
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda Regular Board Meeting Tuesday, June 8, 2021

Jeffery C. Hall, President
Gregory A. Pensa, Vice President
Suzanne Levy, Ed.D.
Hilda Zacarias
Ana Rosas Pacheco, 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.

OPEN Session will be conducted via Zoom: <https://hancockcollege.zoom.us/j/96535627127>

CLOSED Session will be conducted via Zoom: <https://hancockcollege.zoom.us/j/93837504027>

Please note the meetings 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 8, 2021, 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

- | | <u>Page</u> | <u>Tent.
Time</u> |
|--|-------------|-----------------------|
| 3. Adjourn to Closed Session | | 5:00 PM |
| 3.A. Evaluation of the Superintendent/President | | |
| 3.B. Conference with Labor Negotiator – (Government Code §54957.6) | | |
| <p>Agency designated representatives: Dr. Robert Curry
 Employee Association: Faculty Association</p> <p>Agency designated representative: Dr. Robert Curry
 Employee Association: Part-Time Faculty Association</p> <p>Agency designated representative: Dr. Kevin Walthers
 Unrepresented Employees: Management</p> <p>Agency designated representative: Dr. Kevin Walthers
 Unrepresented Employees: Supervisory/Confidential</p> <p>Agency designated representative: Ruben Ramirez
 Employee Organization: California School Employees Association (CSEA) Chapter #25</p> | | |
| 3.C. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957) | | |
| 4. Reconvene to Open Session | | 6:00 PM |
| 5. Action Taken in Closed Session | | |
| 6. Approval of Agenda as Presented | | |
| 7. 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 8, 2021 via email to: ccamacho@hancockcollege.edu. Comments may 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

	<u>Page</u>	<u>Tent. Time</u>
8. Approval of Minutes		
8.A. Approval of Minutes from the May 11, 2021 regular board meeting.	10	
9. Presentation		
9.A. Changing the Odds		
Dr. Walthers will share a Changing the Odds moment		
9.B. Update on Nursing and Police Academy Programs		
Staff will provide an update on the nursing and policy academy programs.		
10. Consent Agenda		
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.		
10.A. Register of Warrants and Payroll Summary 04/01/21 through 04/30/21	18	
A recommendation that the board of trustees approve commercial warrants.		
10.B. Service Site Development Work for Placement of the Draeger Burn Building Props – LVC Project (Bid No. 21-03), Notice of Completion	20	
A recommendation that the board of trustees approve the filing notice of completion for the Service Site Development Work for Placement of the Draeger Burn Building Props – LVC Project (Bid No. 21-03) performed by MD Construction Co., Inc.		
10.C. Approve Change Orders with RDZ Contractors for the Service Site Development Work for the Public Safety Training Complex Modular Building Project (Bid No. 21-02)	21	
A recommendation that the board of trustees approve the change orders with RDZ Contractors for the service site development work for the Public Safety Training Complex Modular Building Project (Bid No. 21-02) in the amount of \$63,661.84.		

		<u>Page</u>	<u>Tent. Time</u>
10.D.	Award of Contract Utilizing Piggy-Back Contract for Phase III Implementation of a Security Plan to RD Systems Inc.	22	
	A recommendation that the board of trustees award the contract to RD Systems Inc. for phase III implementation of a security plan in the amount of \$212,255.85.		
10.E.	Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	23	
	A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
10.F.	Equivalency Certification for Faculty	47	
	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.		
10.G.	Academic Policy and Planning Committee Curriculum Summary	52	
	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.		
10.H.	Second Reading: Board Policy 5140, Disabled Student Programs and Services (DSPS)	72	
	A recommendation to adopt Board Policy 5140, Disabled Student Programs and Services (DSPS).		
10.I.	Coaching Appointments and Stipends	75	
	A recommendation that the board of trustees approve coaching appointments and stipends.		

		<u>Page</u>	<u>Tent. Time</u>
10.J.	Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	76	
	A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		
10.K.	Appointments, Transfers, and Promotions of Classified Service Employees	79	
	A recommendation that the board of trustees approve the appointment of Stephanie Alvarado, TRIO – Student Support Services Program (SSSP) Supervisor, effective June 14, 2021.		
10.L.	Out-of-Classification Assignments of Classified Service Employees	80	
	A recommendation that the board of trustees approve the out-of-classification assignments of Patrick Griffith, student account specialist, auxiliary accounting services, retroactive April 1, 2021 through June 30, 2021 or earlier per district need; Dana Avila, administrative assistant III, community education, effective July 1, 2021 through June 30, 2022, or earlier per district need; Elane Tejeda-Vega, cashier technician, auxiliary accounting services, retroactive April 1, 2021 through June 30 2021, or earlier per district need; and Denise Baldwin, coordinator, plant services, facilities, effective July 1, 2021 through December 30, 2021, or earlier per district need.		
10.M.	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Coronavirus (COVID-19) Response/Return to Campus for Fall 2021	82	
	A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California School Employees Association regarding the coronavirus response/return to campus for fall 2021.		
10.N.	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, coronavirus (COVID-19) Response/Return to Campus for Fall 2021	87	

		<u>Page</u>	<u>Tent. Time</u>
	A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” regarding the coronavirus (COVID-19) response/return to campus for fall 2021.		
10.O.	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Coronavirus (COVID-19) Response/Return to Campus for Fall 2021	93	
	A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” regarding the coronavirus (COVID-19) response/return to campus for fall 2021.		
10.P.	New and/or Revised Classified Bargaining Job Descriptions	98	
	A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions, coordinator, facilities; veteran’s services center specialist; and extended opportunity program and services assistant.		
10.Q.	Appointment of Management Employees	111	
	A recommendation that the board of trustees approve the classified management appointment of the basic needs project director.		
10.R.	Reclassification of Classified Bargaining Unit Positions and/or New Revised Classified Bargaining Unit Job Descriptions	112	
	A recommendation that the board of trustees approve the recommended reclassifications and revised classified bargaining unit job descriptions, as presented, effective July 1, 2021, for the following: Catalina Armijo, coordinator, cashier services and student accounts, auxiliary accounting services; Bruce Wade, auxiliary accounting specialist, auxiliary accounting services; Anel Drake, auxiliary accounting technician, auxiliary accounting services; Jamie Zamudio, auxiliary accounting specialist, auxiliary accounting services; Chris McGuiness, public affairs and communications analyst, public affairs and publications; Sean Maddox, tutorial/open access computer lab technician, academic		

		<u>Page</u>	<u>Tent. Time</u>
	resource center; Mary Jean Abatti (MJ), academic resource assistant, academic resource enter, Kelsie Pike, tutorial/open access computer lab technician, academic resource center; Julia Sokolovska, enrollment/articulation specialist; career center services; Pam Storie, transfer and career/job placement technician, counseling; and Monica Maldonado, counseling assistant, counseling.		
10.S.	Salary Schedule Transition for California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185	143	
	A recommendation that the board of trustees approve salary schedule transition previously negotiated per article 11.1.1 of PFA/CFT contract whereby schedules 70-73 shall be eliminated and affected members will be placed on schedules 76-79.		
10.T.	Acceptance of Grants Approved and Review of Grant Proposals Submitted	147	
	A recommendation to accept funded proposals and review grant proposals submitted.		
10.U.	Privileges of the Student Trustee	149-1	
	A recommendation that the board of trustees consider whether to afford the student member privileges as noted in Ed Code. 72023.5.		
10.V.	Out-of-State Travel Request	149-2	
	A recommendation that the board of trustees authorize out-of-state travel for Assistant Football Coach Robert Fukuhara to attend the All-Poly Camp in Sandy, Utah on June 16-21, 2021.		
11.	Oral Reports		6:50 PM
11.A.	Superintendent/President's Report		
11.B.	Board Member Reports		
11.C.	Association Reports		7:00 PM
	1) Faculty Association		
	2) Academic Senate		
	3) California School Employees Association		
	4) Associated Student Body Government		
	5) AHC Foundation		
	6) Management Association		
	7) Part-Time Faculty Association		

