, in 2017 with the peak of 2015 to 2019 at 37 percent. In other words, 2017 LatinX and other underrepresented applicants were fewer in comparison to White applicant in the four years. Following 2017, the differences steadily decrease into 2019. Although 2019 had over double the amount of applicants as past years, it is also the second lowest point for population differences for historically underrepresented employees.

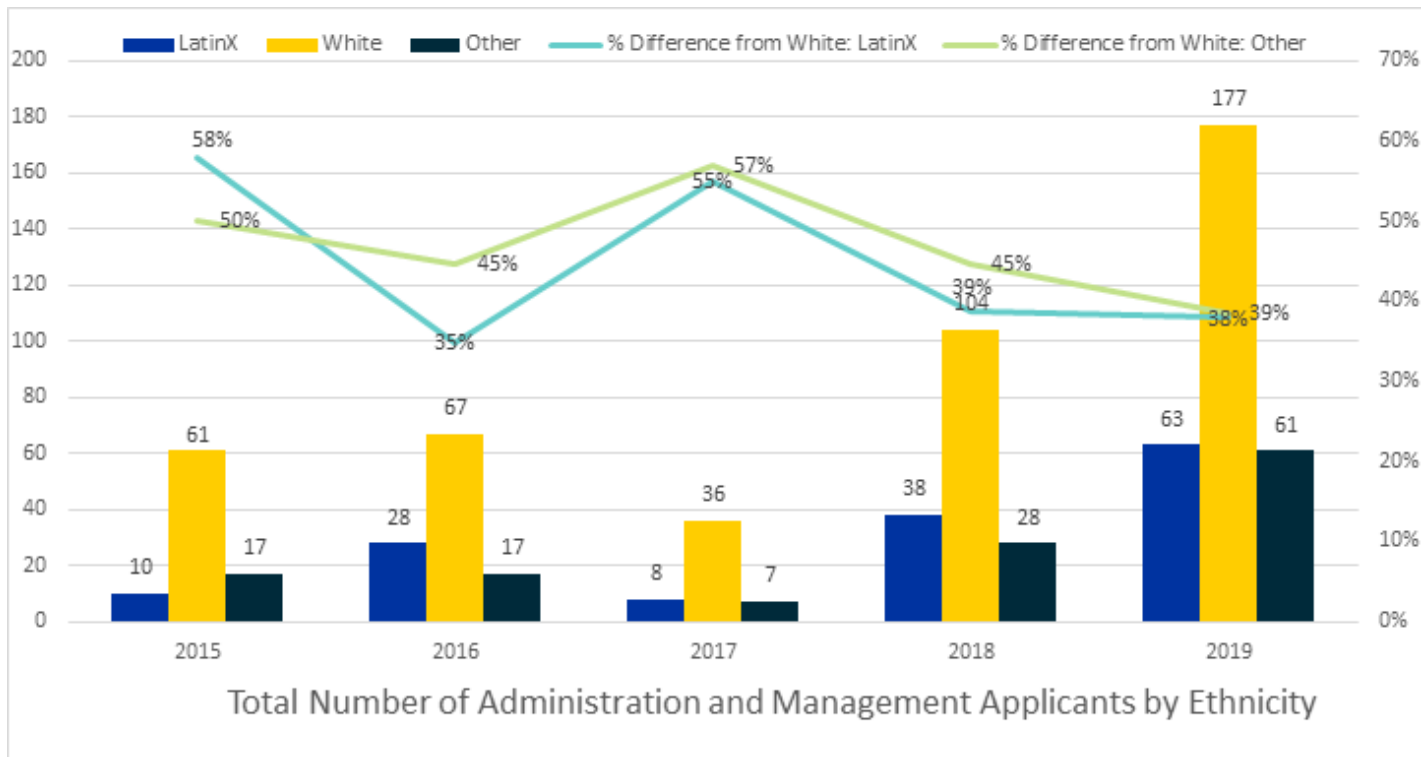


Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data

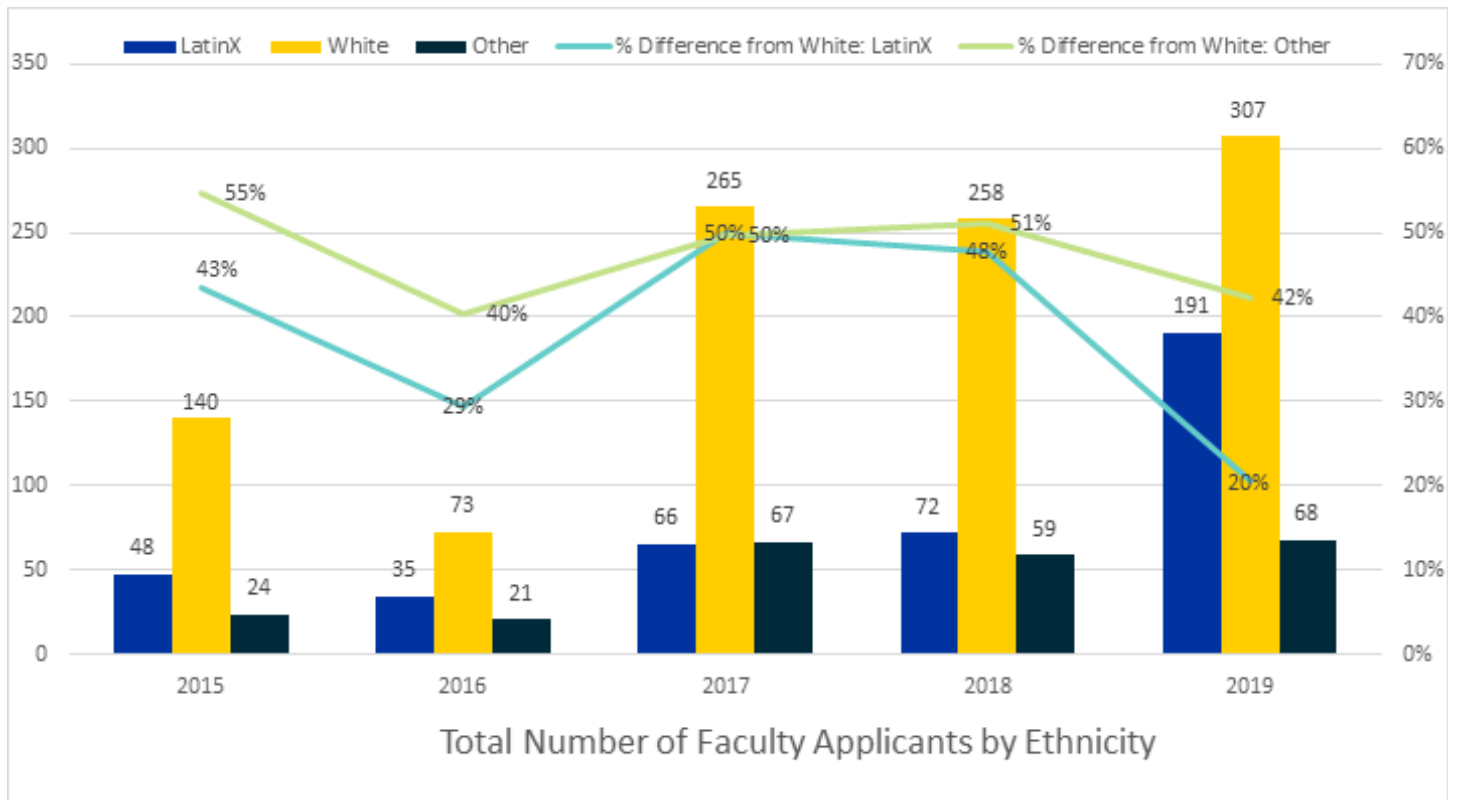
TOTAL NUMBER OF JOB APPLICANTS BY ETHNICITY AND JOB CLASS (2015 – 2019)

The charts below illustrate the applicant pools by job classes: administration/management, faculty, and classified staff. Similar to the chart above, there is an increase in all applicants in 2019 doubling in every workforce category. The categories diverge, however, with the percent differences of LatinX and other underrepresented employees from the majority population of employees, white. Both administration/

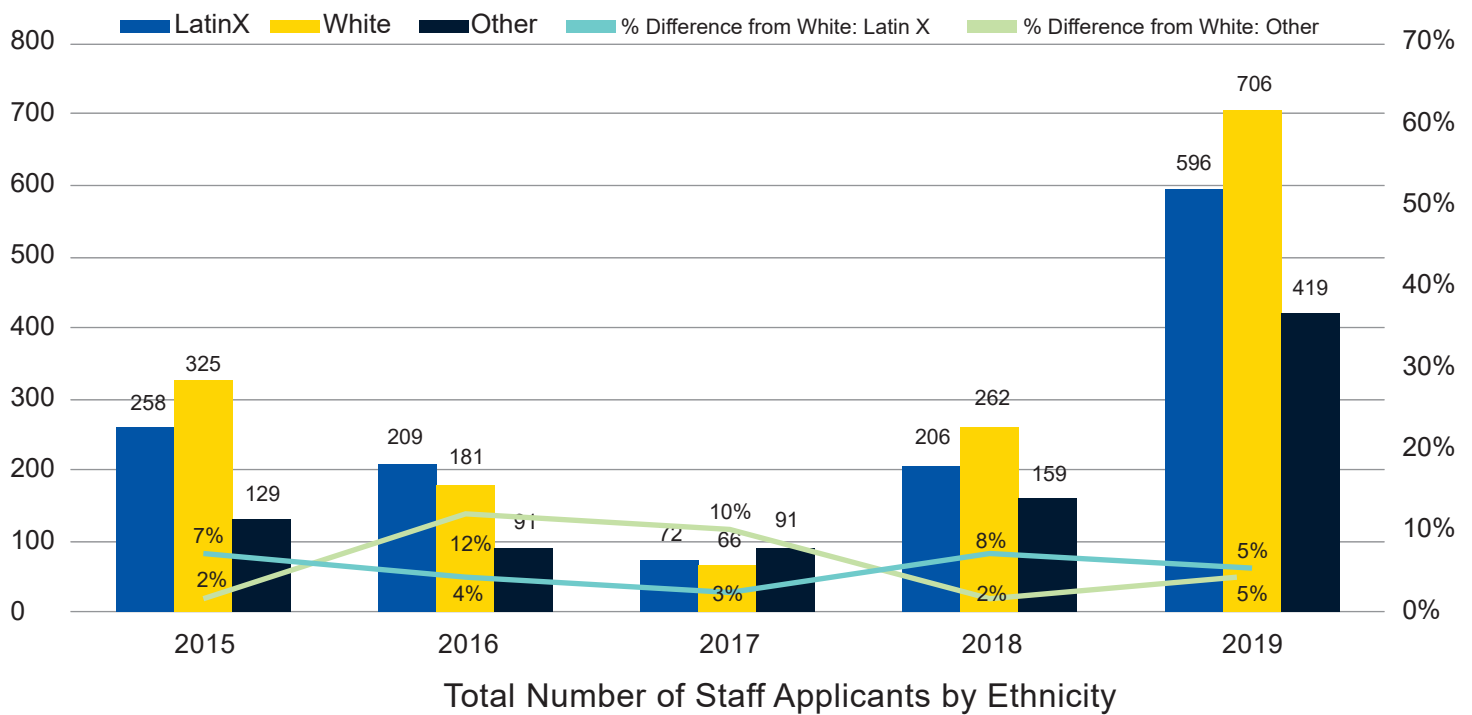
management and faculty differences from the majority population that do not go below 20 percent. In contrast, staff percent differences from the majority range from 2 to 12 percent. In other words, classified staff receives more applicants from LatinX and other underrepresented populations compared to white applicants. Moreover, both faculty and administration/management have percent differences from the majority that peak in the 2017 but begin to decrease over the next two years, especially in 2019.



Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data



Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data



Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data

**HIRING PROCESS RATES
(APPLIED, INTERVIEWED, HIRED 2015-2019)**

It is necessary to analyze the hiring process to identify barriers to equitable hiring. Below, the table and charts illustrate this process disaggregated along white, LatinX, and other underrepresented populations. The process has three stages: application, interview, and hiring. The percentages in the table below are based on the population totals from 2015 to 2019. In other words, each stage is the number of applicants in that stage divided by the total number of applicant in the same stage. For example, in 2019 50 percent of the applications received were white applicants; next, during the interview stage 51 percent of those interviewed were white; and finally, 55 percent of applicants hired

were white. This is an increasing rate of applicants going through the process. Conversely, decreasing percentages would indicate a population that has decreasing success rates. Below, white applicants are the only group with increasing percentages along the process, the only exception being in 2017.

The charts below disaggregate the process rates by employment classification. When disaggregated, the success percentages vary from increasing from year to year. The frequency of increasing success instances is higher among white applicants than LatinX or other underrepresented populations. Conversely, the frequency of decreasing successes is more prevalent among historically underrepresented populations.

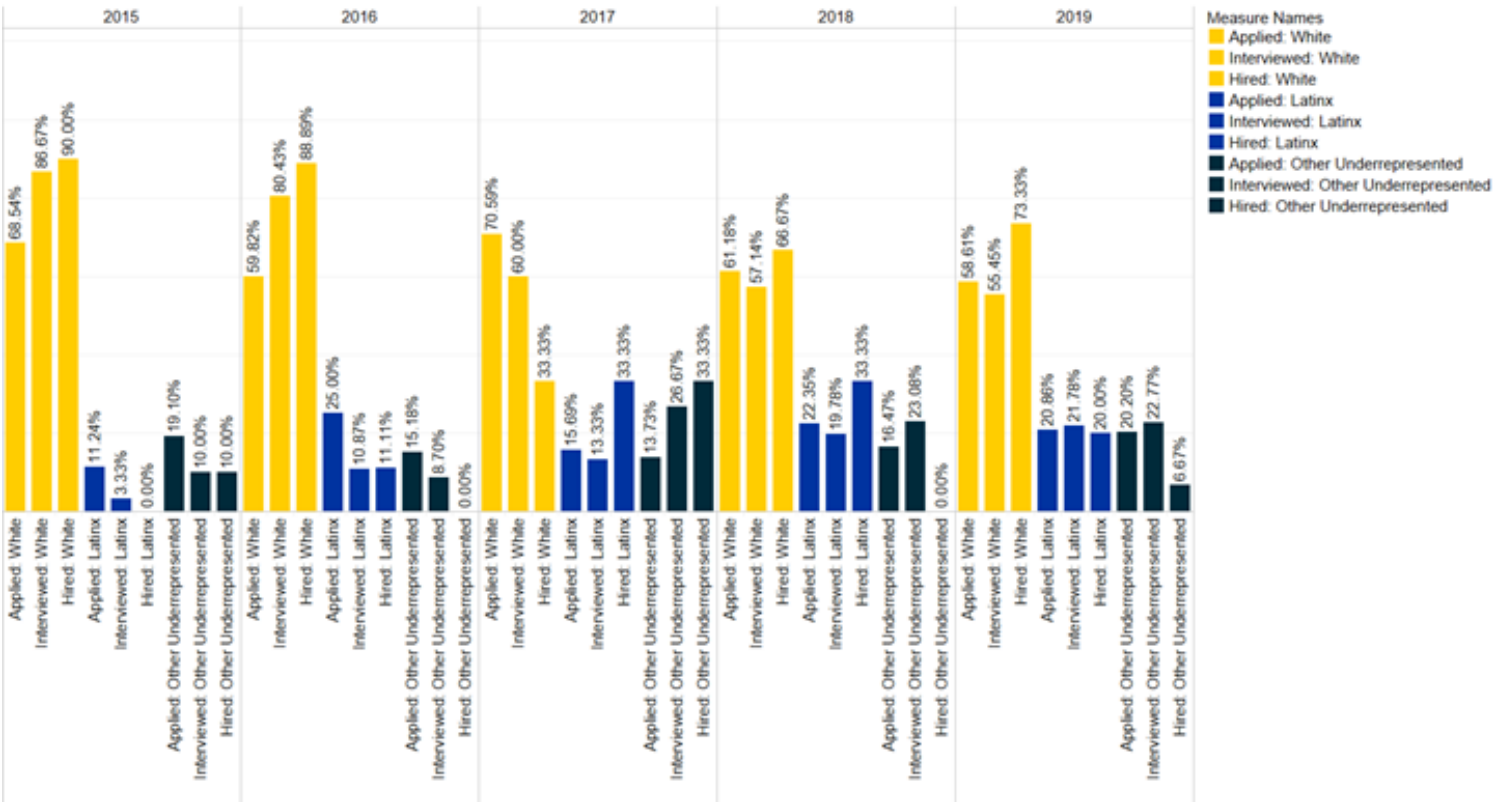
	APPLIED			INTERVIEWED			HIRED			APPLIED			INTERVIEWED			HIRED		
	% Applied	% Interviewed	% Hired	% Applied	% Interviewed	% Hired	% Applied	% Interviewed	% Hired	% Applied	% Hired	% Applied	% Interviewed	% Hired	% Applied	% Interviewed	% Hired	
	2015			2016			2017			2018			2019					
White	54	58	65	47	54	68	60	61	52	59	57	63	50	51	55			
LatinX	33	33	31	40	36	32	25	24	26	27	29	29	36	35	34			
Other Underrepresented	13	9	4	13	10	0	15	14	23	14	14	8	15	14	11			

Teal cells indicate increasing success rates through the hiring process.