		<u>Page</u>	<u>Tent. Time</u>
12.	Action Items		7:25 PM
12.A.	Resolution 21-19, Honoring Student Trustee	150	
	A recommendation that the board of trustees adopt Resolution 21-19 honoring Student Trustee Ana Rosas Pacheco for her exemplary service.		
12.B.	Adoption of the 2021-2022 Tentative Budget	152-1	
	A recommendation that the board of trustees adopt the 2021-2022 Tentative Budget.		
12.C.	Trustee Area 3 Vacancy	152-2	
	A recommendation for the board of trustees discuss the process of filling trustee area 3 vacancy and determine next steps to be taken.		
13.	Information		7:35 PM
13.A.1.	First Reading: Revised Administrative Procedure 6370, Contracts-Personal Services	182	
	A recommendation to review revised Administrative Procedure 6370, Contracts-Personal Services.		
13.A.2.	Return to Campus Report	186	
	Staff will present an update on plans to return to campus in the fall.		
13.B.	Employee Retirements and Resignations	187	
	The superintendent/president has accepted the retirement of Mark Ludvigson, custodian, facilities, effective July 6, 2021; and resignation of Andrea Figueroa-Zamora, basic needs director, effective May 31, 2021.		
13.C.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	188	
13.D.	Monthly Report, Associate Superintendent/Vice President, Student Services	189	
13.E.	Monthly Report, Vice President, Institutional Effectiveness	190	

		<u>Page</u>	<u>Tent. Time</u>
13.F.	Monthly Report, Executive Director, College Advancement	192	
13.G.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	193	
13.H.	A Monthly Report on the Year-to-Date Financial Data for Various Funds.	194	
14.	New Business		8:30 PM
15.	Calendar	216	
16.	Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, July13, 2021.
Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need accommodations 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 to make reasonable arrangements to ensure accessibility to this meeting.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MINUTES

Regular Board Meeting
Meeting was held via Zoom Webinar
Tuesday, May 11, 2021
Allan Hancock College
800 South College Drive, Santa Maria, CA 93454

Jeffery C. Hall, President
Gregory A. Pensa, Vice President
Suzanne Levy, Ed.D.
Hilda Zacarías
Ana Rosas Pacheco, Student Trustee

Due to the Coronavirus crisis and Brown Act modifications approved by Governor Newsom, the board meeting was held via Zoom webinar.

1. Call to Order

Trustee Hall called the meeting to order at 5:04 p.m. with the following trustees present:
Hall, Levy, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Hall adjourned the meeting to closed session at 5:04 p.m.

4. Reconvene to Open Session

Trustee Hall reconvened the meeting to open session at 6:00 p.m.

5. Action Taken in Closed Session

Trustee Hall reported there was no action taken in closed session.

6. Action Item

6.A. Resolution 21-16 Commending Larry Lahr for More Than 26 years of Exemplary Service

On a motion by Trustee Zacarías, seconded by Trustee Pensa, the board of trustees adopted Resolution 21-16 Commending Larry Lahr for More Than 26 Years of Exemplary Service on the Allan Hancock College Board of Trustees, on a roll-call vote as follows:

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None
Concur: Student Trustee

7. Organization of the Board

7.A. Election of Board of Trustee Officers

On a motion by Trustee Pensa, seconded by Trustee Zacarías, the board of trustees elected Trustee Hall as president of the board of trustees. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees elected Trustee Pensa as vice president of the board of trustees. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

7.B. Appointment of Trustees to Boards and Committees

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees appointed Trustee Zacarías to the Retirement Board of Authority. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees appointed Trustee Levy to the Viticulture & Enology Foundation. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

7.C. Trustee Area 3 Vacancy

The board of trustees directed staff to inform the public of the vacancy and solicit applications to fill the vacancy as a result of Trustee Lahr's resignation. A special board meeting was scheduled for June 15, 2021 to interview candidates and appoint an interim trustee to represent Area 3.

8. Approval of Agenda as Presented

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

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

9. Public Comment

No public comment was made.

10. Approval of Minutes

10.A. Approval of minutes from the April 20, 2021 regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee Zacarías, the board of trustees voted unanimously to approve the minutes for the April 20, 2021 regular board meeting. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

11. Presentation

11.A. Changing the Odds

Dr. Walthers asked Dr. Ornelas to share a Changing the Odds moment. Dr. Ornelas reported there will be approximately 530 students participating in commencement. She thanked everyone for their hard work during the pandemic.

12. Consent Agenda

Board items 12.B. Third Quarter Financial Status Report; 12.C. 2022-2026 State Five-Year Construction Plan; and 12.E Award of Contract for Facilities Master Planning Services (RFP 20-100) were removed from the consent section of the agenda for further consideration.

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

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13. Oral Reports

13.A. Superintendent/President's Report

Dr. Walthers shared he spoke to a former student's mother. Camerron Barlow graduated from Cal State Northridge and Mrs. Barlow will receive her bachelor's degree from the University of Laverne. He said the college will host three more vaccination clinics and then the clinic will move to the Santa Maria Fairpark.

13.B. Board Member Reports

Trustee Levy attended three different proclamation ceremonies. She also attended the City of Santa Maria's Quarterly meeting. She appreciates the support Hancock extends to other organizations, such as Ladies Get Loud, in the community.

Trustee Pensa attended the quarterly Hancock Foundation meeting and volunteered at the Food Share Because We Care food distribution. He and Dr. Walthers met with Senator Cunningham and discussed baccalaureate degrees and keeping building O. He announced he was reelected to the Community College League of California Board of Trustees. He also attended Solvang City Council and the county's meeting to accept their Hancock College Centennial proclamations.

Trustee Zacarias accompanied other trustees to the Guadalupe City Council meeting to accept the Hancock Centennial proclamation. She volunteered at the on-campus vaccine clinic and was impressed with how well Hancock staff took care of community members. She and Dr. Walthers presented guidelines during a webinar with other trustees on how to build and strengthen board relations.

Trustee Hall chaired the NAACP meeting and attended two college centennial proclamation presentations.

Student Trustee Rosas Pacheco gave an update on the Food Share Because We Care food distribution. She reported ASBG held a successful blood drive, Hancock Got Talent competition, a Study-A-Thon.

13.C. Association Reports

1) Faculty Association

Roger Hall reported the association is still working on returning to campus. He noted there are a lot of questions and variables that have come up. The memorandum of understanding will be voted on soon. The association voted to keep the same leadership members.

2) Academic Senate

Gary Bierly report the Senate continues to discuss returning to classrooms in the fall. The Senate adopted the state academic senate's definition of hybrid classes. This will allow flexibility given the unknowns of the pandemic.

3) California School Employees Association

Yvette Andrade thanked retired Trustee Lahr for his service to the college. She commended Ricardo Lopez for excellent scheduling flexibility. She praised Ricardo for his patience, kindness, expertise, and grace while carrying out his duties.

4) Associated Student Body Government

Ana Rosas Pacheco reported study body government is hosting an end of the year banquet and a decorating cap event on campus.

5) AHC Foundation

Dr. Hooten shared centennial celebration proclamations from the various local city councils, county supervisors, and elected officials. He reported the centennial event fundraising goal of \$100,000 was surpassed and has reached over \$200,000. The funds will support the Hancock Promise. He invited everyone to the livestream Centennial Celebration event.

6) Management Association

No report was given.

7) Part-time Faculty Association

Monique Segura is sad to see Trustee Lahr leave and noted he will be missed. She referred to a discussion at an Academic Senate meeting regarding voting for department chairs and the vote of part-time faculty members. She referenced an anonymous letter read during the meeting discouraging one part-time faculty vote. She was disappointed to hear this point of view from a colleague.

14. Action Items

12.B. Third Quarter Financial Status Report

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

12.C. 2022-2026 State Five-Year Construction Plan

On a motion by Trustee Levy, seconded by Trustee Pensa, the board of trustees approved the capital outlay project order of priority for the 2022-2026 State Five-Year Construction Plan. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

12.E. Award of Contract for Facilities Master Planning Services (RFP 20-100)

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees awarded the contract for Facilities Master Planning Services (RFP 21-100) to 19six Architects. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14.A. 2020-2021 Revised Adopted Budget

On a motion by Trustee Zacarías, seconded by Trustee Hall, the board of trustees adopted revisions to the 2020-2021 district budget. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

14.B. Resolutions 21-04 through 21-15 Honoring Retiring Employees

On a motion by Trustee Levy, seconded by Trustee Pensa the board of trustees adopted resolutions 21-04 through 21-15 honoring 2020-21 retirees, on a roll-call vote as follows:

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

14.C. Resolution 21-17 Condemning Acts of Aggression Against Anti-Asian and Pacific Islander Community Members

On a motion by Trustee Pensa, seconded by Trustee Zacarías, the board of trustees adopted Resolution 21-17 Condemning Acts of Aggression Against Anti-Asian and Pacific Islander Community Members, as revised, on a roll-call vote as follows:

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

14.D. Resolution 21-18 Diversity, Equity, and Inclusion Awareness

On a motion by Trustee Levy, seconded by Trustee Hall, the board of trustees adopted Resolution 21-18 Diversity, Equity, and Inclusion Awareness on a roll-call vote as follows:

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

15. Information Items

15.A. Employee Retirements and Resignations

Dr. Walthers acknowledged the resignations and retirements as reported.

15.B. Registered Nursing Licensure Pass Rates

Dr. Curry gave a report on the decline in registered nursing licensure pass rates. Larry Manolo shared reasons why the exam pass rates declined. He discussed strategies to improve passing rates. Trustee Zacarías asked to be kept apprised on the progress from the licensed vocational nursing program to registered nursing.

15.C. First Reading: Revised Administrative Procedure 5013, Students in the Military

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

15.D. First Reading: Revised Administrative Procedure 5140, Disabled Student Programs and Services (DSPS)

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

15.E. Monthly Report, Associate Superintendent/Vice President, Academic Affairs

Associate Superintendent Curry praised Ricardo Lopez for his work. He also noted the upcoming graduation ceremonies for various programs.

15.F. Monthly Report, Associate Superintendent/Vice President, Student Services

Associate Superintendent Dr. Ornelas reported staff is working to ensure basic needs students are supported onsite. She gave a brief overview on Black Student Success Week, Cal Fresh Partnership, and fall and summer registration events.

15.G. Monthly Report, Vice President, Institutional Effectiveness

Dr. Murphy gave a progress update on accreditation self-evaluation report (ISER). Hancock will be one of the first colleges to go through the new self-evaluation process and briefly explained how the new accreditation process will take place. He also gave brief overview of a return to campus survey.

15.H. Monthly Report, Executive Director, College Advancement

Dr. Hooten reported the Community College Public Relations Organization awarded Public Affairs gold medals for various projects. He believes his team is among the best in the state and is doing a great job working remotely.

15.I. Monthly Report, Associate Superintendent/Vice President, Finance and Administration

Associate Superintendent Smith shared an update on a student bus pass program and the PCPA Paycheck Protection Program Loan Forgiveness.

15.J. A Monthly Report on the Year-to-Date Financial Data for Various Funds

Associate Superintendent Smith gave an update on the Year-to-Date Financial Data.

16. New Business

Trustee Hall asked for a report on the nursing program handbook and police training.

17. Calendar

Dr. Walthers shared events from the calendar.

18. Adjournment

Trustee Hall adjourned the meeting at 8:19 p.m.

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

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

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.A.
Subject: Register of Warrants and Payroll Summary 04/01/21 through 04/30/21	Enclosures: Page 1 of 2 Full Warrant Register online

BACKGROUND

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

General Fund 9410		
Invoice Warrants	\$2,721,159.11	
Payroll 04/1/21 – 04/30/21	5,366,440.22	
Total General Fund		\$8,087,599.33
Child Development Fund 9433		
Invoice Warrants	18,120.20	
Payroll 04/1/21 – 04/30/21	73,392.86	
Total Child Development Fund		91,513.06
Capital Outlay Projects Fund 9441		
Invoice Warrants	3,093,853.10	
Total Capital Outlay Projects Fund		3,093,853.10
Go Bond Building Fund 9447		
Invoice Warrants	1,588,578.36	
Total Go Bond Building Fund		1,588,578.36
Self-Insurance Dental Fund 9461		
Invoice Warrants	53,026.00	
Total Self-Insurance Dental Fund		53,026.00
Self-Insurance Health Fund 9462		
Invoice Warrants	0.00	
Total Self-Insurance Health Fund		0.00
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	0.00	
Total Self-Insurance Property/Liability		0.00
Fund		
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>\$12,914,569.85</u>

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25023591 through 25024180 for a subtotal of \$7,474,736.77 and payroll warrants in the amount of \$5,439,833.08, for a grand total of \$12,914,569.85.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
04/01/2021 - 04/30/2021
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,558,973.99
1100B	Administrators (Cert.) Non Teaching	246,310.57
1100D	Part Time Faculty	563,108.45
SUB TOTAL		<u>\$2,368,393.01</u>

200 Classified Salaries

2000A	CSEA	1,215,865.48
2000B	Confidential/Supervisory	156,072.24
2000C	Classified Administrators	191,695.70
2000E	Classified Hourly	142,348.92
2000F	Student Workers	132,116.20
2000G	Board Member	1,200.00
SUB TOTAL		<u>\$1,839,298.54</u>

300 Employee Benefits

3000A	STRS	312,280.82
3000B	PERS	328,747.04
3000C	OASDHI-FICA	150,609.05
3000D	Health & Welfare	334,214.05
3000E	EDD-SUI	1,913.40
3000F	Workers Comp	30,984.31
SUB TOTAL		<u>\$1,158,748.67</u>
TOTAL FUND 10		<u>\$5,366,440.22</u>