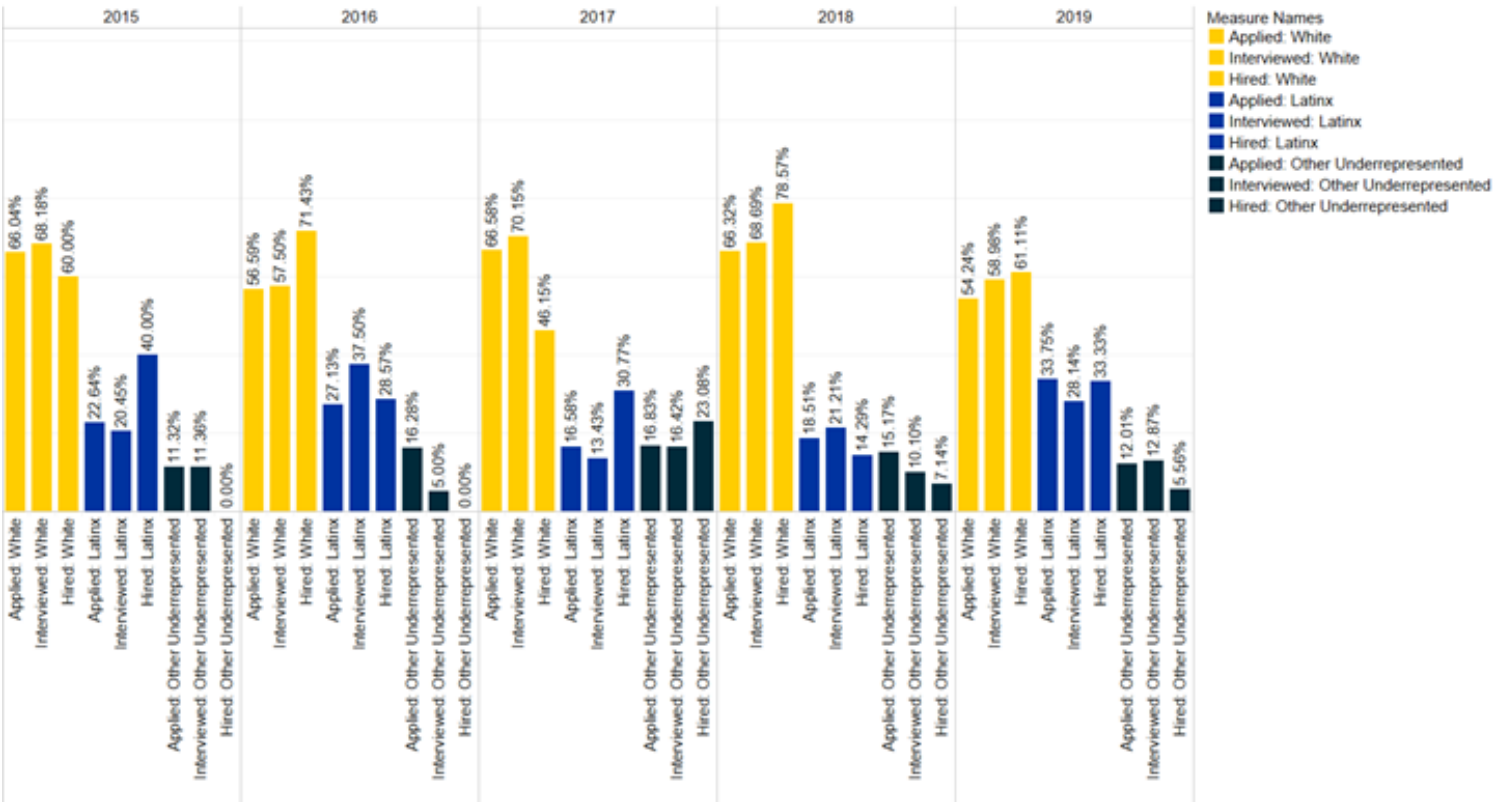
Black cells indicate decreasing success rates through the hiring process.

Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data

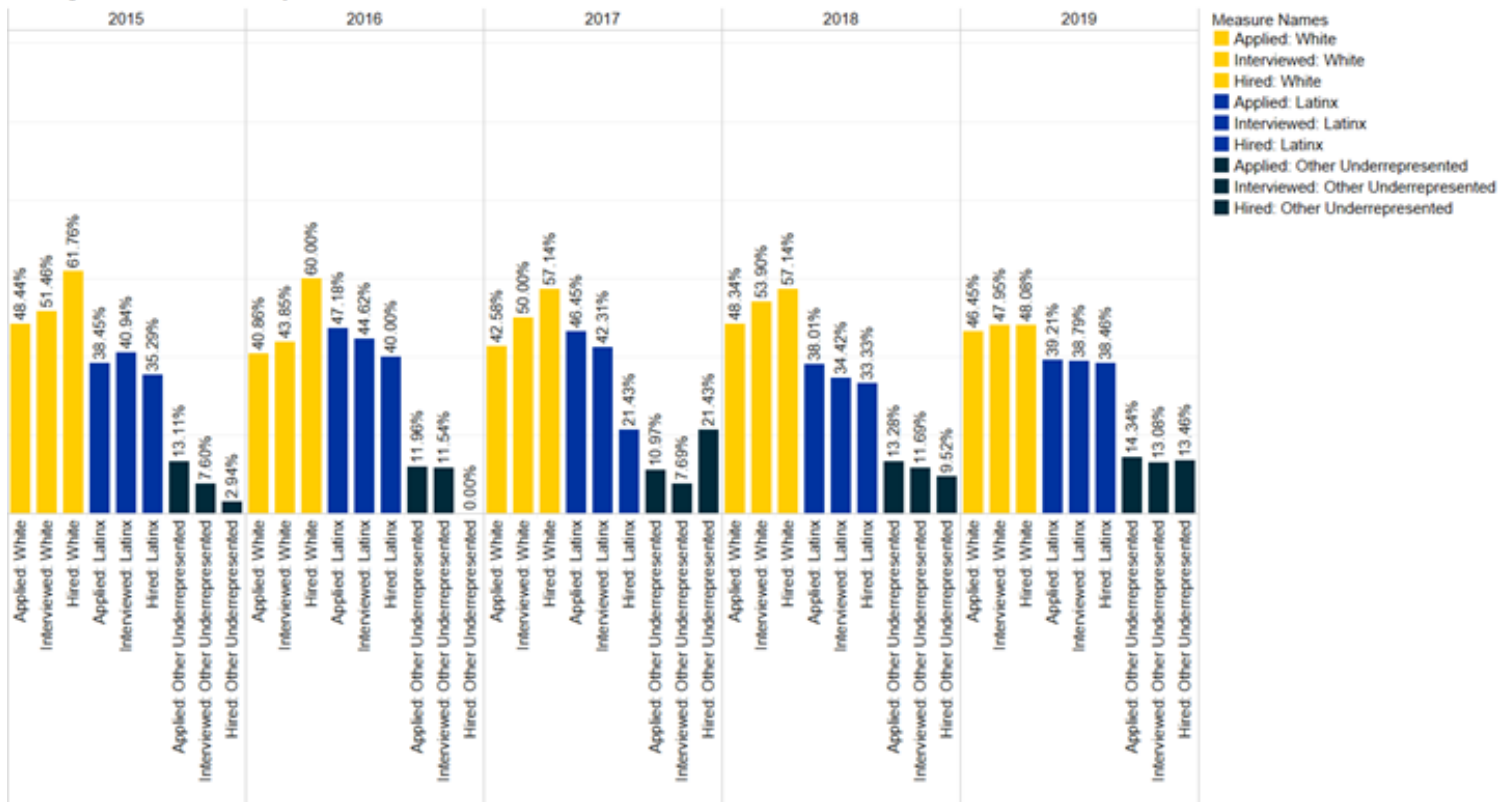
Hiring Process Rates by Admin/Management



Hiring Process Rates by Faculty



Hiring Process Rates by Staff



Source: Allan Hancock EEO Multiple Measures & Applicant Tracking System Data

DATA ANALYSIS

Data collected and analyzed make several key points clear. The Allan Hancock workforce demographics do not mirror the student or community demographics. According to the United States Census Bureau, the Santa Maria population estimation is 80 percent LatinX, 14 percent White, and 6 percent other unrepresented populations. While the clerical/secretarial staff are majority LatinX, like the college majority, these are employee groups with whom students may have infrequent interactions. Instead, the faculty and administration that students would see daily are majority White and not LatinX. This disparity could have adverse impact on student success as representation of LatinX faculty would have a positive impact on student success. Increased LatinX faculty representation would create a more inclusive environment for LatinX students by providing familiarity in faculty as role models. Furthermore,

as student enrollment from local high-schools increases so will the need to create better community representation among faculty and administration.

Eliminating barriers to hiring diverse faculty and administration for better underrepresented group representation has begun with increased recruitment outreach to communities beyond local areas using an online applicant tracking systems, integrated job boards, social media campaigns, and increased focus on diversity job boards. Historically, application submissions have remained steady, but with these new practices in place we are currently seeing increases in the diversity of our applicant pools and a decreasing percentage difference from the majority population. By increasing the diversity of our applicant pools, there is a greater opportunity to close equity gaps in hiring.

This increase in applicant pools will have an impact on the disproportionate impact analysis. For example, in the table below there is disproportionate impact in 2018

¹ AN INVESTIGATION OF CRITICAL MASS: The Role of Latino Representation in the Success of Urban Community College Students Author(s): Linda Serra Hagedorn, Winny (YanFang) Chi, Rita M. Cepeda and Melissa McLain Source: Research in Higher Education, Vol. 48, No. 1 (February 2007), pp. 73-91 Published by: Springer Stable URL: <https://www.jstor.org/stable/25704493>

for faculty and staff with LatinX faculty at 65 percent. In 2019, there was as surge in the applicant pool and the disproportionate impact vanished at 88 percent. In fact, most disproportionately impacted populations

had a percent increase from 2018 to 2019, especially among faculty and staff hires. See appendix B for a full breakdown of all applied, interviewed, and hired data.

ADVERSE IMPACT ANALYSIS- FOUR-FIFTHS (OR 80%) RULE													
Disproportionate Impact = <80%		Interviewed						Hired					
		2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019
Overall	White/Other												
	LatinX	109	95	79	97	89	95	147	78	55	121	92	86
	Other Underrepresented	150	61	63	96	95	95		23		178	48	66
	TOTAL	109	93	87	99	96	98	109	82	69	117	90	90
Admin/ Management	White/Other												
	LatinX	81	23	32	100	95	110	209		30	450	137	77
	Other Underrepresented	114	41	43	229	150	119		40		514		26
	TOTAL	95	79	74	118	107	106	128	76	67	212	92	80
Faculty	White/Other												
	LatinX	192	88	136	77	111	77	96	194	83	268	65	88
	Other Underrepresented	198	97	30	93	64	99				198	40	41
	TOTAL	141	97	98	95	97	92	85	110	79	144	84	89
Staff	White/Other												
	LatinX	81	100	88	78	81	96	151	72	58	34	74	95
	Other Underrepresented	143	55	90	60	79	88		18		146	61	91
	TOTAL	93	94	93	85	90	97	120	78	68	75	85	97

Increasing the applicant pools is an important part of improving workforce demographics, but the hiring process needs to be examined further to increase applicant success rates from historically underrepresented populations. The data shows that applicants from historically underrepresented populations have decreasing chances the further they navigate through the hiring process, especially when overcoming the interview and ultimately being selected. Interviewing and hiring practices require further examination regarding potential barriers to diversity and

equity sensitivity. Additionally, expanding and improving training and development for those participating in the search process is paramount. The district has updated the search committee training for 2020-21, and has increased the availability of other Diversity, Equity, and Inclusion (DEI) to include emphasis on unconscious bias and best practices in interviewing. The district also has two locally developed programs dedicated to fostering a sensitivity to equity and diversity on campus and in the recruitment process. These programs are provided in greater detail on page 25 of this plan.

METHODS FOR ADDRESSING UNDERREPRESENTATION

CCR - Title 5, § 53021 et seq.

RECRUITMENT

The District will actively recruit from both within and outside the district work force to attract qualified candidates for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications.

- a) Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry.
- b) Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.
- c) "In-house or promotional only" recruitments shall not be used to fill any vacation for any position, with the exception of a position being filled on an interim basis for the minimum time necessary to allow for full and open recruitment. No interim appointment or series of interim appointments shall exceed two years in duration.
- d) Recruitment for all open positions will normally include, but not limited to, placement of job announcements in the following instruments:
 1. District career website.
 2. District social media and other electronic media outlets.
 3. Local and regional community publications or job boards.
 4. Publications, including electronic media that are distributed to the general market and to newspapers, publications whose primary

audience is comprised of groups found to be underrepresented in the District's workforce.

5. California Community Colleges Registry.
6. Publications, including electronic media, that are targeted to the professions and/or disciplines appropriate to the position.
7. Recruitment booths at job fairs or conferences oriented to both the public and economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District's workforce.

JOB ANNOUNCEMENTS

Job announcements shall state clearly the job specifications setting forth the knowledge, skills, and abilities necessary to job performance.

For faculty and administrative positions, job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Job specifications, including any "required," "desired," or "preferred" qualifications beyond the state minimum qualifications which the district wishes to utilize, shall be reviewed before the position is announced, to ensure conformity with the requirements of equal employment regulations and state and federal nondiscrimination laws.

REVIEW OF INITIAL AND QUALIFIED APPLICANT POOLS

The application for employment shall provide for self-identification of the applicant's gender, ethnic group identification and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, monitoring, and evaluating the effectiveness of the district's equal employment opportunity plan.

- a) After the application deadline has passed, the composition of the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee.

b) The initial applicant pool shall be screened to eliminate applicants who do not satisfy the minimum qualifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool." The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken.

SCREENING AND SELECTION PROCEDURES

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit, and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria. The District's recruitment and hiring procedures will include in its section on applicant screening by screening/interview committees the following provisions:

- a) All screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:
 1. Provided to the Chancellor's Office upon request;
 2. Designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. "Meaningful consideration" means that candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position;
 3. Based solely on job-related criteria; and
 4. Designed to avoid an adverse impact, and monitored to detect and address any adverse impact for any identifiable monitored groups.
- b) When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Selection/screening committees will be encouraged to include members from monitored groups.
- c) The equal employment opportunity officer or designee shall approve the makeup of screening/interview committees. If the equal employment opportunity officer does not approve the screening/interview committee for lack of diversity, he or she should take necessary steps to remedy the lack of diversity.
- d) Before a person can serve on a screening or interview committee, he or she must receive equal employment opportunity/diversity training.
- e) All screening materials, including testing and demonstrations, must be approved by the equal employment opportunity officer or designee for compliance with these rules.
- f) The equal employment opportunity officer shall monitor recruitments for adverse impact and may recommend corrective action.
- g) If monitoring for adverse impact reveals that any selection technique or procedure has adversely impacted any monitored group, the superintendent/president or his/her designee will do the following:
 1. Suspend the selection process and take timely and effective steps to remedy the problem before the selection process resumes.
 2. When appropriate, assist the screening/interview committee by discussing the overall composition of the applicant pool and the screening criteria or procedures, which have produced an adverse impact, provided that confidential information about the individual candidates is not disclosed.
 3. When necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.