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	17,994.61
1100D	Part Time Faculty	(953.16)
SUB TOTAL		<u>\$17,041.45</u>

200 Classified Salaries

2000A	CSEA	9,237.44
2000E	Classified Hourly	6,822.28
2000F	Student Workers	30,812.26
SUB TOTAL		<u>\$46,871.98</u>

300 Employee Benefits

3000A	STRS	2,851.54
3000B	PERS	2,232.91
3000C	OASDHI-FICA	1,362.71
3000D	Health & Welfare	2,540.14
3000E	EDD-SUI	15.07
3000F	Workers Comp	477.06
SUB TOTAL		<u>\$9,479.43</u>

TOTAL FUND 33 **\$73,392.86**

TOTAL DISTRICT PAYROLL **\$5,439,833.08**

Allan Hancock College
Warrant Register
Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
AHC Foundation	Payroll deduction for payroll dated 3/31/21	\$2,874.96	
		\$2,874.96	CT 25023591
Assoc CA Community College Admin	Payroll deduction for payroll dated 3/31/21	\$88.61	
		\$88.61	CT 25023592
C.S.E.A. Chapter 251 Dues - AHC	Payroll deduction for payroll dated 3/31/21	\$522.50	
		\$522.50	CT 25023593
C.S.E.A. Victory Club	Payroll deduction for payroll dated 3/31/21	\$122.50	
		\$122.50	CT 25023594
CA School Employees Association	Payroll deduction for payroll dated 3/31/21	\$9,618.59	
		\$9,618.59	CT 25023595
Delta Management Associates, Inc	Payroll deduction for payroll dated 3/31/21	\$321.24	
		\$321.24	CT 25023596
Earth Systems Pacific	MESA STEM Academic Success Center	\$2,329.50	
	Concrete Sampling and Testing	\$628.00	
	Report Preparation and Project Supervision	\$2,405.00	
	Allan Hancock Fine Arts Building	\$56,531.32	
		\$61,893.82	CT 25023597
ECMC	Payroll deduction for payroll dated 3/31/21	\$328.35	
		\$328.35	CT 25023598
Ellucian Company LP	Credit Memo - Contract Renegotiated After Payment	(\$2,176.00)	
	Credit Memo - Contract Renegotiated After Payment	(\$3,047.00)	
	Subscription for Travel Expense Management	\$26,791.00	
		\$21,568.00	CT 25023599
Envoy Plan Services Inc.	Payroll deduction for payroll dated 3/31/21	\$122,829.99	
		\$122,829.99	CT 25023600
Excelencia in Education	Registration fee for the 2021 Data Institute:	\$3,000.00	
		\$3,000.00	CT 25023601
FACCC Fac Assoc CA Comm Colleges	Payroll deduction for payroll dated 3/31/21	\$351.50	
		\$351.50	CT 25023602
Faculty Association of AHCC	Payroll deduction for payroll dated 3/31/21	\$6,526.95	
		\$6,526.95	CT 25023603
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-21 thru 5-31-21	\$57.90	
	Plumbing Supplies, 01-01-21 thru 5-31-21	\$32.55	
	Plumbing Supplies, 01-01-21 thru 5-31-21	\$35.48	
	Plumbing Supplies, 01-01-21 thru 5-31-21	\$28.85	
	Plumbing Supplies, 01-01-21 thru 5-31-21	\$60.86	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$215.64	CT 25023604
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2020-May 31, 2021	\$126.77	
		\$126.77	CT 25023605
Foodbank Of Santa Barbara County	Campus Food Share Program	\$1,226.98	
		\$1,226.98	CT 25023606
	Campus Food Share Program	\$6,038.20	
		\$6,038.20	CT 25023607
Franchise Tax Board	Payroll deduction for payroll dated 3/31/21	\$300.00	
		\$300.00	CT 25023608
Galls Llc	Uniform Supplies 02/10/21 thru 05/31/21	\$61.93	
	Uniform Supplies 02/10/21 thru 05/31/21	\$495.47	
	Uniform Supplies 02/10/21 thru 05/31/21	\$61.93	
	Uniform Supplies 02/10/21 thru 05/31/21	\$20.34	
	Uniform Supplies 02/10/21 thru 05/31/21	\$81.34	
	Propper I.C.E. Polo Shirts-Various Sizes & Colors	\$38.01	
	Shipping	\$0.34	
		\$759.36	CT 25023609
Global Technologies	3B Microanatomy Liver	\$319.73	
	Freight Charges	\$20.00	
		\$339.73	CT 25023610
Grainger Inc.	Battery, Lithium, Size 123, Pk 12	\$50.80	
	Dust Mop, Green, 3HKE7	\$164.58	
	NFPA Sign, Diamond	\$77.43	
	ID Card Retractor, Swivel Clip	\$2.40	
	36 in, M61DC, Carabineer, Vinyl Strap	\$11.92	
	Blk Minibak ID Vinyl Strap Standard Clip	\$5.87	
		\$313.00	CT 25023611
Hayward Lumber Inc	Hardware-Lumber Supplies, 7-1-20 thru 5-31-21	\$52.08	
		\$52.08	CT 25023612
Health Sanitation Services	Roll off for 03-09-21 per Invoice 0069153-1082-2	\$167.32	
	Green Yard Waste - Disposal Per Ton	\$85.06	
		\$252.38	CT 25023613
Home Science Tools	Rock and mineral kits, RMROCK75, quote# 1095556A	\$4,124.07	
	Shipping and handling	\$250.00	
		\$4,374.07	CT 25023614
House Sanitary Supply, Inc.	GLV Vinyl Synthetic Blue LG	\$1,880.72	
	GLV Vinyl Synthetic Blue MD	\$1,880.98	
		\$3,761.70	CT 25023615
Idlers Home	Washer, Speed Queen, TR3003WN, 3.2 Cu. Ft.	\$978.69	
	Rubber Washer Hoses	\$16.31	
	Fuel Surcharge	\$10.88	
	Installation	\$59.95	
	50% Back Gar. 5 Yr Extended Protection	\$179.95	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Idlers Home	Old Washer Recycle	\$25.00	
		\$1,270.78	CT 25023616
Institute Of Beauty Culture Inc	DSL LINE FEES JULY 1 2020-JUNE 30 2021	\$123.20	
	AGREEMENT FOR COSMETOLOGY TRAINING	\$90,623.75	
		\$90,746.95	CT 25023617
Ips Group Inc	Monthly Secure Gateway/Wireless Data	\$495.00	
		\$495.00	CT 25023618
IRS ACS Support	Payroll Deduction for March 2021	\$54.72	
		\$54.72	CT 25023619
J B Dewar	PARTS FOR LE VEH 07-07-20 TO 05-31-21	\$638.99	
		\$638.99	CT 25023620
Kaplan Early Learning Co	Size and Sequence Farm Puzzles (Set of 4) 81-63419	\$45.60	
	Flip and Peek Fun Phones (Set of 2) 81-30166	\$17.35	
	Toddler Sized Life Cycle Models- Chicken,	\$52.15	
	Chicken Puzzle NC-31395	\$23.87	
	Sound and Sort Stackers (Set of 18) 81-63687	\$35.83	
	Alphabet Blocks (8 Pieces) NC-30025	\$19.47	
	Freight	\$29.14	
		\$223.41	CT 25023621
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$738.14	
	Office Supplies - Paper, Wideformat, and Bindery	\$816.20	
		\$1,554.34	CT 25023622
Lakeshore Learning Materials	Easy-Twist Animal Builders - AA105 per attached	\$20.67	
	Life Science Picture Puzzles - FF368	\$82.64	
	Snap BOts - PP838	\$41.31	
	Ghanaian Woven Rattles - 2EA - RE106	\$15.48	
	Chilean Rainsticks Set of 2 - RE102	\$30.98	
	YNG Archtcts Dsgn Blks Startr - FF209	\$30.98	
		\$222.06	CT 25023623
Lexipol Llc	Lexipol Policy Manual Update Subscription	\$2,580.00	
		\$2,580.00	CT 25023624