- h) The District will not designate or set aside particular positions to be filled by members of any group defined in terms of age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, parental status, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by federal or state law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.
- i) The superintendent/president or designee shall make all final hiring decisions based upon careful review of the candidate or candidates recommended through the screening/selection

committee, subject to board approval.

- j) The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objective of this Plan, the District will request that the Equal Employment and Staff Diversity Committee recommend new methods to meet the Plan objectives, or if necessary, modify the Plan itself to ensure equal employment opportunity.

LONG-TERM ANALYSIS AND REMEDIES

If any underrepresentation is identified as a result of the district's longitudinal analysis of its recruitment and workforce demographics, the district shall address the underrepresentation.

ADDITIONAL STEPS TO REMEDY ANY SIGNIFICANT UNDERREPRESENTATION

5 CCR § 53006

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

1. review its recruitment procedures; review and advise on recruitment efforts, job announcements, interview protocols;
2. consult with counsel to determine whether there are other additional measures that may be undertaken that are required or permitted by law;
3. consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
4. if significant underrepresentation persists, review each locally-established job qualification to determine if it is job related and consistent with business necessity;
5. discontinue the use of any non job-related local qualification;
6. continue using job-related local qualifications only if no alternative standard is reasonably available;
7. consider the implementation of additional measures designed to promote diversity.
8. review retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff;
9. advise on implementing the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
10. promote hiring of faculty and administrators who have attended and/or graduated from a community college;

For this purpose of this section, “a reasonable period of time” means three years, or such longer period as the Chancellor may approve up the request of the Equal Employment Opportunity and Staff Diversity Committee.

Nothing in this section shall be construed to prohibit a district from taking any other steps it concludes are

necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of federal and state constitutional and statutory nondiscrimination law.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code sections 11135 et seq. and 12940(m), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

The ADA Coordinator is responsible for handling requests for accommodations from current employees as well as for applicants seeking such accommodations during the application/selection process. Individuals seeking a reasonable accommodation should contact the Office of Human Resources at:

ADA Coordinator
800 South College Drive
Santa Maria, CA 93454
805-922-6966 x 3338
ahchr@hancockcollege.edu

ON-GOING COMMITMENT TO EQUAL EMPLOYMENT AND DIVERSITY

The District acknowledges that various approaches are required to fulfill its mission of ensuring EEO and the creation of a diverse workforce. EEO means all qualified individuals have a fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. EEO should exist at all levels and in all job categories. This also requires creating an environment that fosters cooperation, democracy, and free expression of ideas welcoming to all people. The District will promote learning opportunities and personal growth in the area of diversity and establish and maintain the desired academic and working environment. The District’s diversity programs may include, but are not limited to, the following activities:

1. Conducting campus climate surveys of faculty, staff, administrators, and students.
2. Presenting guest speakers on diversity topics and issues relevant to District employees.
3. Highlighting the District’s EEO and diversity policies in job announcements and in recruitment, marketing and other publications.
4. Promoting diversity events and informing faculty and staff about diversity and EEO programs, policies, and practices.
5. Providing Diversity, Equity, and Inclusion (DEI) training opportunities for faculty, staff, and administrators.
6. Providing unconscious bias and Equal Employment training opportunities for faculty, staff, and administrators.
7. Encourage, develop and support mentor programs for faculty and staff that serve to develop leadership potential in faculty, staff and students from underrepresented and diverse groups.

8. Conducting outreach to student, professional, community and other organizations that represent the diverse community the District serves.

LOCAL PROGRAMS DEMONSTRATING ON-GOING COMMITMENT TO EEO/DIVERSITY

Faculty Diversity Resource Specialist (DRS)

A Diversity Resource Specialist (DRS) is a full-time faculty member trained to participate as a voting member in all phases of the screening and interview process for faculty hiring. A DRS also serves a unique role in assisting faculty hiring committees to:

- maximize the diversity of the candidate/applicant pool,
- develop methods of assessing diversity through meaningful interview questions related to diversity,
- assess each candidate's sensitivity to the district's diverse student population when screening,
- interviewing and ranking faculty (instructional and service) demos and writing samples.

Each screening and interview committee must include a DRS. The DRS may not be a member of the department that is hiring. The DRS is selected by the faculty chair, in consultation with human resources, from a trained pool of Diversity Resource Specialists.

The Diversity Resource Specialist will discuss his or her role on the committee and review staff diversity/equal employment opportunity principles and practices with committee members.

The district Equal Employment Opportunity officer or representative in consultation with the committee's diversity resource specialist shall review the applicant pool. This evaluation includes determining the adequacy of the applicant pool and recommending to the superintendent/president any further action. If the superintendent/president in consultation with the Diversity Resource Specialist or Equal Employment Opportunity officer determines that the pool is inadequate, then he or she may decide to extend the closing date and reconvene the screening and interview committee to discuss how to improve the pool of applicants and determine the next steps in the process.

The Equal Employment Opportunity officer and the Diversity Resource Specialist will review the slate of applicants to be interviewed and may recommend, after consultation with the committee, additional applicants to be interviewed or extension of the search process.

Equity Ambassador Program

The Equity Ambassador Program is a professional development opportunity created in partnership with JUST Communities, a social justice non-profit organization locally based in Santa Barbara, California. The District has partnered with JUST Communities to offer an intensive four-day Diversity, Equity, and Inclusion (DEI) program. The series of DEI workshops will equip faculty, staff and administrators with the knowledge, skills, and resources required to become equity ambassadors on and off campus. Equity Ambassadors will champion DEI initiatives on campus, serve on shared governance committees and councils, and serve as equity monitors for future hiring committees.

The first cohort is limited to thirty (30) participants. Cohort members must commit to all four (4) dates to complete the program. The program includes:

- Developing a Common Language on Diversity, Equity and Inclusion (DEI). Participants will learn to talk about and identify: stereotypes, bias/prejudice, discrimination, and oppression.
- Explore the Table of Oppression: how do issues play out in aspects of college life; hiring, education, outreach, etc. What is implicit bias and how does it affect hiring processes at AHC?
- Review and learn to apply what you've learned about equity and inclusion. How do we communicate? How do you engage others?

The Equity Ambassador Program is scheduled to commence fall 2020. With additional cohorts to follow each year.

APPENDIX A

Santa Maria Valley Chamber of Commerce

614 S Broadway, Santa Maria, CA 93458
 Contact: Molly Schiff
 805.925.2403 ext. 816
 molly@santamaria.com

City of Santa Maria

110 E Cook, Santa Maria, CA 93454
 Contact: HR Division
 805. 925.0951 ext. 2203
 HRAssist@cityofsantamaria.org

Santa Barbara Planning & Development – North County Office

624 W Foster Road, Santa Maria, CA 93455
 805.568.2800
 hr@co.santa-barbara.ca.us

Santa Barbara County Office of Education

200 E Fesler Street, Santa Maria, CA 93454
 Contact: Jessica Lopez (HR Manager)
 805.964.4710 ext. 5208
 jlopez@sbceo.org

Orcutt Union School District

500 Dyer Street, Orcutt CA 93455
 Contact: Susan Salucci
 805.938.8909
 ssalucci@orcutt-schools.net

Boys and Girls Club – Central Coast

901 N. Railroad Ave., Santa Maria, CA 93454
 Contact: Meghan Harris (Director of People & Culture)
 805.922.7163
 meghan@bgccentralcoast.org

Santa Barbara Bonita School District

708 Miller Street, Santa Maria, CA 93454
 Contact: Bijou Beltran
 805.361.8120

Santa Maria Valley YMCA

3400 Skyway Drive, Santa Maria, CA 93455
 Contact: Shannon Seifert
 805.937.8521 ext 106
 ssifert@smvymca.org

GALA of the Central Coast

1060 Palm Street, San Luis Obispo, CA 93401
 Contact: Doug Heumann (President)
 805.541.4252

EDD

130 E Ortega, Santa Barbara, CA 93101
 805.568.1296
 EDDRecruiter@edd.gov

National Assoc. of Advancement of Colored People – Santa Maria/Lompoc

185 Oakmont Ave., Lompoc, CA 93436
 805.733.3463

Future Leaders of America - Santa Maria Region

110 S. Lincoln St Suite 207
 Santa Maria, CA 93458-5067

Workforce Resource Center (Santa Maria)

1410 S Broadway Santa Maria CA 93454-6971
 805.614.1275

Appendix B

		APPLIED						
		2014	2015	2016	2017	2018	2019	Grand Total
Overall	White/Other	222	541	321	378	624	1,190	3,276
	Latinx	181	327	272	156	316	850	2,102
	Asian	22	75	44	45	95	176	457
	Black	16	45	33	35	51	119	299
	Ind/Alk	6	10	9	11	9	35	80
	Hi/Pi	0	3	5	2	4	17	31
		44	133	91	93	159	347	867
	Female	239	616	412	279	540	1,331	3,417
	Male/Other	208	386	272	348	561	1,057	2,832
	TOTAL	447	1,002	684	627	1,101	2,388	6,249
Admin/ Management	White/Other	2323	61	67	36	104	177	468
	Latinx	22	10	28	8	38	63	169
	Asian	1	6	9	2	14	36	68
	Black	8	11	6	3	14	19	61
	Ind/Alk	0	0	1	2	0	3	6
	Hi/Pi	0	0	1	0	0	3	4
		9	17	17	7	28	61	139
	Female	19	32	53	14	86	130	334
	Male/Other	35	57	59	37	84	172	444
	TOTAL	54	89	112	51	170	302	778
Faculty	White/Other	96	140	73	265	258	307	1,139
	Latinx	50	48	35	66	72	191	462
	Asian	13	13	4	33	39	39	141
	Black	6	9	14	24	15	20	88
	Ind/Alk	4	2	1	8	3	7	25
	Hi/Pi	0	0	2	2	2	2	8
		23	24	21	67	59	68	262
	Female	88	108	70	176	168	353	963
	Male/Other	81	104	59	222	221	213	900
	TOTAL	169	212	129	398	389	566	1,863
Staff	White/Other	103	325	181	66	262	706	1,643
	Latinx	109	258	209	72	206	596	1,450
	Asian	8	54	31	8	42	101	244
	Black	2	24	13	8	22	80	149
	Ind/Alk	2	7	7	1	6	25	48
	Hi/Pi	0	3	2	0	2	12	19
		12	88	53	17	72	218	460
	Female	132	451	289	73	286	848	2,079
	Male/Other	92	220	154	82	256	672	1,476
	TOTAL	224	671	443	155	542	1,520	3,555

		INTERVIEWED						Grand Total
		2014	2015	2016	2017	2018	2019	
Overall	White/Other	64	146	117	85	203	848	1,463
	Latinx	57	84	78	34	92	574	919
	Asian	10	13	12	9	28	132	204
	Black	6	8	7	5	18	69	113
	Ind/Alk	3	1	2	5	3	25	39
	Hi/Pi	0	0	0	1	0	10	11
		19	22	21	20	49	236	367
	Female	74	156	132	62	173	913	1,510
	Male/Other	66	96	84	77	171	747	1,241
	TOTAL	140	252	216	139	344	1,660	2,751
Admin/ Management	White/Other	9	26	37	9	52	112	245
	Latinx	7	1	5	2	18	44	77
	Asian	1	1	3	1	11	25	42
	Black	3	2	1	1	10	17	34
	Ind/Alk	0	0	0	2	0	2	4
	Hi/Pi	0	0	0	0	0	2	2
		4	3	4	4	21	46	82
	Female	4	13	22	3	51	88	181
	Male/Other	16	17	24	12	40	114	223
	TOTAL	20	30	46	15	91	202	404
Faculty	White/Other	19	30	23	47	68	197	384
	Latinx	19	9	15	9	21	94	167
	Asian	5	3	1	6	6	27	48
	Black	2	1	1	2	3	8	17
	Ind/Alk	2	1	0	2	1	7	13
	Hi/Pi	0	0	0	1	0	1	2
		9	5	2	11	10	43	80
	Female	30	21	24	34	40	181	330
	Male/Other	17	23	16	33	59	153	301
	TOTAL	47	44	40	67	99	334	631
Staff	White/Other	36	88	57	26	83	539	829
	Latinx	31	70	58	22	53	436	670
	Asian	4	8	8	1	11	80	112
	Black	1	5	5	2	5	44	62
	Ind/Alk	1	0	2	1	2	16	22
	Hi/Pi	0	0	0	0	0	7	7
		6	13	15	4	18	147	203
	Female	40	115	86	22	82	644	989
	Male/Other	33	56	44	30	72	480	715
	TOTAL	73	171	130	52	154	1,124	1,704

		% HIRED						80% RULE							
		2014	2015	2016	2017	2018	2019	Total	2014	2015	2016	2017	2018	2019	
Overall	White/Other	5	7	9	4	7	4	5.43							
	Latinx	7	5	5	5	6	3	4.66	147	78	55	121	92	86	
	Asian	0	1	0	9	3	4	3.28	0	20	0	210	48	101	
	Black	0	2	0	6	2	1	1.67	0	33	0	135	30	21	
	Ind/Alk	0	0	0	9	11	3	3.75	0	0	0	215	169	72	
	Hi/Pi		0	0	0	0	0	0.00	0	0	0	0	0	0	
	Female	6	5	7	5	5	4	4.92	152	87	127	103	74	138	
	Male/Other	4	6	5	5	7	3	4.63							
TOTAL	5	5	6	5	6	4	4.78	109	82	69	117	90	90		
Admin/ Management	White/Other	4	15	12	3	6	6	7.69							
	Latinx	9	0	4	13	8	5	5.92	209	0	30	450	137	77	
	Asian	0	0	0	0	0	0	0.00	0	0	0	0	0	0	
	Black	0	9	0	0	0	0	1.64	0	62	0	0	0	0	
	Ind/Alk			0	50			33	33.33	0	0	0	1800	0	536
	Hi/Pi			0				0	0.00	0	0	0	0	0	
	Female	11	13	9	0	3	7	6.89	368	119	139	0	49	198	
	Male/Other	3	11	7	8	7	3	5.86							
TOTAL	6	11	8	6	5	5	6.30	128	76	67	212	92	80		
Faculty	White/Other	4	4	7	2	4	4	3.78							
	Latinx	4	8	6	6	3	3	4.33	96	194	83	268	65	88	
	Asian	0	0	0	9	3	3	3.55	0	0	0	402	60	72	
	Black	0	0	0	0	0	0	0.00	0	0	0	0	0	0	
	Ind/Alk	0	0	0	0	0	0	0.00	0	0	0	0	0	0	
	Hi/Pi			0	0	0	0	0.00	0	0	0	0	0	0	
	Female	3	3	7	4	5	4	4.05	92	41	211	147	175	157	
	Male/Other	4	7	3	3	3	2	3.22							
TOTAL	4	5	5	3	4	3	3.65	85	110	79	144	84	89		
Staff	White/Other	5	6	8	12	9	4	5.96							
	Latinx	7	5	5	4	7	3	4.62	151	72	58	34	74	95	
	Asian	0	2	0	13	5	6	4.10	0	29	0	103	52	168	
	Black	0	0	0	25	5	1	2.68	0	0	0	206	50	35	
	Ind/Alk	0	0	0	0	17	0	2.08	0	0	0	0	182	0	
	Hi/Pi		0	0		0	0	0.00	0	0	0	0	0	0	
	Female	7	5	6	10	6	4	5.05	157	117	113	112	55	127	
	Male/Other	4	5	5	9	10	3	5.08							
TOTAL	6	5	6	9	8	3	5.06	120	78	68	75	85	97		

Appendix C



Hiring Equitably

Hancock College Hiring Committee Training

Title 5

Requirements Regarding Equal Employment

ALLAN HANCOCK COLLEGE Title 5

5 CCR § 53000 et seq

Title 5 requires active steps to promote faculty and staff equal employment opportunity. Under Title 5 the District shall:

- Adopt policy statement on commitment to EEO
- Develop and adopt an [EEO plan](#)
- Collect and analyze longitudinal EEO data
- Establish an EEO advisory committee
- Provide training for hiring committees
- Outreach inside and outside the district for vacancies
- Monitor all recruitment processes for adverse impact
- Locally develop, and implement on a continuing basis, indicators of institutional commitment to diversity
- Establish a process to file EEO complaints



Non-Discrimination Law

Federal and State Equal Employment Laws & Regulations

ALLAN HANCOCK COLLEGE Equal Employment Opportunity Laws and Regulations



Title VII of the Civil Rights Act of 1964 (Title VII)
The Pregnancy Discrimination Act
Equal Pay Act
Age Discrimination in Employment Act (ADEA)
Americans with Disabilities Act (ADA)
Civil Rights Act of 1991
Rehabilitation Act of 1973
Genetic Information Nondiscrimination Act (GINA)



Fair Employment and Housing Act (FEHA)
CA Code of Regulations 5 CCR § 53000 et. seq.
CA Education Code 87100 et. seq.

ALLAN HANCOCK COLLEGE Discrimination Defined

Disparate/Adverse Impact

- "Unintentional Discrimination"
- Facially neutral policies and/or practices that adversely impact a protected group
- 80% (4/5th) Rule - Substantially different rate of selection of non-protected group
- Not necessarily unlawful

Disparate Treatment

- Unlawful discrimination by way of intentional mistreatment of people in a protected group
- Direct - Protected group membership was a motivating factor in the employment decision
- Indirect - No direct evidence of racially motivated decision but on it's face is discriminatory until proven otherwise

District Policies

On non-discrimination, recruitment and hiring


ALLAN HANCOCK COLLEGE District Policies

Board Policies & Administrative Procedures

- BP/AP 3420 Equal Employment Opportunity and Staff Diversity
- BP/AP 7120 Faculty Hiring
- BP/AP 3435 Discrimination and Harassment Complaints and Investigations
- BP/AP 3410 Nondiscrimination

Documents

- District Equal Employment Opportunity Plan
- District Diversity Statement



ALLAN HANCOCK COLLEGE District Policies

District EEO Plan

Our roadmap to a diverse workforce.

- Adopt policy statement on commitment to EEO
- Develop and adopt and [EEO plan](#)
- Collect and analyze longitudinal EEO data
- Establish an EEO advisory committee
- Provide training for hiring committees
- Outreach inside and outside the district for vacancies
- Monitor all recruitment processes for adverse impact
- Locally develop, and implement on a continuing basis, indicators of institutional commitment to diversity
- Establish a process to file EEO complaints



Diversity, Equity, and Inclusion

DEI Awareness and Cultural Proficiency

ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Diversity


Diversity encompasses all those differences that make us unique, including but not limited to race, color, ethnicity, language, nationality, sexual orientation, religion, gender, gender identity, socio-economic status, marital and family status, age and physical and mental ability.

Equity


Equity seeks to ensure fair treatment, equality of opportunity, and fairness in access to information and resources for all.

Inclusion


Inclusion builds a culture of belonging by actively inviting the contribution and participation of all people.



DIVERSITY
of people, perspectives



EQUITY
in policy, practice & positions



INCLUSION
via power, voice & organizational culture

ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Diversity Defined (Title 5)

A condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds. Title 5 Requires:

- That applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students.
- That meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.



ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Inherent Diversity

Inherent diversity refers to the traits we are all born with including skin color, gender, cultural background, sexual orientation. This is the diversity that makes some of us uncomfortable in workplaces; to acknowledge that conscious and unconscious biases exist in ourselves (and organizational processes) towards people who are different to us.

Acquired Diversity

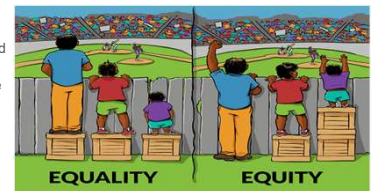
Acquired diversity refers to differing perspectives on ideas and unique insights into problems acquired through different experiences. This recently has become known as cognitive diversity. For example, the different perspective a posting to an overseas assignment brings, or, the different thinking styles in a team such as reflective, analytical, etc...



ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Equity

The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.



ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Equity-Mindedness

The perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students, and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American Higher Education.



Center for Urban Education

ALLAN HANCOCK COLLEGE Diversity, Equity, and Inclusion

Inclusion


The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.

- Make people matter!
- Encourage people to tell their story!
- Encourage other to be their unique self!


Belonging

Being part of a group, sharing in the confidence, security and allegiance that it brings.

- Both individual and collective
- A basic human need
- A feeling of psychological safety




ALLAN HANCOCK COLLEGE Best Practices in Hiring



Benefits of Workplace Diversity


Closing Equity Gaps

“

The validation of students experiences and struggles by faculty of the same ethnicity and gender builds self-confidence and self-esteem among students from disadvantaged backgrounds who may come to college doubting their academic potential.

Stephen Cole & Elinor Barber, *Increasing Faculty Diversity: The Occupational Choices of High-achieving Minority Students* (Cambridge, MA: Harvard University Press, 2003)

Workplace Diversity



Diversity as Competitive Advantage

- Diverse companies are 45% likelier to report market share growth; 70% likelier to capture a new market.
- Women are 20% less likely to win endorsement for their ideas, people of color are 24% less likely and LGBTQ employees 21% less likely, in organizations that lack diversity.
- A team with a member who shares a client's ethnicity is 152% likelier than another team to understand that client (Replace client with Student).
- Leaders who give diverse voices equal airtime are nearly twice as likely as others to unleash value-driving insights, and employees in a "speak up" culture are 3.5 times as likely to contribute their full innovative potential.

Source: Harvard Business Review (December 2013)

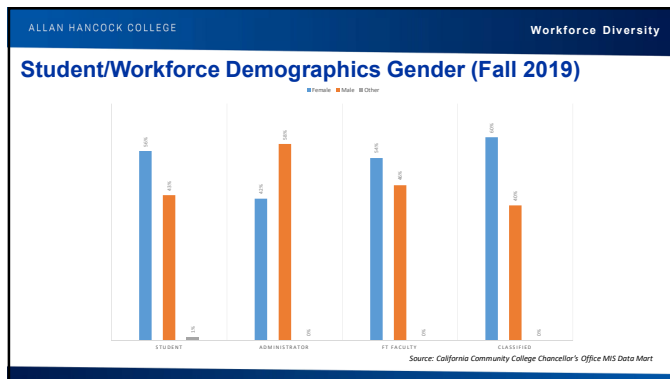
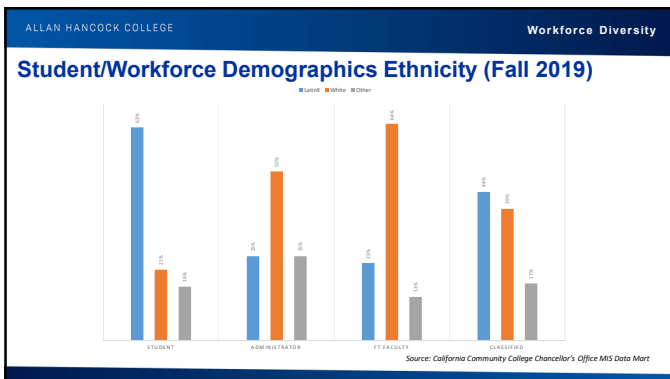
Workplace Diversity

Diversity and Student Success

- Study concluded that underrepresented minority students are 1.2-2.8 percentage points more likely to pass classes, 2.0-2.9 percent less likely to drop out of classes, and 2.4-3.2 percentage points more likely to get a grade of B or higher in classes with underrepresented instructors.
- Results indicate that the presence of Latino faculty on campus may increase the availability of role models for students and foster a sense of belonging and social integration among students. Therefore availability of, and contact with, Latino faculty may be more important than previously thought. Overall, results from this research indicate that, as the numbers of Latino students and faculty on campus increase to a critical mass, academic success increases as well.

Fairlie, R.W., Hoffman, F. Oreopoulos. A Community College Instructor Like Me, Race and Ethnicity Interactions in the Classroom. American Economic Review 104(8) 2567-2591 (2014)

AN INVESTIGATION OF CRITICAL MASS: The Role of Latino Representation in the Success of Urban Community College Students Author(s): Linda Serra Hagedorn, Winny (YanFang) Chi, Rita M. Cepeda and Melissa McLain Source: Research in Higher Education, Vol. 48, No. 1 (February 2007), pp. 73-91 Published by: Springer Stable URL: <http://www.jstor.org/stable/25704493>



Best Practices in Hiring

Best Practices in Screening and Interviewing Equitably

ALLAN HANCOCK COLLEGE Best Practices in Hiring

Uniform Guidelines on Employee Selection

- All selection criteria are based on the overall job analysis
- Tests and tools for candidate selection should be validated on content, criterion, and construct validity
- All selection criteria should pass the 80% or four-fifths rule

Impartial Interview/Screening Techniques

- Standardized Questions & Ratings
- Competency-based Questions & Ratings
- Behavioral Interviewing
- Blind Resume Review!

ALLAN HANCOCK COLLEGE Best Practices in Hiring

Behavioral Interviewing

Behavioral and competency-based interviewing both aim to discover how the interviewee performed in specific situations. The logic is based on the principle that past performance predicts future behavior; how the applicant behaved in the past indicates how he or she will behave in the future.

- Structured interview
- Focuses on candidate's past experiences and behaviors
- Reveals a candidate's actual level of experience
- Focuses on knowledge, skills, and abilities required to be successful in the job
- Focuses on practical application vs. theory (hypothetical)
- Reduces bias and ambiguity

ALLAN HANCOCK COLLEGE Best Practices in Hiring

Competency-Based Interviewing

Competencies are specific employee behaviors that relate to an organization's strategic goals, are correlated with job performance and can be measured and strategically leveraged across multiple HR and other business systems to improve overall performance.

- Provides organizations with a way to define—in behavioral terms—what it is that people need to do to produce the results the organization desires, in a way that is in keeping with its culture.
- Enables organizations to evaluate the extent to which employees demonstrate the behaviors that are critical for success and are critical for strengthening an organization's capacity to meet strategic objectives.
- Competencies are characteristics of individuals that can be developed and improved.
- Competencies can provide a structured model that can be used to integrate and align management practices (e.g., recruiting, performance management, training and development, reward and recognition) throughout the organization.

By interviewing for job and organizational fit based on competencies, employers can gather important information regarding whether a job candidate is capable of successfully performing all the necessary requirements for that job while also being a good fit for the organization.

ALLAN HANCOCK COLLEGE Best Practices in Hiring

S.T.A.R + R Method for Behavioral Interviews



Situation

What was the situation or issue the candidate had to address?



Task

What specific task or project was needed to accomplish the goal?



Action

What specific actions did the candidate take to resolve the situation or issue?



Results

What were the results of these actions?



Reflect

Would the candidate do anything differently in hindsight?

←—————→

ALLAN HANCOCK COLLEGE Best Practices in Hiring

Behaviorally Anchored Rating Scales (BARS)

BARS is designed to bring the benefits of both qualitative and quantitative data to the employee appraisal process by comparing an individual's performance against specific examples of behavior which are then categorized and appointed a numerical value used as the basis for rating performance.

- Measures desired behaviors

Competency-Based Rating Scales

Seeks to group questions under pre-determined *key competencies*, whereas the candidate's responses are evaluated on how they best satisfy the competency vs. individual questions. Questions focus on assessing a candidate's strengths and weaknesses, then responses are evaluated against agreed criteria to build up an objective picture of their suitability for the role.

- Measures key competencies

Meaningful Rubrics

The number of ratings/ranking in the scale is not nearly as important as how those ratings are defined. Clearly defining what each value means ensures a more objective analysis. For example, in evaluating a behavioral question, a 1-5 scale can be defined as:

- **Far Exceeds Requirements:** Perfect answer. Demonstrates competency accurately, consistently, and independently. All points relevant. All good examples.
- **Exceeds Requirements:** Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples.
- **Meets Requirements:** Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples.
- **Below Requirements:** Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples.
- **Significant Gap:** Fails to demonstrate competency regardless of guidance provided. No good examples.

Questions?



ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 9, 2020
Subject:	Equal Employment Opportunity Fund Multiple Method Allocation Certification Form for Fiscal Year 2019-2020	Item Number:	11.F.
Strategic Goal:	Goal G1: To sustain a college-wide culture that values qualitative and quantitative data in the decision making process.	Enclosures:	Page 1 of 13

BACKGROUND

The Chancellor's Office determines the Equal Employment Opportunity Fund allocation to each district based on compliance with legal Equal Employment Opportunity (EEO) requirements to provide our students with the educational benefits of a diverse workforce.

The attached multiple methods report was due to the Chancellor's Office on June 1, 2020. However, due to COVID-19, the Chancellor's Office granted an extension to submit the form by June 10, 2020. Following board approval, a signed copy of the approved document will be forwarded to the Chancellor's Office.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the Equal Employment Opportunity Multiple Method Fund Allocation Form 2019 – 2020, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

District Name: Allan Hancock College

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

Yes

No

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

Method 2 (Board policies and adopted resolutions)

Method 3 (Incentives for hard-to-hire areas/disciplines)

Method 4 (Focused outreach and publications)

Method 5 (Procedures for addressing diversity throughout hiring steps and levels)

Method 6 (Consistent and ongoing training for hiring committees)

Method 7 (Professional development focused on diversity)

Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)

Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: Liz Phillips & Susannah Kopecky

Title: Co-Chairs, EEO-Diversity Committee

Signature: _____

Date: _____

Chief Human Resources Officer

Name: Ruben Ramirez

Title: Director, Human Resources

Signature: _____

Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Kevin G. Walthers

Title: Superintendent/President

Signature: _____

Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: June 9, 2020

Name: Larry Lahr

Title: **President/Chair, Board of Trustees**

Signature: _____

Date: _____



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district's success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

Yes

No

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Please provide an explanation and evidence of meeting this Multiple Method, #1

The District's EEO Advisory Committee was established in 2010. The committee meets once a month and consists of a representative from each constituency group with two co-chairs. This past year, the committee revised the **EEO Plan. This was approved by the Board of Trustees on June 9, 2020.** The committee is reviewing Board Policy 3420, Equal Employment Opportunity and Staff Diversity, and Board Policy 7120, Recruitment and Hiring and will take it to the Board of Trustees in the fall 2020.

The committee continues to monitor and reviews Title 5, EEO Expenditure and Performance reports, recruitment, outreach, job fairs, and professional development.

Allan Hancock College submitted the **Equal Employment Opportunity Fund, District Expenditure Report** for the fiscal year of 2018-2019 on September 23, 2019.

The EEO Advisory Committee has implemented the Equity Ambassador Program and is scheduled to commence in fall 2020.

Allan Hancock College recognizes that diversity in the academic environment foster cultural awareness, mutual understanding and respect, harmony and creativity, while provided images for all students.

Evidence: provide the EEO plan, EEO Fund & District Expenditure Report, Diversity Statement, EEO agenda, and BP 3240 & BP 7120

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Board Policy 3420, Equal Employment Opportunity and Staff Diversity was approved June 16, 2015. This board policy is currently under review with plans of taking it to the Board of Trustees in the fall 2020. The policy recognized that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers.

Board Policy 7120, Recruitment and Hiring was approved March 21, 2006 by the Board of Trustees. This board policy is currently under review with plans of taking it to the Board of Trustees in fall 2020. The Board that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the District have



Equal Employment Opportunity
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Fiscal Year 2019-2020

Board Policy 7230, Classified Employees was approved September 11, 2018 by the Board of Trustees and provides for application and offer of employment guidance for classified staff.

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.

At The President's Leadership Academy, faculty and staff were in attendance and received training in various topics such as: Diversity, Inclusion, Equity and Leadership, The Ethics of Team, Leadership: The Currency of Trust, Trust at Work: Essential Skills for Building, Maintaining and Restoring Trust in the Workplace and I Trust No One, Really, I Do Not.

The District maintains updated curricula, texts, and/or course descriptions through our **Institutional Effectiveness Council**. The Institutional Effectiveness Council functions as a shared governance entity that monitors and improves institutional effectiveness via program review and integrated planning. It also ensures compliance with accreditation standards. The catalog is published annually and is available on line and at the campus.

Allan Hancock College has developed their shared governance process in 2008 to foster open communication throughout the campus.

The Councils and Committees Pathways to Decisions is intended to strengthen the college's long standing history of commitment to shared governance, foster an environment of open communication, and enhance processes in the spirit of continuous improvement. Each constituency group is represented on the councils and committees to promote inclusion in a transparent and collaborative fashion. College surveys are also distributed to encourage transparent communication and feedback.

The Academic Policy and Planning Committee (AP&P) provides recommendations through the Academic Senate to the District Board of Trustees regarding courses and instructional programs. AP&P is the vehicle through which curriculum development takes place and is one of four standing committees established in 1968 and approved by the Academic Senate. The committee's functions is: curricula, proposed changes and revisions, academic standards, future curriculum planning, the coordination and organization of instructional planning and practices as they relate to the teaching faculty.