Metropolitan Life Insurance Co	Insurance Premiums for March 2021	\$6,259.13	
		\$6,259.13	CT 25023625
Mission Linen Supply	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
	Laundry services for AB program	\$13.53	
	Laundry services for AB program	\$13.53	
	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
		\$109.00	CT 25023626
Mizuno USA	Samurai Mens CP 15 Black-Royal	\$199.05	
		\$199.05	CT 25023627
North American Technical Services Inc	In-Plant Inspection Services for Relocatable	\$4,800.00	
	Inspect Concrete Pour	\$600.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$5,400.00	CT 25023628
Nub Games Inc	LIBRARY H3lp SUBSCRIPTION, 5-4-21 TO 8-4-21	\$118.00	
	SMS ADD-ON PACKAGE, 5-4-21 TO 8-4-21	\$50.00	
		\$168.00	CT 25023629
Office Depot	Office Operational Supplies 11.10.20 - 5.31.21	\$23.98	
	Office Operational Supplies S2021 for MESA STEM	\$127.10	
	Office Operational Supplies S2021 for MESA STEM	\$9.78	
	Instructional Supplies 7/1/20-5/31/21	\$160.36	
	Office Supplies, 8-17-2020 to 12-10-2020	\$82.87	
	Alliance Rubber Brites File Bands	\$3.70	
		\$407.79	CT 25023630
Optiv Security Inc	HPE Aruba: Support Bundle Renewal	\$198.12	
	HPE Aruba: Support Bundle Renewal	\$50.84	
		\$248.96	CT 25023631
Orcutt Burgers Inc	Food cards for Launch to College 2021	\$1,500.00	
		\$1,500.00	CT 25023632
PARS Public Agency Retirement	Payroll Deduction for March 2021	\$10,416.22	
		\$10,416.22	CT 25023633
Part Time Faculty AHC - Member	Payroll Deduction for March 2021	\$7,359.42	
		\$7,359.42	CT 25023634
PCPA Foundation	Payroll Deduction for March 2021	\$50.00	
		\$50.00	CT 25023635
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$548.88	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$786.22	
		\$1,335.10	CT 25023636
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	\$55.95	
		\$219.90	CT 25023637
Rdz Contractors	Change Order #1 to Add Concrete Foundation for the	\$27,602.53	
	Change Order #2 (Item 1) for Foundation Drainage -	\$5,364.76	
	Change Order #2 (Item 2) to Install Subgrade Soil	\$24,337.78	
	Public Safety Training Complex Modular	\$73,435.90	
		\$130,740.97	CT 25023638
Santa Barbara County Sheriff's Office	Payroll Deduction for March 2021	\$75.00	
		\$75.00	CT 25023639
ScholarShare College Savings 529	Payroll Deduction for March 2021	\$30.00	
		\$30.00	CT 25023640
Smith Pipe & Supply Inc	Landscape Supplies, 1-01-21 thru 5-31-21	\$168.02	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$168.02	CT 25023641
Sousa Tire Service	Tire, Firestone Destination AT2 OWL per Inv. 59326	\$461.10	
	State Tax Recycle Fee	\$3.50	
		\$464.60	CT 25023642
TG	Payroll Deduction for March 2021	\$1,034.78	
		\$1,034.78	CT 25023643
Trojan Petroleum, Inc	Gasoline Purchases, 07-01-20 thru 06-30-21	\$8,653.20	
		\$8,653.20	CT 25023644
United Refrigeration Inc	HVAC Supplies, 03-01-21 thru 05-31-21	\$50.99	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$73.52	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$165.08	
		\$289.59	CT 25023645
United Way of the Central Coast	Payroll Deduction for March 2021	\$35.00	
		\$35.00	CT 25023646
US Bank Corporate Payment System	Amazon, Portable and Clear Protective	\$103.15	
	Amazon, CoughBox XL Sneeze Guard Shields	\$339.20	
	Walmart, Folding Chairs	\$217.31	
	Amazon, Two Way Radios	\$243.52	
	JJ Keller & Associates: Instructional Supplies	\$114.54	
	The Home Depot #6681: Instructional Supplies	\$60.78	
	Home Depot.com: Instructional Supplies	\$44.72	
	HomeDepot.com: Instructional Supplies	\$6.50	
	HomeDepot.com: Instructional Supplies for	\$65.57	
	HomeDepot.com: Instructional Supplies for	\$58.93	
	Annual Fee for Trello Business Class with 6 Users	\$719.94	
	Central Coast LEAN 2021 Virtual Summit Registratio	\$50.00	
	Facebook Promo Spr 21 Comm Ed Classes	\$294.72	
	Facebook Promo Spr 21 Credit Class Promo	\$65.97	
	CCPRO 2021 Awards Entries	\$400.00	
		\$2,784.85	CT 25023647
Water Intrusion Specialist	Fine Arts Complex Project- Limited to Providing	\$2,950.00	
		\$2,950.00	CT 25023648
Zoe's Hawaiian Bbq	Food Cards for Launch to College	\$750.00	
		\$750.00	CT 25023649
Taylor Auriolos	Manual Refund Submitted	\$148.00	
		\$148.00	CT 25023650
Emily Brogren	Manual Refund Submitted	\$36.00	
		\$36.00	CT 25023651
Adam Buschini	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023652
Counterdrug - Los Angeles Unit	Vendor Refund	\$115.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$115.00	CT 25023653
Juan Cruz	Manual Refund Submitted	\$142.00	
		\$142.00	CT 25023654
Allan Cris Dela Cruz	Manual Refund Submitted	\$40.00	
		\$40.00	CT 25023655
Sofia Demeo	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023656
Christopher Drago	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023657
Jason Harrison	Manual Refund Submitted	\$184.00	
		\$184.00	CT 25023658
Esther Hernandez	Manual Refund Submitted	\$141.00	
		\$141.00	CT 25023659
Thomas Hicks	Manual Refund Submitted	\$188.00	
		\$188.00	CT 25023660
Clayton Hodges	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023661
Brian Illes	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023662
Ankita Kashyap	Manual Refund Submitted	\$231.00	
		\$231.00	CT 25023663
Tyler Kolodny	Manual Refund Submitted	\$414.00	
		\$414.00	CT 25023664
Thomas Leroy	Manual Refund Submitted	\$155.00	
		\$155.00	CT 25023665
Justin Lopez	Manual Refund Submitted	\$137.00	
		\$137.00	CT 25023666
Derek Mathews	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25023667
Felecia Merkel	Manual Refund Submitted	\$157.00	
		\$157.00	CT 25023668
Ronald Miller	Manual Refund Submitted	\$36.00	
		\$36.00	CT 25023669
Shaun Miller	Manual Refund Submitted	\$192.00	
		\$192.00	CT 25023670
Gustavo Morenoortega	Manual Refund Submitted	\$94.00	
		\$94.00	CT 25023671
Robert Niedermann	Manual Refund Submitted	\$92.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$92.00	CT 25023672