Evidence: provide BP 3420, 7100, 7120 & 7230, mission statement, diversity statement, leadership agenda, Just Communities, CCPD, surveys, catalog,
<https://catalog.hancockcollege.edu/current/index.php>

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

* **Yes**

No



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

Please provide an explanation and evidence of meeting this Multiple Method, #3

The relative isolation of the District within the state (a three hour drive from any major metropolitan area) has impeded the District's ability to attract applicants for positions in competitive disciplines. The District provides up to \$600 for travel expenses during the interview process as well as assisting the new employee in relocation/moving expenses when appropriate. This incentive has increased our application pools and has become a valuable incentive in the hiring process. The District is exploring additional incentives for hard-to-hire areas/disciplines.

Evidence: provide reimbursement form

Does the District meet Method #4 (Focused outreach and publications)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Allan Hancock College has become a member of **DiversityJobs.com** which provides a scrape service to all our positions. Diversity Jobs has a full network of diversity sites: Veteran jobs.net; Disability jobs.net; All LGBT jobs.com; Asian hires.com; We hire women.com; All Hispanic Jobs; Latino Jobs. Org; African American Hires; Over Fifty Jobs.com, and native Jobs.org. Our monthly average for views is 450.

In addition to posting positions on the Registry, the District advertises in a variety of publications, including: AHC website, Higher Ed Jobs, Asians in Higher Ed, Blacks in Higher Ed, Hispanics in Higher Ed, Craigslist (San Luis Obispo, Los Angeles, Santa Barbara, San Francisco, and Bakersfield), Santa Maria Times, SLO Tribune, Career Builder, Indeed.com, Monster.com, CalPoly, Handshake, EdJoin, CASBO.org, NCAA. Org, Central Coast Careers.com, EDD, Zip Recruiter, FaceBook, and LinkedIn.

Allan Hancock College has become a member of **Higher Education Recruitment Consortium (HERC)** to expand our job boards and connect us with the best talent in higher education. We are able to post and manage our job postings and this has become an effective way to expand our recruitment pool. HERC also offers a HERConnect which is a one-stop portal for the latest resources and research on diversity, equity, and inclusion in higher education recruitment and retention.



Equal Employment Opportunity
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Fiscal Year 2019-2020

Allan Hancock College has become a member of **Cooperative Organization for the Development of Employee Selection Procedures (CODESP), Public HR**. CODESP is a public sector joint powers agency which understands what other public agencies need. It provides on tests, job descriptions, webinars, and interview questions based on the job level, job family and/or competency and supplemental applications forms.

Our on-line tracking applicant tracking system, Cornerstone, continues to demonstrate that we are increasing our applicant pools and in turn has increased our diversity in applicants.

The Human Resources web page displays the all open positions as well as the District's Mission and Diversity Statement. It is also displayed on the TV monitor in the HR department along with current employment opportunities.

Staff attended the Registry job fair in Los Angeles this year in order to recruit diverse applicants to faculty and management vacancies specifically. Staff also attended job fairs at Santa Barbara City College and Cal Poly, San Luis Obispo.

The District provides an inreach program to encourage current employees to apply for promotion: "**Changing Lanes**". This is well received professional development that human resources staff provides annually.

The District has offered professional development in **Improving Equity in Campus Hiring** for faculty hiring committees. This training is offered from the Chancellor's office at the Vision Resource Center. This training focuses more on faculty due to the positive relationship between faculty diversity and student success.

Human Resources staff participated in the 15th **Annual Career Exploration Day**, Reach for the Gold on October 2, 2019. This annual event partners with community to share about careers and opportunities at Allan Hancock College.

The District conducts surveys on a regular basis, and reviews and implements measures drawn from the surveys. This facilitates staff to share their opinions in a shared governance environment.

Evidence: proof of travel to job fair, Job Elephant, Diversity Jobs, HERC, Changing Lanes, Vision Resource Center Career Exploration Day, CODESP.

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

* **Yes**

No



Equal Employment Opportunity
Fund Multiple Method Allocation
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Please provide an explanation and evidence of meeting this Multiple Method, #5.

The District conducts a new training before each faculty hiring committee; **Hiring Equitably**. The training includes topics such as: Title 5, Non-Discrimination Laws, District Policies, District EEO Plan, Diversity, Equity, and Inclusion, Benefits of Workplace Diversity, Unconscious Bias, Best Practices in Hiring, and Adverse Impact. Human Resource staff will be implementing this to all hiring committees in the following year.

The District has offered professional development in **Improving Equity in Campus Hiring** for faculty hiring committees. This training is offered from the Chancellor's office at the Vision Resource Center. This training focuses more on faculty due to the positive relationship between faculty diversity and student success.

The District has partnered with **JUST Communities** to offer an intensive four-day Diversity, Equity, and Inclusion (DEI) program. The series of DEI workshops will equip faculty, staff and administrators with the knowledge, skills, and resources required to become equity ambassadors on and off campus. Equity Ambassadors will champion DEI initiatives on campus and may serve as equity monitors for future hiring committees. Day One includes developing a common language on Diversity, Equity and Inclusions. Day Two will explore the table of oppression and how do issues play out in aspects of college life; hiring, education, outreach, etc. Day Three will review and learn how to apply what you've learned about equity and inclusion. Day Four is a follow-up. We hope to have this scheduled in fall 2020.

The District scheduled a staff training for hiring committees; **Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees**. While this was scheduled for the spring, we have now moved it to the fall and hope to conduct the workshop as a Zoom meeting with the capacity of 100 people.

Board Policy 7210- Recruitment and Hiring – All faculty and administrators members of the screening and interview committee must have completed staff diversity/EEO training within the year before they can participate in the interviews. The hiring committee must demonstrate diversity through gender and ethnicity. The Diversity Resource Specialist (DRS) is selected by the department chair in consultation with HR from a pool of trained DRS faculty. In the initial committee orientation, HR along with the DRS, discuss the role of the committee and review staff diversity/equal employment opportunity principles and practices with committee members. When the position closes, the DRS and the EEO officer review the ethnic summary to determine if the application pool has diversity. If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following steps: review its recruitment procedures, review job announcements, advertisement, etc. At the final screening meeting, the EEO officer and the DRS will review the slate of applicants to be interviewed and recommend additional applicants.



Equal Employment Opportunity
Fund Multiple Method Allocation
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The diversity statements (which is part of the faculty application process) submitted by the applicants are carefully studied. Interview questions, role play, written exercise, and the teaching demo are finalized and to confirm they reach a diverse audience. On the day of the interviews, the EEO officer will reinforce best practices and principles to the committee. The district maintains the hiring calendar to promote an efficient process and to ensure large, diverse pool of qualified applicants.

Board Policy 3420, Equal Employment Opportunity and Staff Diversity The board commits the district to the active promotion of campus diversity including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. HR shall assure that a proper job analysis is performed for every job and each job description shall provide a general statement of job duties, responsibilities and minimum qualifications.

All recruitment must be conducted actively within and outside of the District. Screening, selecting, and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Each hiring committee will have gender balance and at least one voting staff member will be an ethnic minority.

The District conducts exit interviews and forwards the survey to HR. The HR Director reviews the data for patterns and utilizes this information to implement measures if needed.

Board Policy 3430- Prohibition of Harassment – The District is committed to providing an academic work environment that respects the dignity of individuals and groups.

Board Policy 3410 – Nondiscrimination – The District is committed to equal opportunity in employment and all access to institutional programs and activities.

Administrative Policy 3435 – Discrimination and Harassment Complaints and Investigations
- The HR Director thoroughly investigates all complaints filed.

The District has implemented a tracking report on applicants that decline job interviews and job offers. The District will analyze the data to determine if there is a common trend.

Evidence: Diversity statement, diversity questions, diversity training, Board Policy 7100, 7120, 3420, 3410 & 3430, AP 3435, exit interview, complaint form, tracking report, LCW training.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No



Equal Employment Opportunity
Fund Multiple Method Allocation
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Fiscal Year 2019-2020

Please provide an explanation and evidence of meeting this Multiple Method, #6.

The District conducts a new training before each faculty hiring committee; **Hiring Equitably**. The training includes topics such as: Title 5, Non-Discrimination Laws, District Policies, District EEO Plan, Diversity, Equity, and Inclusion, Benefits of Workplace Diversity, Unconscious Bias, Best Practices in Hiring, and Adverse Impact. Human Resource staff will be implementing this to all hiring committees in the following year.

The EEO Monitor provides ongoing training for all hiring committees throughout the process; orientation meeting, final screening meeting, the interviews, and deliberations. Hiring committees openly discuss unconscious biases and how they affect the outcome of their decisions. Human Resources staff has encouraged all hiring committees to use behavioral interview questions. Behavioral interviewing is important because there is a well-documented history of using past performance as an indicator of future performance when it comes to hiring candidates. By providing real life examples of their past heavier, employers can gain a more accurate candidate profile.

The EEO and Staff Diversity Committee receives training on the following: Title 5 regulations and stated and federal nondiscrimination laws; the educational benefits of workforce diversity; the identification and elimination of bias in hiring decision; and the role of the committee in carrying out the District's EEO Plan.

The District has partnered with *JUST Communities* to offer an intensive four-day Diversity, Equity, and Inclusion (DEI) program. The series of DEI workshops will equip faculty, staff and administrators with the knowledge, skills, and resources required to become equity ambassadors on and off campus. Equity Ambassadors will champion DEI initiatives on campus and may serve as equity monitors for future hiring committees. Day One includes developing a common language on Diversity, Equity and Inclusions. Day Two will explore the table of oppression and how do issues play out in aspects of college life; hiring, education, outreach, etc. Day Three will review and learn how to apply what you've learned about equity and inclusion. Day Four is a follow-up.

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Evidence: EEO BP 3420, Hiring Equitably, STAR interviewing, Unconscious biases, Just Communities, Vision Resource Center, LCW training

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.



Equal Employment Opportunity
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The District continues to offer numerous professional development opportunities for staff and faculty throughout the year. Examples of the course offerings are, Vision for Success; Implicit Bias; International Women's Day; Engage Mentor Training (Strengths training from a social justice perspective); Improving Equity in Campus Hiring; Diversity and unconscious Bias; Employing Equity- Minded and Culturally Affirming Teaching and Learning Practices; Black History Celebration; Harassment and Non-Discrimination; Seeing the Racial Water; Undocumented Students; Racial Equity in Online Environments; Teaching in Triage-The Power of Empathetic Communication in Troubling Times; Autism & Related Disorders; Fostering Disability Identity and Community on Campus and Its Impact on Student Success; Strategies for Student Activism: Fostering Constructive vs. Disruptive Dialog; Hispanic Heritage Celebration; Equity Summit; Hiring the Best While Developing Diversity in the Workplace, Hiring Equitably, and Just Communities. Human Resources staff presents, Best Practices in Interviewing, Changing Lanes, and Diversity Resource Training.

The District has offered professional development in **Improving Equity in Campus Hiring** for faculty hiring committees. This training is offered from the Chancellor's office at the Vision Resource Center. This training focuses more on faculty due to the positive relationship between faculty diversity and student success.

The District has partnered with *JUST Communities* to offer an intensive four-day Diversity, Equity, and Inclusion (DEI) program. The series of DEI workshops will equip faculty, staff and administrators with the knowledge, skills, and resources required to become equity ambassadors on and off campus. Equity Ambassadors will champion DEI initiatives on campus and may serve as equity monitors for future hiring committees. Day One includes developing a common language on Diversity, Equity and Inclusions. Day Two will explore the table of oppression and how do issues play out in aspects of college life; hiring, education, outreach, etc. Day Three will review and learn how to apply what you've learned about equity and inclusion. Day Four is a follow-up.

The District scheduled a staff training for hiring committees; **Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees**. While this was scheduled for the spring, we have now moved it to the fall and hope to conduct the workshop as a Zoom meeting with the capacity of 100 people.

The District maintains a variety of programs to support newly-hired faculty and administrators through mentoring, professional development, and leadership opportunities.

The District serves as consultants to colleagues at other districts in the area by assisting with job descriptions, EEO monitoring and best hiring practices

Evidence: professional training, new faculty and administrator training, President's Leadership Academy, LCW workshop, Just Communities, Vision Center



Equal Employment Opportunity
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Fiscal Year 2019-2020

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

* No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

N/A

*** Does the District meet Method #9 (Grow-Your-Own programs)?**

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The **President's Leadership Academy** evolved in 2015 by our Superintendent/President, Dr. Kevin Walthers. It has become a very successful training and tool for staff and faculty. The purpose of the academy is to provide growth and leadership for employees from all constituency groups who have demonstrated leadership abilities or interest in advancement. Various speakers and presentations are conducted for the three (3) day academy. There is discussion presently on this year's academy on having it via zoom or holding it in the spring of next year due to the pandemic.

The District has partnered with *JUST Communities* to offer an intensive four-day Diversity, Equity, and Inclusion (DEI) program. The series of DEI workshops will equip faculty, staff and administrators with the knowledge, skills, and resources required to become equity ambassadors on and off campus. Equity Ambassadors will champion DEI initiatives on campus and may serve as equity monitors for future hiring committees. Day One includes developing a common language on Diversity, Equity and Inclusions. Day Two will explore the table of oppression and how do issues play out in aspects of college life; hiring, education, outreach, etc. Day Three will review and learn how to apply what you've learned about equity and inclusion. Day Four is a follow-up.

The District has developed a variety of programs to support newly-hired faculty and administrators in mentoring, professional development, and leadership opportunities. HR will provide a "Changing the Lane" professional development for faculty and staff. The training will offer ways to assist in navigating "changing the lane" from part-time to full-time and/or promotions. The training includes directions on completing a full-time application, full-time duties as a faculty member, what to include in your cover letter, diversity statement, the interview process (the do's and don'ts), and things to remember.



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

HR staff scheduled to present a professional workshop on “Interviewing on Campus” in March of this year but was postponed due to the shelter in place orders. The workshop was planning on focusing on: the job announcement; completing the application; the art of interviewing; what the interview committee is looking for; best practices & biggest mistakes to avoid, and the four (4) most dreaded questions you will be asked. This workshop was presented twice in the fall and was well received by all staff.

The EEO Committee created a tailored video called “Start Here, Work Here”. The purpose of the video is to encourage current students of AHC to continue with their education, return and work here. The video is displayed in several areas for students to view: HR Department, Student Center, Job Placement and Admissions & Records. HR Staff attends the Career Exploration Day to promote the “Start Here, Work Here” incentive.

At our Campus Police Department, one dispatcher was sent to the Police Academy for training to become a successful AHC police officer.

Evidence: Leadership agenda, new faculty and administrator training, changing lanes and interviewing on campus, <https://vimeo.com/195891414> link for “Start Here, Work Here”, Career Exploration Day, Just Communities.

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: First Reading: Five-Year Cycle Review of Board Policies and Procedures	Item Number: 12.A.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Page 1 of 2 Enclosures: <i>Policies and procedures online only.</i>

BACKGROUND

As per administrative procedure 2410, board policies and procedures are to be reviewed on a five-year cycle. The following board policies and procedures have been reviewed through our shared governance process and have no changes:

Policy or Procedure Number	Name	Previous Review Date
Board Policy 5012	International Students	July 14, 2015
Administrative Procedure 5012	International Students	May 10, 2016
Board Policy 5015	Residence Determination	July 14, 2015
Board Policy 5040	Student Records, Directory Information and Privacy	March 17, 2015
Administrative Procedure 5040	Student Records, Directory Information and Privacy	February 17, 2015
Administrative Procedure 5045	Student Records – Challenging Content and Access Log	February 17, 2015
Board Policy 5050	Student Success and Support Program	March 17, 2015
Board Policy 5052	Open Enrollment	July 14, 2015
Administrative Procedure 5052	Open Enrollment	June 16, 2015
Board Policy 5055	Enrollment Priorities	March 17, 2015
Administrative Procedure 5110	Counseling	February 17, 2015
Board Policy 5120	Transfer Center	July 14, 2015
Administrative Procedure 5120	Transfer Center	June 16, 2015
Board Policy 5200	Student Health Services	March 17, 2015
Administrative Procedure 5200	Student Health Services	February 17, 2015
Board Policy 5205	Student Accident Insurance	March 17, 2015
Board Policy 5210	Communicable Disease	March 17, 2015
Administrative Procedure 5210	Communicable Disease	February 17, 2015
Board Policy 5300	Student Equity	July 14, 2015
Administrative Procedure 5400	Associated Students Organization	June 16, 2015
Board Policy 5410	Associated Students Elections	July 14, 2015
Administrative Procedure 5410	Associated Students Elections	June 16, 2015
Board Policy 5420	Associated Students Finance	July 14, 2015
Administrative Procedure 5420	Associated Students Finance	June 16, 2015
Board Policy 5510	Off Campus Student Organization	July 14, 2015

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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236-1

Administrative Procedure 5510	Off Campus Student Organization	June 16, 2015
Board Policy 5570	Student Credit Card Solicitation	July 14, 2015
Administrative Procedure 5570	Student Credit Card Solicitation	June 16, 2015
Administrative Procedure 5610	Voter Registration	February 17, 2015



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5012 INTERNATIONAL STUDENTS

The District admits international students in approved study programs in accordance with regulations established by the United States Bureau of Citizenship and Immigration Service. The District will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.

References: Education Code Sections 76140 et seq.;
Title 8 U.S. Code Sections 1101 et seq.

Adopted: 12/16/03
Revised: 7/14/15

(Replaces Board Policy 6500)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5012 INTERNATIONAL STUDENTS

The Director, Admissions and Records, is responsible for the admission and enrollment of international students. Allan Hancock College is approved by the United States Citizenship and Immigration Service to accept qualified applicants from foreign countries who possess a valid F-1 visa. An international student is a person who is a citizen and resident of another country and is in the United States on an F-1 student visa or other allowable visa. Federal law precludes international students holding F-1 visas from establishing domicile in the United States, and also states that they shall not be classified as a resident of this state.

Admission/Application Requirements for International Students

The Admissions and Records Office is responsible for receiving and responding to inquiries from prospective international applicants. Application materials may be obtained by contacting the Admissions and Records Office by mail, telephone, or email. The Admissions and Records Office will only process application materials received by the established deadlines for admission to the college. The United States Citizenship and Immigration Service requires that international students be in compliance with their rules and regulations, including enrollment as full-time students. Full-time status is defined as enrollment in 12 or more semester units.

The college requires that the documents listed below be submitted to the Admissions and Records Office before an international applicant is approved for admission to Allan Hancock College and before a Form I-20 is issued.

1. A completed application for admission with a declared educational objective.
2. Evidence of sufficient facility in the use of the English language to ensure proper progression in a collegiate course of study. To provide this evidence, Allan Hancock College requires one of the following:
 - a. Submission of official Test of English as a Foreign Language (TOEFL) scores. Students with a score of less than 475 paper-based or 153 computer-based are required to take the Allan Hancock College English as a Second Language (ESL) assessment test.
 - i. The TOEFL requirement may be waived for those students where English is the official language of the country of citizenship.

- b. Evidence of having satisfactorily passed a course in oral and written English at an institution in the United States.
3. A confidential statement of finance that verifies financial capability for the costs of attending Allan Hancock College, or affidavits guaranteeing financial support from responsible resident citizens of the United States. The college does not provide financial assistance for international students.
4. Official transcripts from all preparatory schools, high schools and/or colleges previously attended. Transcripts should be in English.
5. Proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Proof of measles immunization and tuberculosis (TB) clearance.

Fees

The college assesses all international students the enrollment, health, student center fees, and nonresident tuition at the time of registration. According to immigration policy, international students may work 20 hours a week on campus only. The Associate Superintendent/Vice President, Student Services may waive the nonresident tuition as authorized by law for reasons of financial need.

Allan Hancock College shall send a signed Form I-20 to the student as proof of acceptance for admission via regular mail service. Federal law requires all international students to report to the college indicated on their Form I-20 within 30 days of arriving in the United States of America. The Director, Admissions and Records is the designated school official (DSO) and shall report any and all international students who fail to report to the college within 30 days of arrival to the United States Citizenship and Immigration. The DSO and/or designee shall comply with federal reporting requirements through the Student and Exchange Visitor Information System (SEVIS) on-line program.

Calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, is an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.

References: Education Code Section 76140 et seq.;
 Title 5 Section 54045;
 Title 8, U.S. Code. Sections 1101. et seq.;
 USA Patriot Act;
 Border Security Act

Approved: 12/16/03
Revised: 6/16/15
Revised: 5/10/16

(Replaces Administrative Procedure 6500.01)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5015 RESIDENCE DETERMINATION

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations. Residence classification shall be made for each individual at the time applications for admission are accepted, or registration occurs, and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

A resident is any person who has established both physical presence and intent to make California his/her permanent home for more than one year pursuant to Education Code regulations, as of the residence determination date. The residence determination date shall be the day immediately preceding the opening day of instruction for the semester or intersession as set by the Board of Trustees, during which the individual proposes to attend.

Students who are classified as nonresidents shall be assessed a nonresident per unit tuition fee which is established annually by the Board of Trustees.

References: Education Code Sections 68040 and 76140;
Title 5, Sections 54000 et seq.

Adopted: 1/16/79
Revised: 6/21/88
Revised: 11/16/04
Revised: 9/16/08
Revised: 7/14/15

(Replaces Board Policy 6400)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND
PRIVACY**

The Superintendent/President shall ensure that student records are maintained in compliance with applicable federal and state laws relating to privacy of student records. A cumulative record of enrollment, scholarship, and educational progress will be kept for each student. Any currently enrolled or former student of the District has a right of access to any and all of his/her records maintained by the District.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

No District representative shall release the contents of a student's record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. The college catalog, schedule of classes, and Web site shall inform students of their rights with respect to student records. This information shall include the definition of directory information contained here and a statement that the student may limit the information.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

Directory Information

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District's computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to the District's representatives with a "need to know". This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

Personally Identifiable Information

Personally identifiable information is information that would directly identify the student or make the student's identity easily traceable. This information is inclusive of the student's address, social security number, telephone number, class schedule, and email address. The district does not permit the release of personally identifiable information.

References: Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.;
WASC/ACCJC Accreditation Standard II.C.8;
Family Educational Rights and Privacy Act (FERPA)

Adopted: 3/16/76

Revised: 1/15/83

Revised: 3/13/91

Revised: 5/13/03

Revised: 3/17/15

(Replaces Board Policy 6910)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One exception permitted by FERPA is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed at Allan Hancock College.

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports

- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the director of admissions and records in writing. Students with directory holds are noted in the Hancock College computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to Hancock College representatives with a "need to know". This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding FERPA are published and available to students in the catalog and on the District's website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

- **Judicial Orders & District Requests**

Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. A lawfully issued subpoena is defined as a subpoena issued by an attorney or a judge. The district is required to make a reasonable effort to notify the student before complying with a subpoena. Subpoenas for student records must be submitted to the Director, Admissions and Records. As the custodian of records, the Director, Admissions and Records is responsible for complying with subpoenas. Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. Requests from employees to inspect student records must be made to the Director, Admissions and Records.

Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests for such records must be made in writing with a explanation as to why the official or employee is required to review the information.

- **State and Federal Agencies**

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head

of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by authorized federal officials shall be protected in a manner that will not permit the personal identification of students or their parents by anyone other than those officials; and any personally identifiable data will be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Such requests may be made to the Director, Admissions and Records.

- **Educational Systems**

Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225. Records are not released to any school or school system unless the student has ordered official transcripts to be sent to the school or school system.

- **Financial Aid Applications**

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean, Student Services, is responsible for the release of information pertaining to financial aid.

- **Research Organizations**

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations; and the information will be destroyed when no longer needed for the purpose for which it is conducted.

- **Emergencies**

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Chief of Police is responsible for releasing student records in the event of an emergency.

- **Military Recruitment**

Student information shall be released to the federal military for the purposes of federal military recruitment. Student information that may be released includes the students' names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. In cooperation with the Solomon Act, recruiters may make their request in writing to the director, Admissions and Records.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$7.00 per copy. Students may request special processing of a transcript.

Electronic Transcripts

The District has established a process for the receipt and transmission of electronic student transcripts from other institutions.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;

- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

References: Education Code Sections 71091 and 76200 et. seq.
Title 5, Sections 54600 et seq.
U.S. Patriot Act
Civil Code Section 1798.85
WASC/ACCJC Accreditation Standard II.C.8
Family Educational Rights and Privacy Act (FERPA)

Approved: 5/13/03

Revised: 2/17/15

(Replaces Administrative Procedure 6910.01)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

Challenging Content

Any student may file a written request with the Chief Student Services Officer to correct or remove information recorded in his or her student records that the student alleges to be:

1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Chief Student Services Officer shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Chief Student Services Officer shall then sustain or deny the allegations.

If the Chief Student Services Officer sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Chief Student Services Officer denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing *to the Superintendent/President*.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Chief Student Services Officer, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

References: Education Code Sections 76222 and 76232
Title 5 Section 54630

Approved: 2/17/15

(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The Student Success Support Program will provide the community college student access and success by providing effective core matriculation services including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations. The District shall adopt a Student Success and Support Program plan which includes a budget describing the services provided for its students.

References: Education Code Sections 78210 et seq.;
Education Code Sections 78211.5 et seq.;
Title 5 Sections 55500 et. seq.;
WASC/ACCJC Accreditation Standard II.C.2

Adopted: 3/17/92
Revised: 3/15/94
Revised: 12/13/94
Revised: 4/17/01
Revised: 3/17/15

(Replaces Board Policy 6903)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5052 OPEN ENROLLMENT

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

References: Title 5 Sections 51006 and 55003 et seq.

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5052 OPEN ENROLLMENT

All courses of the District shall be open to enrollment in accordance with BP 5052 and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites (See BP and AP 4260 titled Prerequisites and Co-requisites), or due to other non-evaluative, practical considerations as determined by the dean counseling in collaboration with the appropriate department chair.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and Public Safety Academies, Allied Health Programs, Pacific Conservatory of the Performing Arts, and Cosmetology.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and Public Safety Academies, Allied Health Programs, Pacific Conservatory of the Performing Arts, and Cosmetology.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

Requests must be in writing to the Chief Student Services Officer.

References: Title 5 Sections 51006, 58106, and 58108

Approved: 6/16/15
(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5055 ENROLLMENT PRIORITIES

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References: Title 5 Sections 51006, 58106, and 58108

Adopted: 3/17/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5110 COUNSELING

Allan Hancock College provides professionally trained and experienced counselors qualified to counsel and to teach at the community college level. The comprehensive program of services includes academic counseling, career counseling, and personal counseling and is designed to:

1. assist students in the assessment, evaluation, and selection of educational goals and the development of a student educational plan (SEP) to implement immediate and long-range academic goals;
2. coordinate with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services;
3. provide career counseling in which students assess their own aptitudes, abilities, and interests, obtain current and future employment trend information, and develop career and vocational decision-making skills;
4. provide personal counseling in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
5. assist students to identify potential barriers to academic success and to develop strategies to overcome those barriers;
6. serve as a referral agency to services within the college and the community at large;
7. identify students on academic and progress probation and assist them in developing a plan for improvement in their academic performance.

Counseling services are available to all Allan Hancock College students on an appointment or walk-in basis, by phone, at any of the District's college education centers and/or facilities.

In addition, counselors provide a variety of services to assist potential, new, and continuing students with their educational planning. These include visiting high schools in the district, coordinating trips to the college by high school students and their counselors, and counseling prior to each semester in order to assist students in selecting appropriate courses in accordance with their stated educational and vocational objectives. Counselors also assist students planning to transfer to four-year colleges or universities by helping them select appropriate courses for their chosen majors, and by counseling them in making the transition from Allan Hancock College to the four-year schools.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

References: Education Code Sections 72620 and 72621
Title 5 Section 51018
WASC/ACCJC Accreditation Standard II.C.5

Approved: N/A
Revised: 2/17/15

(Replaces Administrative Procedure 6110.01)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5120 TRANSFER CENTER

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility and emphasis will be placed toward enhancing the transfer of students from economically disadvantaged families and students from traditionally underrepresented minorities.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

References: Education Code Sections 66720 – 66744;
Title 5 Section 51027

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5120 TRANSFER CENTER

The District has a Transfer Center Plan that complies with the requirements of Title 5. Districts shall identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.

Plan components include, but are not limited to:

- Activities and Services of the University Transfer Center
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major
- Specific efforts to improve diversity
- Early Outreach Activities

The Board of Trustees will adopt a new university transfer center plan each four years to enhance transfer services college-wide and to increase student transfers. The University Transfer Center Advisory Board, composed of college staff and faculty, as well as four-year university personnel, will participate in the development of the plan. University Transfer Center staff will use the University Transfer Center plan to guide annual goal development, action planning, and evaluation of progress. The plan will incorporate successful transfer practices learned from other colleges, as well as respond to initiatives and guidelines of the Chancellor's Office.

The University Transfer Center will identify, contact, encourage, and provide transfer support services to students, especially those who are underrepresented, in order to increase the number of students who transfer. The District provides students with appropriate, comprehensive, and equitable services on the campus in Santa Maria, the Lompoc Valley Center and online. Attention is taken to ensure that needs are met whether students are just out of high school or in a specialized population such as

veterans, foster youth, low income educationally disadvantaged or students with disabilities (Student Equity Plan).

References: Education Code Sections 66720-66744;
Title 5 Section 51027

Approved: 6/16/15
(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5200 STUDENT HEALTH SERVICES

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.

A student health and wellness program is an essential part of the total educational process of the college. The Board of Trustees approves a student health/wellness program consistent with Title 5. The Board-approved student health program will provide clinical services; mental health services; support services, including maintenance of student case health records in a confidential and ethical manner; and special health services, including health education and a student accident insurance program. The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation.

Allan Hancock College health services, including mental health services, receives its operating funds from student health fee revenue and, if appropriate, the District general fund. All students, except those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization, or who are attending a community college under an approved apprenticeship training, or are currently incarcerated in a Federal Corrections facility program pay a student health fee approved by the Board of Trustees. Any exceptions must be approved by the Board of Trustees.

References: Education Code Section 76355 and 76401;
Title 5 Section 54702

Adopted: 10/13/98

Revised: 12/13/04

Revised: 6/20/06

Revised: 3/17/15

(Replaces Board Policy 6300)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5200 STUDENT HEALTH SERVICES

In accordance with the requirements of Title 5, the Board of Trustees approves the following scope of student health services.

1. Clinical Care Services

- a) Assessment of medical histories and clinical data by a qualified health professional to arrive at nursing diagnoses, interventions and referrals when appropriate
- b) Development of plans of treatment including patient education
- c) Referral to other health services for evaluation and further treatment when a medical condition is beyond the scope of the college's authorized treatment program
- d) First aid and basic emergency care following a medical incident that requires immediate intervention
- e) Appraisal of health status and, if necessary, development of plans to increase fitness and health (This process may include weight, nutritional status, blood pressure, and fitness status.)
- f) Investigation and control of communicable diseases through screening, immunizations and case management (The college nurses will investigate cases of communicable disease in coordination with local Public Health Department)

2. Mental Health Services

- a) Crisis management through immediate response to mental health emergencies
- b) Short-term psychological counseling and referral to other agencies for longer term care

- c) Alcohol/drug use assessment and referral to agencies and medical providers
- d) Awareness programs for conditions such as eating disorders and suicide and referral to agencies and medical providers
- e) Stress management through workshops, presentations, or individual and group counseling
- f) Suicide prevention through crisis counseling referral and awareness programs
- g) Sexual harassment/assault recovery counseling through assessment, counseling, and referral

3. Health Education

- a) Classroom presentations
- b) Health-related publications
- c) Wellness workshops/and other presentations
- d) Training in environmental health and safety, including illness and injury prevention programs in cooperation with the Safety Committee

4. Student Accident Insurance

- a) A student accident insurance program
- b) Processing of student insurance claims and maintenance of claim records

5. Consultants

Consultants are hired to perform activities as needed. This may include consultants to assist with wellness programs and physician services.

References: Education Code Sections 76355 and 76401
Title 5, Section 54702

Approved: 10/13/98

Revised: 2/17/15

(Replaces Administrative Procedure 6300.01)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5205 STUDENT ACCIDENT INSURANCE

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Reference: Education Code Section 72506

Adopted: 3/17/15

(This is a new policy)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5210 COMMUNICABLE DISEASE

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Reference: Education Code Section 76403

Adopted: 3/17/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5210 COMMUNICABLE DISEASE

The District shall comply with all state and federally mandated health requirements relative to infectious disease, including:

- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students and
- Compliance with any immunization program required by State Department of Health Services regulations.