Kelsey Oliveira	Manual Refund Submitted	\$188.00	
		\$188.00	CT 25023673
Noel Placido	Manual Refund Submitted	\$43.00	
		\$43.00	CT 25023674
Karen Lozano	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25023675
Jillianne Quinn	Manual Refund Submitted	\$158.00	
		\$158.00	CT 25023676
Samuel Rametta	Manual Refund Submitted	\$173.00	
		\$173.00	CT 25023677
Nick Refice	Manual Refund Submitted	\$41.00	
		\$41.00	CT 25023678
Benito Rivas	Manual Refund Submitted	\$1,886.00	
		\$1,886.00	CT 25023679
David Rosenthal	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25023680
Alexandria Schwartz	Manual Refund Submitted	\$63.50	
		\$63.50	CT 25023681
Shyanne Segura	Manual Refund Submitted	\$302.00	
		\$302.00	CT 25023682
Nathan Seidenberg	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25023683
Eric Sheils	Manual Refund Submitted	\$114.00	
		\$114.00	CT 25023684
Krista Trigueiro	Manual Refund Submitted	\$586.00	
		\$586.00	CT 25023685
Megan Woods	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023686
4imprint Inc.	Pentel RSVP Mini Pens	\$2,661.11	
	Set up charge	\$10.88	
	Freight	\$42.20	
	Crosby lunch cooler tote	\$1,608.96	
	set-up charge	\$59.81	
	Freight	\$335.79	
		\$4,718.75	CT 25023687
Acme Auto Leasing Llc	Lease Payment 2018 Dodge Charger 7-20 to 6-21	\$658.80	
		\$658.80	CT 25023688
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	\$338,658.00	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$338,658.00	CT 25023689
AHC Viticulture & Enology Foundation	HEMP Shipping Charge	\$67.31	
		\$67.31	CT 25023690
Aldridge Concrete Company	Patio Extension - Labor	\$2,116.89	
	Materials	\$1,606.13	
	Equipment	\$1,212.90	
		\$4,935.92	CT 25023691
Amazon	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$250.06	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$740.87	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$30.46	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$365.65	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$91.72	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$9.78	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$54.36	
	Instructional Supplies 3-18-21 to 5-31-21	\$101.13	
	Nitrile Disposable Gloves, size small, 1000 count	\$590.51	
	Nitrile Disposable Gloves, size medium, 1000 count	\$787.13	
	Nitrile Disposable Gloves, size large, 1000 count	\$787.35	
	Shipping and handling	\$142.14	
	Operational Supplies	\$450.06	
	55 Gallon Water Storage Barrel-New Factory Fresh	\$598.25	
	Augason Farms 6-07910 Water Filtration and storage	\$168.88	
	Mobile Merchandisers K1430-4B-MB	\$1,046.61	
		\$6,214.96	CT 25023692
	BOOKS FOR THE SM LIBRARY, 3-3-21 TO 5-31-21	\$141.37	
		\$141.37	CT 25023693
Amazon Web Services, Inc	Amazon Web Services (AWS)	\$1,272.81	
	Amazon Web Services (AWS)	\$302.76	
		\$1,575.57	CT 25023694
American Business Machines	Canon Copier IR5050 SN#CHE9176 ID#11001	\$6.05	
	Canon Copier iR Adv4251, Serial #RKP09130	\$50.28	
	Canon Copier iRAdv4251, Serial #RKP06410	\$1.68	
	Canon Copier iRAdv4225, Serial #RKF10470	\$10.31	
	Canon Copier iR Adv 4225 SN#RKF07962 ID#10868	\$0.20	
	Canon Copier iR Adv 4225 SN#RKF07962 ID#10868	\$5.26	
	Copier Maintenance iR Adv 525iF SR II	\$47.09	
	Maintenance Agreement for Canon iR C5030 Copier	\$10.90	
	MAINTENANCE AGREEMENT FOR CANON IR C5030	\$2.57	
	iR2525 SN #FRU47593 ID #10988	\$0.26	
		\$134.60	CT 25023695
American Star Tours, Inc.	Bus Service - Men's Basketball	\$1,328.00	
	Bus Service - Womans Basketball Team	\$1,328.00	
	Bus Service - Women's Soccer Team	\$1,328.00	
	Bus Service - Men's Soccer Team	\$1,328.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$5,312.00	CT 25023696
American Technology Solutions	ATS PrintFreedom Year-End Services Inv #10354-10	\$2,012.34	
		\$2,012.34	CT 25023697
Aramark Uniform Services	Towel Service LE/Fire 7-1-20 to 6-30-21	\$40.80	
		\$40.80	CT 25023698
B & B Steel & Supply	Instructional Supplies for WLDT Program	\$971.63	
		\$971.63	CT 25023699
B&H Photo Video	Sony UWP-D21 Camera-Mount Wireless Omni	\$1,196.24	
	Magnus REX VT-5000 2-Stage Video Tripod	\$611.58	
	Manfrotto MVH500A Fluid Drag Video Head	\$1,814.11	
		\$3,621.93	CT 25023700
BIO-key International Inc	Professional Services for PortalGuard IDaaS	\$5,000.00	
		\$5,000.00	CT 25023701
Blue Tech Water	Hydrochloric Acid, 15% per Invoice 1257	\$604.97	
	Sodium Hydrochloric, 12.5% per Invoice 1316	\$1,222.87	
		\$1,827.84	CT 25023702
Bremer Auto Parts	Parts-Tools for Truck Driving Class Vehicles	\$331.43	
	Parts-Tools for Truck Driving Class Vehicles	\$172.51	
	Parts-Tools for Truck Driving Class Vehicles	(\$40.24)	
	Parts-Tools for Truck Driving Class Vehicles	\$317.03	
	Parts-Tools for Truck Driving Class Vehicles	\$83.43	
		\$864.16	CT 25023703
Cal Oes	CSTI Certificates for Fire Academy Class 147	\$240.00	
		\$240.00	CT 25023704
Carr's Boot Shop	Safety boots for employees - July 1, 2020	\$173.98	
	Safety boots for employees - July 1, 2020	\$153.33	
	Safety boots for employees - July 1, 2020	\$163.11	
		\$490.42	CT 25023705
CDW Government Inc	Dell CTO 3640 I7-10700K 512/1 W10P; Quote LVWL070	\$7,652.82	
	Google Chrome Management Console License -	\$3,591.00	
	Dell Chromebook 3100 - 11.6 - Celeron N4020 - 4 GB	\$37,137.04	
	Recycle Fee	\$600.00	
	Tripp Lite Gigabit Midspan POE Injector IEEE 1Port	\$180.04	
	OWC Thunderbolt 3 10G Ethernet Adapter	\$477.11	
	Apple iPad Pro 4th Gen Magic Keyboard w folio case	\$350.18	
		\$49,988.19	CT 25023706
Central City Tool Supply	Instructional Supplies for WLDT Program	\$121.75	
		\$121.75	CT 25023707
Jacob Chavez	Open Mileage Feb 11-19,24-26,3.1-22.21	\$403.20	
	Open Mileage Feb 11-19,24-26,3.1-22.21	\$134.40	
		\$537.60	CT 25023708
Comcast Cable	Comcast Monthly Recurring Costs	\$220.01	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$220.01	CT 25023709
Comcast Cable	Comcast Monthly Recurring Costs	\$170.01	
		\$170.01	CT 25023710