The Student Health Center provides:

- Health education and intervention for communicable disease prevention, including disease reporting to the Santa Barbara County Public Health Department.
- Standard immunizations required and/or recommended for the prevention of communicable diseases.

Reference: Education Code Section 76403

Approved: 2/17/15

(This is a new procedure.)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5300 STUDENT EQUITY

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5400 ASSOCIATED STUDENTS ORGANIZATION

The District shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

Reference: Education Code Section 76060

Approved: 6/16/15

(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5410 ASSOCIATED STUDENTS ELECTIONS

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of eight semester units or the equivalent.
- The student shall meet and maintain the minimum grade point average of 2.0.

Reference: Education Code Section 76061

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5410 ASSOCIATED STUDENTS ELECTIONS

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements in BP 5410 titled Associated Students Elections.

The Office of Student Activities conducts student elections for the Associated Students Organization every spring term in April.

Polls are open both day and evening hours. Voting is conducted at the campus.

Any student elected as an officer of the Associated Students Organization must meet the requirements in BP 5410 titled Associated Students Elections as well as those stated in the Associated Students' Constitution. Unit and grade point average (GPA) requirements are strictly followed.

The governing documents for the Associated Students Organization are the Constitution and Bylaws.

Offices are held for one year, unless disqualification occurs. There is a term limit of three years.

The process for disqualification is outlined in the Constitution and Bylaws of the Associated Students Organization, which is available in the Office of Student Activities.

Reference: Education Code Section Education Code Section 76061

Approved: 6/16/15
(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5420 ASSOCIATED STUDENTS FINANCE

Associated Student funds shall be deposited with and disbursed by the Superintendent/President.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

References: Education Code Sections 76063-76065

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5420 ASSOCIATED STUDENTS FINANCE

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student Organization fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Vice President, Administrative Services.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President, Administrative Services.
- Associated Student funds shall be deposited with and disbursed by the District's Auxiliary Programs Corporation.
- The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC).
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended.

- the Superintendent/President or designee;
- the officer or employee of the District who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

References: Education Code Sections 76063-76065

Approved: 6/16/15

(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Reference: 34 Code of Federal Regulations Section 668.46(b)(7)

Adopted: 7/14/15

(This is a new policy)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Santa Maria Police Department (SMPD) routinely works and communicates with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Students may live in the neighborhoods surrounding the campus. Although SMPD have primary jurisdiction in all areas off campus, campus officers can and do respond to student-related incidents that occur in close proximity to campus. Campus officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

Approved: 6/16/15

(This is a new procedure)



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5570 STUDENT CREDIT CARD SOLICITATIONS

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

Other Solicitation

By Off-Campus Organizations:

All solicitation of funds from students or faculty by off-campus organizations or person(s) will be prohibited except with the express approval of the Superintendent/President or his/her designee. In the event that the Superintendent/President denies any application for such a solicitation of funds, the applicant will be entitled to appeal the Superintendent/President's decision to the Board of Trustees. The Superintendent/President and the Board may deny any such application for solicitation of funds if it is found that:

- The granting of the application would be contrary to the welfare of the District or the welfare of its students;
- The granting of the application would be contrary to public health, safety or welfare;
- The granting of the application would result in, or tend to result in, the commission of an unlawful act.

By Campus Organizations:

Solicitation of funds by student organizations will be governed by the regulation of the Associated Students.

References: Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

Adopted: 7/14/15

(Replaces Board Policy 8931)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5570 STUDENT CREDIT CARD SOLICITATION

Sites at which student credit cards are marketed should be registered with the campus administration.

The number of sites allowed on campus may be limited.

Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.

Credit card and debt education and counseling sessions are offered to students on a regular basis.

References: Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

Approved: 6/17/15

(This is a new procedure)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5610 VOTER REGISTRATION

The District makes a good faith effort to provide voter registration materials and forms to each student enrolled in a degree or certificate program and physically in attendance at the institution.

Forms are widely available to students throughout both institutions through links on each college's website and League of Women Voters-provided voter registration information on the campus.

The District operates an automated class registration system that provides a link to allow students to coordinate with the Secretary of State during the class registration process to receive voter information.

The Chief Admissions and Records Officer is to be contacted by the Secretary of State for communication pertaining to the distribution of voter registration information.

References: 20 U.S. Code Section 1094(a)(23)(A)
34 Code of Federal Regulations Section 668.14(d)(1)

Approved: 2/17/15

(This is a new procedure.)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: First Reading: Revised Board Policy and Administrative Procedure 5030, Fees	Item Number: 12.B.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 6

BACKGROUND

Revised board policy and administrative procedure 5030, Fees are presented for approval. The board policy was revised to reflect the mandated increase to the student representation fee. This procedure is legally required and complies with Title 5. Revisions include alignment with new legislation regarding withholding of student records and waiver of nonresident fees for students enrolled in a maximum of 6 units. The revised board policy and administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5030 FEES

The Board of Trustees authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalog.

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Nonresident Tuition (Education Code Sections 76140 and 76140.5)

Foreign and out-of-state students are assessed a tuition fee per unit. The current student catalog shall outline the fee amount and allowable exemptions to this fee.

Health Fee (Education Code Section 76355)

The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation.

All students, except those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization, or who are attending a community college under an approved apprenticeship training, or are currently incarcerated in a Federal Corrections facility program pay a student health fee approved by the Board of Trustees.

Parking Fee (Education Code Section 76360)

The Superintendent/President shall present for Board approval fees for parking for students.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a \$24 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Center Fee (Education Code Section 76375; Title 5 Section 58510)

Students enrolled in one or more classes at the Santa Maria campus will be charged a Student Center fee of \$1 per unit up to a maximum of \$10 per year (summer session through spring semester). The purpose of the fee is to fund the remodel and operation of the Student Center. Students are not required to pay a fee for classes taken at the Lompoc Valley, Vandenberg AFB, Solvang Center or other off-campus locations.

The current student catalog shall outline allowable exemptions to this fee.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

References: Education Code Sections 76300 et seq.

Adopted: 4/12/16



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5030 FEES

Required fees include:

- **Enrollment** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- **Nonresident tuition** with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant individuals~~aliens~~ under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)

- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))
- Copies of student records (Education Code Section 76223)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)

- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- The District shall collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
- The District shall refund fees collected in error.
- The District shall refund fees that are refundable because of a reduction in the educational program of the College.
- The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program, in compliance with Title 5 Section 58508.
- The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- The District shall provide notice to students of availability of exemptions from certain mandatory, authorized and permissive fees.

The Catalog and Schedule of Classes contain the most current information regarding fees. These documents are updated regularly.

Failure to Pay Financial Obligations

The district may withhold ~~grades, transcripts, and diplomas and may withhold~~ enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code Section 72237.)

The District may waive fees which were not collected in previous terms where there may have been an error in financial aid or other hardship to a student.

References: Education Code Sections 66025.3, 70902(b)(9), 76300, 76300.5 and 66025;
Title 5 Section 51012, 58520 and 58629;
California Community College Chancellor's Office (CCCCO) Student Fee Handbook;
WASC/ACCJC Accreditation Standard I.C.6

Approved: 3/8/16

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: Employee Resignations and Retirements	Item Number: 12.C.
	Enclosures: Page 1 of 1

BACKGROUND:

The superintendent/president has accepted the following:

Retirements

1. Stephen O'Neill, full-time faculty, chemistry, life and physical sciences, effective June 1, 2020.
Mr. O'Neill has been employed with the district since January 31, 1972.
2. Denize Cain, full-time faculty, English, effective June 1, 2020.
Ms. Cain has been employed with the district since August 15, 1997.
3. Karen Tait, full-time faculty, mathematics, mathematical sciences, effective May 30, 2020.
Ms. Tait has been employed with the district since August 16, 1995.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

INFORMATION ITEM

To: Board of Trustees	Date: June 9, 2020
From: Superintendent/President	
Subject: 2020-21 State Budget May Revise	Item Number: 12.D.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Staff will present information on the May Revise to the state's proposed 2020-21 fiscal year budget and its impact on the district's budget.

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

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: 2020-21 District Budget Development	Item Number: 12.E.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Staff will present information on plans for the development of the district's fiscal year 2020-21 budget.

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

To: Board of Trustees	Date:
From: Superintendent/President	June 9, 2020
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 12.F.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

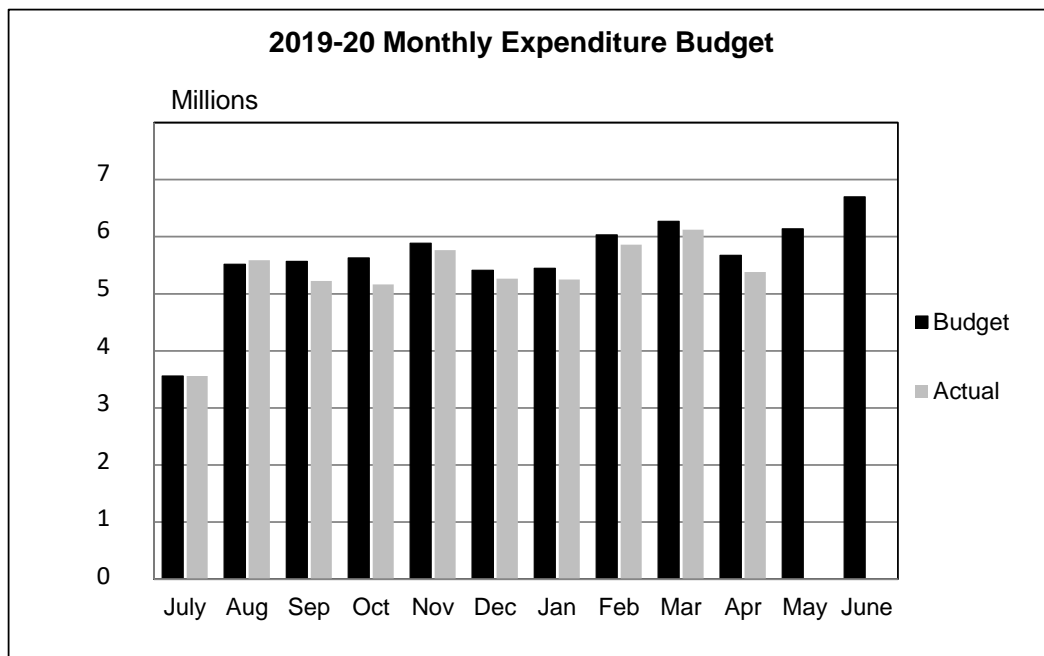
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment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

The statements reflect year-to-date budgets and financial data.

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

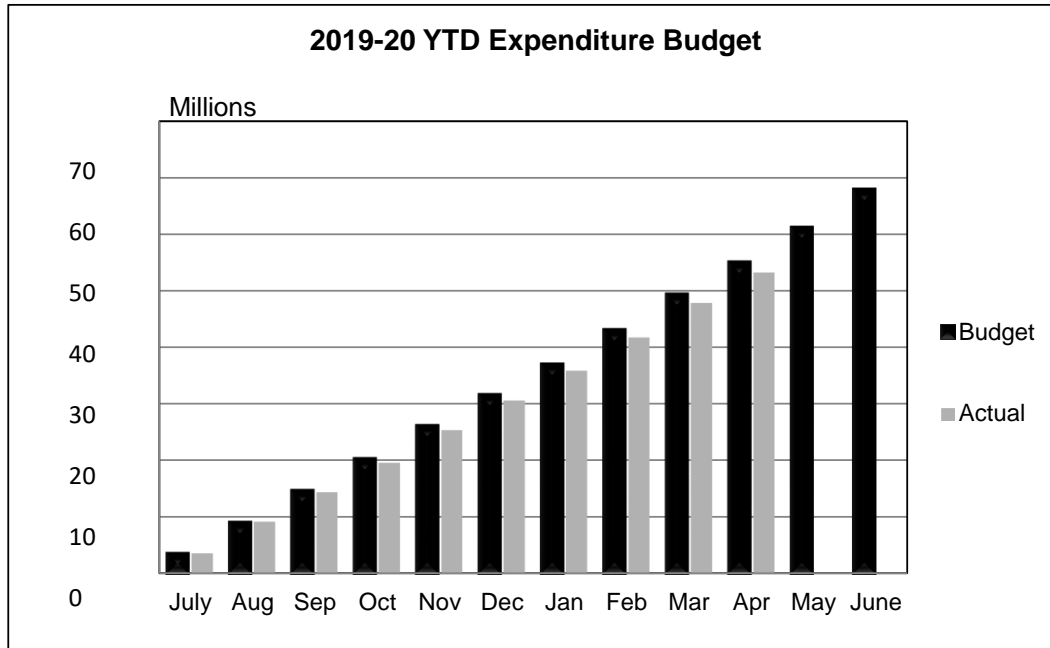
	April Budget	April Expenditures	Percentage Variance
Academic Salaries	2,280,627	2,209,327	96.87%
Classified Salaries	1,384,907	1,332,653	96.23%
Employee Benefits	1,024,578	1,020,360	99.59%
Supplies and Materials	137,372	70,170	51.08%
Other Operating Expenses	400,529	324,651	81.06%
Capital Outlay	113,122	101,808	90.00%
Other Outgo/Transfers	<u>332,814</u>	<u>322,523</u>	96.91%
	5,673,949	5,381,492	94.85%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-April Budget	July-April Year to Date	Percentage Variance
Academic Salaries	21,674,433	21,133,279	97.50%
Classified Salaries	13,468,301	13,382,599	99.36%
Employee Benefits	9,813,574	9,718,510	99.03%
Supplies and Materials	1,228,771	884,624	71.99%
Other Operating Expenses	5,572,495	4,969,798	89.18%
Capital Outlay	1,012,592	897,455	88.63%
Other Outgo/Transfers	<u>2,224,911</u>	<u>2,194,404</u>	98.63%
	54,995,077	53,180,669	96.70%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<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	27,449	80.26%	2,938,209	1,847,094	62.86%
State Revenues	43,456,846	33,774,863	77.72%	17,717,488	16,172,053	91.28%
Local Revenues	23,772,675	21,098,345	88.75%	2,304,027	1,638,625	71.12%
Total REVENUES	<u>67,263,721</u>	<u>54,900,657</u>	<u>81.62%</u>	<u>22,959,724</u>	<u>19,657,772</u>	<u>85.62%</u>
EXPENDITURES						
Academic Salaries	25,170,982	21,133,279	83.96%	3,389,909	2,380,276	70.22%
Classified Salaries	16,422,170	13,382,599	81.49%	5,795,696	3,862,624	66.65%
Employee Benefits	12,605,570	9,718,510	77.10%	2,408,778	1,494,384	62.04%
Supplies and Materials	1,526,489	884,624	57.95%	2,399,236	932,702	38.87%
Other Operating Exp. and Services	7,738,373	4,969,798	64.22%	5,103,951	2,319,953	45.45%
Capital Outlay	1,665,969	897,455	53.87%	3,280,442	1,807,661	55.10%
Total EXPENDITURES	<u>65,129,553</u>	<u>50,986,265</u>	<u>78.28%</u>	<u>22,378,012</u>	<u>12,797,600</u>	<u>57.19%</u>
Excess of Revenues Over/ (Under) Expenditures	2,134,168	3,914,392		581,712	6,860,172	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	517,500	529,251	102.27%	107,668	109,926	102.10%
Total OTHER FINANCING SOURCES (USES)	<u>517,500</u>	<u>529,251</u>	<u>102.27%</u>	<u>107,668</u>	<u>109,926</u>	<u>102.10%</u>
OPERATING TRANSFERS OUT						
Other Outgo	2,704,410	2,194,404	81.14%	2,237,883	1,342,560	59.99%
Total OPERATING TRANSFERS OUT	<u>2,704,410</u>	<u>2,194,404</u>	<u>81.14%</u>	<u>2,237,883</u>	<u>1,342,560</u>	<u>59.99%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(52,742)	2,249,239		(1,548,503)	5,627,538	
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>14,790,589</u>	<u>17,092,570</u>		<u>14,048,253</u>	<u>21,224,294</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	383,587	169,391	44.16%
State Revenues	719,852	538,135	74.76%
Local Revenues	795,318	86,760	10.91%
Total REVENUES	<u>1,898,757</u>	<u>794,286</u>	<u>41.83%</u>
EXPENDITURES			
Academic Salaries	323,353	228,781	70.75%
Classified Salaries	521,721	368,273	70.59%
Employee Benefits	136,951	81,688	59.65%
Supplies and Materials	372,682	32,930	8.84%
Other Operating Exp. and Services	173,429	9,871	5.69%
Capital Outlay	246,493	3,771	1.53%
Total EXPENDITURES	<u>1,774,629</u>	<u>725,314</u>	<u>40.87%</u>
Excess of Revenues Over/ (Under) Expenditures	124,128	68,972	
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	149,128	78,972	
FUND BALANCE			
Fund balance, July 1	<u>347,025</u>	<u>347,025</u>	
Current Balance	<u>496,153</u>	<u>425,997</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,781,024	2,260,522	81.28%
Total REVENUES	<u>2,781,024</u>	<u>2,260,522</u>	<u>81.28%</u>
EXPENDITURES			
Classified Salaries	2,284,060	1,893,135	82.88%
Employee Benefits	628,876	503,472	80.06%
Supplies and Materials	481,775	275,898	57.27%
Other Operating Exp. and Services	605,841	586,510	96.81%
Capital Outlay	41,600	2,594	6.24%
Total EXPENDITURES	<u>4,042,152</u>	<u>3,261,609</u>	<u>80.69%</u>
Excess of Revenues Over (Under) Expenditures	(1,261,128)	(1,001,087)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	2,106,949	1,287,966	61.13%
Total OTHER FINANCING SOURCES (USES)	<u>2,106,949</u>	<u>1,287,966</u>	<u>61.13%</u>
OPERATING TRANSFERS OUT			
Other Outgo	652,998	456,726	69.94%
Total OPERATING TRANSFERS OUT	<u>652,998</u>	<u>456,726</u>	<u>69.94%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	192,823	(169,847)	
FUND BALANCE:			
Fund balance, July 1	<u>918,790</u>	<u>918,790</u>	
Current Balance	<u>1,111,613</u>	<u>748,943</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<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	43,675	74.62%
Capital Outlay	3,570,449	2,136,541	59.84%
Total EXPENDITURES	<u>3,632,977</u>	<u>2,180,227</u>	<u>60.01%</u>
Excess of Revenues Over/ (Under) Expenditures	(3,511,361)	(2,077,611)	
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	(3,450,901)	(2,017,151)	
FUND BALANCE			
Fund balance, July 1	<u>8,311,941</u>	<u>8,311,941</u>	
Current Balance	<u>4,861,040</u>	<u>6,294,790</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<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	38,493	35.39%
Capital Outlay	<u>23,197,904</u>	<u>1,157,928</u>	<u>4.99%</u>
Total EXPENDITURES	<u>23,308,774</u>	<u>1,198,485</u>	<u>5.14%</u>
Excess of Revenues Over/ (Under) Expenditures	(22,908,774)	(986,981)	
FUND BALANCE			
Fund balance, July 1	<u>22,908,774</u>	<u>22,908,774</u>	
Current Balance	<u><u>0</u></u>	<u><u>21,921,793</u></u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	840,000	771,364	91.83%
Total REVENUES	<u>840,000</u>	<u>771,364</u>	<u>91.83%</u>
EXPENDITURES			
Other Operating Exp. and Services	814,845	615,206	75.50%
Total EXPENDITURES	<u>814,845</u>	<u>615,206</u>	<u>75.50%</u>
Excess of Revenues Over/ (Under) Expenditures	25,155	156,158	
FUND BALANCE			
Fund balance, July 1	<u>1,525,543</u>	<u>1,525,543</u>	
Current Balance	<u>1,550,698</u>	<u>1,681,701</u>	