	Comcast Monthly Recurring Costs	\$2,660.36	
		\$2,660.36	CT 25023711
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$25.75	
		\$25.75	CT 25023712
Culligan/Central Coast Water Treatment	Water - Monthly Stand Rental	\$11.00	
	Bottled Water Delivery, 10/1/20 thru 6/30/21	\$47.30	
	Stand Rentals	\$11.00	
	Bottled Water Delivery, 10/1/20 thru 6/30/21	\$48.34	
	Stand Rentals	\$11.00	
		\$128.64	CT 25023713
Curriqunet	CurriQunet Support, Hosting and Maintenance	\$15,970.00	
		\$15,970.00	CT 25023714
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$156.18	
	Instructional Supplies for AB Program	\$213.65	
	Instructional Supplies for AB Program	\$301.57	
	Instructional Supplies for AB Program	\$594.35	
	Instructional Supplies for AB Program	\$9.22	
	Instructional Supplies for AB Program	\$160.85	
		\$1,435.82	CT 25023715
CWDL, CPAs	AHC District Audit 2019-20	\$4,656.00	
	Proposition 39 Financial and Performance Audit	\$777.00	
		\$5,433.00	CT 25023716
Digital West Networks, Inc	Telephone Service 7/1/2020 - 6/30/2021	\$3,176.98	
	Telephone Service 7/1/2020 - 6/30/2021	\$1,198.86	
	Telephone Service 7/1/2020 - 6/30/2021	\$1,093.95	
		\$5,469.79	CT 25023717
Disability Access Consultants, LLC	Consulting Services for American Disabilities Act	\$2,000.00	
		\$2,000.00	CT 25023718
Downs Government Affairs, LLC	Services for consortium project 7/1/20-6/30/21	\$2,000.00	
		\$2,000.00	CT 25023719
Jennifer Gaddis	Open Mileage 2.9-3.30.21	\$17.25	
		\$17.25	CT 25023720
Southern California Gas Co	Gas Supply 7.1.2020 - 6.30.2021	\$4,542.16	
	Gas Supply 7.1.2020-6.30.2021	\$1,135.54	
		\$5,677.70	CT 25023721
US Department of Veterans Affairs	Freedom-Monet Dillingham File# 680242409 return OP	\$828.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$828.00	CT 25023722
US Department of Veterans Affairs	Nathan R Limon File# 612864437,return OP	\$5.00	
		\$5.00	CT 25023723
	Joselyn Perez Gill File# 619680336,return OP	\$644.00	
		\$644.00	CT 25023724
	Harlen D Shaw File# 244513547,return OP	\$12.00	
		\$12.00	CT 25023725
	Antonio G Castillo File# 612864415,	\$22.00	
		\$22.00	CT 25023726
	Matthew Baker File# 576471721,return OP	\$614.95	
		\$614.95	CT 25023727
AHC Foundation	Payroll Deduction for April 2021	\$45.00	
		\$45.00	CT 25023728
Burnham Insurance Services	ACA Consulting July 1, 2020 - June 30, 2021	\$3,250.00	
		\$3,250.00	CT 25023729
Earth Systems Pacific	Allan Hancock College Lompoc Campus - Concrete Sampling and Testing	\$3,121.00 \$2,042.25	
	Report Preparation and Project Supervision	\$2,521.25	
		\$7,684.50	CT 25023730
Sarah Easton	Reimb for Virtual CSUN Assistive Technology	\$825.00	
		\$825.00	CT 25023731
Eyemed Vision Care	Vision Insurance Premiums APR 21-Retirees/COBRA	\$547.60	
		\$547.60	CT 25023732
Facilities Planning And Consulting Services	Planning and Consulting Services	\$5,180.00	
		\$5,180.00	CT 25023733
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2020-May 31, 2021	\$313.07	
	Cotton Applicators, #22-363-173	\$218.49	
	Glass Disposal Boxes, #12-009-7A	\$71.26	
	Filter Units 0.45um, #09-740-21B	\$1,814.43	
	Fuel Surcharge	\$3.45	
		\$2,420.70	CT 25023734
Galls Llc	Uniform Supplies 02/10/21 thru 05/31/21	\$35.13	
	Uniform Supplies 02/10/21 thru 05/31/21	(\$29.58)	
	Uniform Supplies 02/10/21 thru 05/31/21	\$34.79	
		\$40.34	CT 25023735
Garda CI West Inc	Armored Transportation Service-07/01/20-06/30/21	\$543.56	
		\$543.56	CT 25023736
GoReact	GoReact Software Student Access	\$1,679.44	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,679.44	CT 25023737
Griego Pool Service	Pool Service, 7-01-2020 thru 6-30-2021	\$2,550.00	
		\$2,550.00	CT 25023738
Tom Holzschuh	Inspection Services for the MESA/STEM Building	\$4,620.00	
		\$4,620.00	CT 25023739
House Sanitary Supply, Inc.	Sprayer Electrostatic Cordless Backpack	\$0.00	
	Sprayer Electrostatic Cordless Backpack	\$1,985.52	
		\$1,985.52	CT 25023740
Industrial Medical Group Of Santa Maria Valley	New hire health and physicals TB testing from	\$1,000.00	
		\$1,000.00	CT 25023741
Interact Communications, Inc	Spring 2021 digital marketing plan, production,	\$8,970.00	
		\$8,970.00	CT 25023742
Jobelephant.Com Inc	Advertising and Outreach for New Hires	\$300.00	
		\$300.00	CT 25023743
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$392.21	
		\$392.21	CT 25023744
Liebert Cassidy Whitmore	General Legal Advice and Investigations	\$175.00	
	General Legal Advice and Investigations	\$175.00	
	General Legal Advice and Investigations	\$9,548.00	
		\$9,898.00	CT 25023745
Los Padres Fire Protection Inc	Fire Extinguisher Inspection and Certification	\$39.80	
	Fire Extinguisher, 5 lb. (New)	\$156.49	
		\$196.29	CT 25023746
Ronald Lovell	Reimbursement for KitchenAid (2)	\$520.90	
	Reimbursement for Hand Mixer and Batteries	\$66.13	
		\$587.03	CT 25023747
MD Construction Co, Inc	Service Site Development Work	\$68,289.07	
		\$68,289.07	CT 25023748
NCX Group Inc	Security Consulting Services	\$3,000.00	
		\$3,000.00	CT 25023749
Office Depot	APC Back-UPS ES 650VA #660678	\$108.74	
		\$108.74	CT 25023750
PARS Public Agency Retirement	Payroll Deduction for April 2021	\$8,533.80	
		\$8,533.80	CT 25023751
Part Time Faculty AHC - Member	Payroll Deduction for April 2021	\$123.53	
		\$123.53	CT 25023752
Postmaster	Bulk Mail Postage Centennial Celebration Invite	\$902.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$902.00	CT 25023753
PPG Architectural Finishes Inc	Paint Supplies, 7-01-20 thru 5-31-21	\$34.08	
	Paint Supplies, 7-01-20 thru 5-31-21	\$83.39	
	Paint Supplies, 7-01-20 thru 5-31-21	\$56.56	
	Paint Supplies, 7-01-20 thru 5-31-21	\$54.78	
	Paint Supplies, 7-01-20 thru 5-31-21	\$32.19	
	Paint Supplies, 7-01-20 thru 5-31-21	\$49.80	
		\$310.80	CT 25023754
Rays Auto Parts	Parts-Supplies, 03-01-21 thru 5-31-21	\$52.66	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$3.90	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$143.06	