Allan Hancock College
Self - Insurance Health Exam Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<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><u>139,575</u></u>	<u><u>161,549</u></u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<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			
Classified Salaries	0	1,214	0.00%
Employee Benefits	0	403	0.00%
Supplies and Materials	15,476	24,362	157.42%
Other Operating Exp. and Services	26,469	57,262	216.34%
Capital Outlay	31,100	23,586	0.00%
Total EXPENDITURES	<u>73,045</u>	<u>106,827</u>	<u>373.75%</u>
Excess of Revenues Over/ (Under) Expenditures	(53,045)	(95,943)	
FUND BALANCE			
Fund balance, July 1	<u>1,181,851</u>	<u>1,181,851</u>	
Current Balance	<u>1,128,806</u>	<u>1,085,908</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	16,000	9,270	57.94%
Total REVENUES	<u>16,000</u>	<u>9,270</u>	<u>57.94%</u>
EXPENDITURES			
Employee Benefits	0	157,949	0.00%
Total EXPENDITURES	<u>0</u>	<u>157,949</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	16,000	(148,679)	
FUND BALANCE			
Fund balance, July 1	<u>1,141,607</u>	<u>1,141,607</u>	
Current Balance	<u><u>1,157,607</u></u>	<u><u>992,928</u></u>	



TRUST EB FORMAT

Page 1

Statement Period
Account Number

04/01/2020 through 04/30/2020
115150007100
BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

Summary Of Fund

MARKET VALUE AS OF 04/01/2020		8,573,185.68
EARNINGS		
NET INCOME CASH RECEIPTS	14,050.52	
FEES AND OTHER EXPENSES	6,366.02-	
REALIZED GAIN OR LOSS	6.63-	
UNREALIZED GAIN OR LOSS	530,127.18	
TOTAL EARNINGS		537,805.05
TOTAL MARKET VALUE AS OF 04/30/2020		9,110,990.73



TRUST EB FORMAT

Page 2

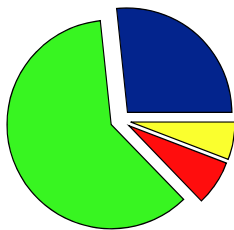
Statement Period
Account Number





04/01/2020 through 04/30/2020
115150007100
BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

Asset Summary As Of 04/30/2020

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,521,876.47	5,512,164.60	61
MUTUAL FUND - DOMESTIC EQUITY	2,425,448.68	2,356,317.65	27
MUTUAL FUND - INTERNATIONAL EQUITY	621,506.00	642,049.39	7
MUTUAL FUND - REAL ESTATE	542,159.58	644,132.21	6
TOTAL INVESTMENTS	9,110,990.73	9,154,663.85	
CASH	13,310.05		
DUE FROM BROKER	0.00		
DUE TO BROKER	13,310.05		
TOTAL MARKET VALUE	9,110,990.73		

Ending Asset Allocation



26.6%		MUTUAL FUND - DOMESTIC EQUITY	2,425,448.68
60.6%		MUTUAL FUND - FIXED INCOME	5,521,876.47
6.8%		MUTUAL FUND - INTERNATIONAL EQUI	621,506.00
6.0%		MUTUAL FUND - REAL ESTATE	542,159.58
100.0%		Total	9,110,990.73

Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	252,554	261,351	103.48%
Total REVENUES	<u>252,554</u>	<u>261,351</u>	<u>103.48%</u>
EXPENDITURES			
Supplies and Materials	169,441	113,981	67.27%
Other Operating Exp. and Services	71,744	51,700	72.06%
Total EXPENDITURES	<u>241,185</u>	<u>165,681</u>	<u>68.69%</u>
Excess of Revenues Over/ (Under) Expenditures	11,369	95,670	
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	238,950	104.12%
Total OPERATING TRANSFERS OUT	<u>229,500</u>	<u>238,950</u>	<u>104.12%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(28,412)	46,439	
FUND BALANCE:			
Fund balance, July 1	<u>124,691</u>	<u>124,691</u>	
Current Balance	<u>96,279</u>	<u>171,130</u>	

Allan Hancock College
Student Representation Fee Trust Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	<u>20,095</u>	<u>18,824</u>	<u>93.68%</u>
Total REVENUES	<u>20,095</u>	<u>18,824</u>	<u>93.68%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>31,691</u>	<u>16,108</u>	<u>50.83%</u>
Total EXPENDITURES	<u>31,691</u>	<u>16,108</u>	<u>50.83%</u>
Excess of Revenues Over/ (Under) Expenditures	(11,596)	2,716	
FUND BALANCE			
Fund balance, July 1	<u>15,375</u>	<u>15,375</u>	
Current Balance	<u>3,779</u>	<u>18,091</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	24,800	22,361	90.17%
Total REVENUES	<u>24,800</u>	<u>22,361</u>	<u>90.17%</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	22,361	
FUND BALANCE			
Fund balance, July 1	<u>182,028</u>	<u>182,028</u>	
Current Balance	<u>182,028</u>	<u>204,389</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	11,949,131	12,215,837	102.23%
State Revenues	2,320,827	2,339,924	100.82%
Local revenues	10	12	0.00%
Total REVENUES	<u>14,269,968</u>	<u>14,555,773</u>	<u>102.00%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>235,811</u>	<u>928,976</u>	<u>393.95%</u>
Total OTHER FINANCING SOURCES(USES)	<u>235,811</u>	<u>928,976</u>	<u>393.95%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>14,505,769</u>	<u>15,314,479</u>	<u>105.58%</u>
Total OPERATING TRANSFERS OUT	<u>14,505,769</u>	<u>15,314,479</u>	<u>105.58%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	10	170,270	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u><u>21,610</u></u>	<u><u>191,870</u></u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	1,000	0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,000	(500)	-50.00%
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 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	152,311	131,674	86.45%
Total REVENUES	<u>152,311</u>	<u>131,674</u>	<u>86.45%</u>
EXPENDITURES			
Academic Salaries	1,321	1,321	100.00%
Classified Salaries	33,876	18,751	55.35%
Employee Benefits	88	0	0.00%
Supplies and Materials	105,395	62,570	59.37%
Other Operating Exp. and Services	64,222	51,857	80.75%
Capital Outlay	4,909	4,134	0.00%
Total EXPENDITURES	<u>209,811</u>	<u>138,633</u>	<u>66.08%</u>
Excess of Revenues Over/ (Under) Expenditures	(57,500)	(6,959)	
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	20,907	16,555	79.18%
Total OPERATING TRANSFERS OUT	<u>20,907</u>	<u>16,555</u>	<u>79.18%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(74,789)	(14,276)	
FUND BALANCE			
Fund balance, July 1	<u>1,074,542</u>	<u>1,074,542</u>	
Current Balance	<u>999,753</u>	<u>1,060,266</u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	37,100	18,209	49.08%
Total REVENUES	<u>37,100</u>	<u>18,209</u>	<u>49.08%</u>
EXPENDITURES			
Supplies and Materials	33,287	9,217	27.69%
Other Operating Exp. and Services	<u>29,842</u>	<u>8,244</u>	<u>27.63%</u>
Total EXPENDITURES	<u>63,129</u>	<u>17,461</u>	<u>27.66%</u>
Excess of Revenues Over/ (Under) Expenditures	(26,029)	748	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>8,512</u>	<u>8,323</u>	<u>97.78%</u>
Total OPERATING TRANSFERS OUT	<u>8,512</u>	<u>8,323</u>	<u>97.78%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(34,541)	(7,575)	
FUND BALANCE			
Fund balance, July 1	<u>68,784</u>	<u>68,784</u>	
Current Balance	<u>34,243</u>	<u>61,209</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 04/30/2020

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	65,024	2,747,070	301,339	254,871	0	3,368,304
Sales and Commission	0	0	885	0	0	0	885
Interest and Investment Income	0	20,874	773	0	0	494,390	516,037
Realized Gain/Loss on Invest	0	(7,000)	0	0	0	190,651	183,651
Unrealized Gain/Loss on Invest	0	(58,218)	0	0	0	(2,930,625)	(2,988,843)
Other Local Revenues	0	731	907	0	0	0	1,638
Total Revenues	0	21,411	2,749,635	301,339	254,871	(2,245,584)	1,081,671
EXPENSES:							
Non Bargaining Unit	0	204,503	0	0	0	0	204,503
Benefits	0	18,428	0	0	0	0	18,428
Public Relations/Recognitions	0	566	160	0	0	0	726
Office/Operational Supplies	0	4,141	17,919	0	0	0	22,060
In Kind Supply Expense	0	0	800	0	0	0	800
Non Instr Printing	0	2,934	5,186	0	0	0	8,120
Food - Business Meetings/Events	0	3,475	32,551	0	0	0	36,026
Service Contracts (Businesses)	0	2,758	0	0	0	0	2,758
Travel - All Travel Costs	0	3,278	3,340	0	0	0	6,618
Conference/Registration Fees	0	0	1,170	0	0	0	1,170
On-Site-Prof. Develop/Webinars	0	177	0	0	0	0	177
Foundation Community Activities	0	9,999	15,427	0	0	0	25,425
Dues & Memberships	0	1,464	2,205	0	0	0	3,669
Non-Tech Licenses,Permits,Fees	0	40	4,038	0	0	0	4,078
Software/Technology Licenses	0	0	20,230	0	0	0	20,230
Facility Rental	0	0	320	0	0	0	320
Software Maintenance Agreement	0	9,840	0	0	0	0	9,840
Equipment Rental	0	0	3,146	0	0	0	3,146
District/College Support	0	0	54,973	0	0	0	54,973
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	3,159	2,200	0	0	0	5,359
Bank Service Charges	0	1,735	2,437	0	0	0	4,172
Investment Brokerage Fees	0	2,497	0	0	0	168,903	171,400
PCPA Support	0	0	0	74,648	0	0	74,648
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	34,900	0	0	0	34,900
Scholarships	0	0	4,062	528,475	0	0	532,537
Total Expenses	0	271,615	207,952	603,123	101,265	202,636	1,386,591
Net Income (Loss)	0	(250,204)	2,541,683	(301,784)	153,606	(2,448,220)	(304,919)
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	236,670	656,645	4,584	2,672,222	238,465	3,808,586
Intrafund Transfers-Out	0	25,500	2,118,846	100	1,312,002	352,138	3,808,586
Other Transfer-In	0	175,850	0	0	0	0	175,850
Net Transfers	0	387,020	(1,462,201)	4,484	1,360,220	(113,673)	175,850
Net Inc/Dec in Fund Bal	0	136,816	1,079,482	(297,300)	1,513,826	(2,561,893)	(129,070)
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	291,911	2,873,728	402,354	22,088,057	1,518,638	27,174,687

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For The Period Ending 4/30/2020

REVENUES	<u>Budget</u>	<u>Actual</u>	% Budget
Contributed Gifts/Grants/Endw	53,990	53,990	100.00%
Non-Cash Contributions	21,891	22,463	102.61%
Other Local Revenues	200	200	
Intrafund Transfer-In	<u>26,576</u>	<u>26,576</u>	<u>100.00%</u>
Net Revenue	102,657	103,229	0.00%
WINE OPERATION			
Sales & Commissions	91,310	92,488	101.29%
Less: Returns & Allowances	0	(168)	0.00%
Less: Sales Discounts	<u>(50,492)</u>	<u>(51,019)</u>	<u>101.04%</u>
Net Sales	40,818	41,301	
Less: Cost of Goods Sold	<u>(35,687)</u>	<u>(35,596)</u>	<u>99.75%</u>
Gross Profit	<u>5,131</u>	<u>5,705</u>	
 Total REVENUES	 <u>107,788</u>	 <u>108,934</u>	 <u>101.06%</u>
EXPENDITURES			
Classified Salaries	5,115	5,115	0.00%
Supplies and Materials	65,280	54,949	84.17%
Inventory Allocation Expense	(91,595)	(62,258)	67.97%
Other Operating Exp. and Services	83,731	50,547	60.37%
Capital Outlay	<u>53,152</u>	<u>23,603</u>	<u>44.41%</u>
Total EXPENDITURES	<u>115,683</u>	<u>71,956</u>	<u>62.20%</u>
 Excess of Revenues Over (Under) Expenditures	 (7,895)	 36,978	
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	 (35,671)	 9,202	
FUND BALANCE			
Fund balance, July 1	<u>188,547</u>	<u>188,547</u>	
 Current Balance	 <u>152,876</u>	 <u>197,749</u>	



ALLAN HANCOCK COLLEGE

JUNE 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	3	4 11:30 a.m. <i>Community Food Share</i> every Tuesday/ Thursday	5	6
7	8	9 6:00 p.m. Board of Trustees Meeting	10	11	12	13
14	15 Summer Classes Begin	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



ALLAN HANCOCK COLLEGE

JULY 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 6:00 p.m. Board of Trustees Meeting	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Summer Classes End	31	