	Parts-Supplies, 03-01-21 thru 5-31-21	(\$39.13)	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$40.73	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$29.38	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$20.81	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$27.21	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$8.37	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$7.49	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$39.23	
		\$333.71	CT 25023755
Santa Maria Times	Half Page Ad Promoting AHC Economic Impact on	\$1,108.00	
	Reveal Ad Promoting AHC Economic Impact on local	\$350.00	
	Online Big Ad Promoting AHC Economic Impact on	\$1,000.00	
		\$2,458.00	CT 25023756
SISC III	Insurance Premiums March 2021	\$481,924.00	
		\$481,924.00	CT 25023757
Smith Pipe & Supply Inc	Chapin Hand-Held Spreader, CH8706A	\$28.16	
	Speed Zone Turf Herbicide	\$102.77	
	Ranger Pro Herbicide, 2.5 Gal	\$106.24	
		\$237.17	CT 25023758
Strata Information Group	Functional and Technical Consulting (Banner ODS)	\$2,480.00	
	DBA Consulting July 1, 2020 - December 31, 2020	\$658.75	
		\$3,138.75	CT 25023759
Testa Catering	Tent Rental for vaccine clinic; Event #E06549	\$8,765.25	
		\$8,765.25	CT 25023760
Texas Life Insurance Co.	Insurance Premiums March 2021	\$9,147.63	
		\$9,147.63	CT 25023761
Tom Little Inspections	Inspection and Fees for the Fine Arts Complex	\$18,500.00	
		\$18,500.00	CT 25023762
Typewell/Catalina Solutions Llc	Basic Skills Course Training Package	\$799.00	
		\$799.00	CT 25023763
Uline Inc	Standard Flammable Storage Cabinet #H-1563S-Y	\$815.62	
	Shipping	\$89.34	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$904.96	CT 25023764
United Parcel Service	UPS Charges, 7-1-20 thru 6-30-21	\$437.21	
	UPS Charges, 7-1-20 thru 6-30-21	\$55.95	
	UPS Charges, 7-1-20 thru 6-30-21	\$628.82	
	UPS Charges, 7-1-20 thru 6-30-21	\$44.51	
		\$1,166.49	CT 25023765
US Bank Corporate Payment System	Mental Health First Aid training;	\$40.00	
	Mental Health First Aid training;	\$40.00	
	Mental Health First Aid training;	\$40.00	
	Mental Health First Aid training;	\$40.00	
	Mental Health First Aid training;	\$40.00	
	Mental Health First Aid training;	\$40.00	
	Amazon - Zconomy books	\$44.58	
	Equity with Intentionality webinar; N.Ormelas	\$100.00	
	Mental Health First Aid training;	\$40.00	
	Costco - water for vaccine clinic	\$239.80	
	Costco - snacks for vaccine clinic workers	\$65.75	
	URBANE CAFE	\$66.74	
	COMMUNITY COLLEGE LEAGUE OF CA	\$299.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$598.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$149.00	
		\$1,882.87	CT 25023766
Valley Glass & Mirror Co	Mirrors (2 ea) per Inv 95219	\$177.24	
	Glass (2 ea) 36x36 Glass (1ea) 24x24 per Inv 95242	\$528.68	
		\$705.92	CT 25023767
Viking Fence Co Inc	Steel Pipes (4) and Post Caps (4) per Inv. 2894	\$800.00	
		\$800.00	CT 25023768
Western Propane Service	Propane per Invoice 287431	\$32.99	
	Propane per Invoice 287517	\$27.14	
		\$60.13	CT 25023769
Wex Bank	Gas Credit Card Purchases, 07-01-20 thru 06-30-21	\$35.00	
		\$35.00	CT 25023770
Jacqueline Alvarez	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25023771
Sarah Blackburn	Manual Refund Submitted	\$125.00	
		\$125.00	CT 25023772
Joseph Faulkner	Manual Refund Submitted	\$414.00	
		\$414.00	CT 25023773
Victor Ganes	Manual Refund Submitted	\$125.00	
		\$125.00	CT 25023774
Alyssa Harding	Manual Refund Submitted	\$209.50	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$209.50	CT 25023775
Kelsey Harris	Manual Refund Submitted	\$6.00	
		\$6.00	CT 25023776
Joseph Hittner	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25023777
Jennifer Manriquez	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25023778
Hanna Michels	Manual Refund Submitted	\$46.00	
		\$46.00	CT 25023779
Pedro Navarrete	Manual Refund Submitted	\$225.00	
		\$225.00	CT 25023780
Barrett Osborne	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023781
Isis Perez	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023782
Guadalupe Pimentel	Manual Refund Submitted	\$362.00	
		\$362.00	CT 25023783
Misael Quintanar	Manual Refund Submitted	\$564.00	
		\$564.00	CT 25023784
Alejandra Rodriguez	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25023785
Belen Roldan-Vargas	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023786
Ayneth Santos	Manual Refund Submitted	\$662.00	
		\$662.00	CT 25023787
Lee-Ann Smith	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25023788
Kristina Summers	Manual Refund Submitted	\$278.00	
		\$278.00	CT 25023789
Matthew Taczala	Manual Refund Submitted	\$299.00	
		\$299.00	CT 25023790
Ian Talley	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023791
19six Architects	Construction Administration	\$9,115.00	
	DSA Approval	\$6,500.00	
	Construction Administration	\$1,856.25	
	Amendment #2 to Provide Additional Project	\$543.75	
	Design	\$660.00	
	Construction Documents	\$4,050.00	
	Design	\$2,137.50	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$24,862.50	CT 25023792
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty	\$1,617.28	
	Reimbursement for Phone	\$145.84	
	Reimbursement for Utilities	\$127.13	
	Reimbursement for Financial Consultant	\$20.00	
	Reimbursement for Postage	\$17.99	
	Reimbursement for Equipment	\$975.85	
	Reimbursement for Computer Software	\$51.99	
	Reimbursement for Computer Software	\$172.86	
		\$3,128.94	CT 25023793
Aldridge Concrete Company	Labor - Demo at Pool Waterline	\$1,377.60	
	Equipment Charges	\$820.00	
	Materials	\$1,086.14	
		\$3,283.74	CT 25023794
Alldata Llc	Repair Series-Gen3 Enterprise Subscription renewal	\$1,060.31	
		\$1,060.31	CT 25023795
Amazon	BOSE NOISE CANCELLING HEADPHONES	\$1,073.37	
	SONY NOISE CANCELLING HEADPHONES	\$238.16	
	VARIDESK PRO PLUS	\$830.79	
	VARIDESK PRO PLUS	\$1,682.70	
	OFFICE-OPERATIONAL SUPPLIES, 3-23 TO 5-31-2021	\$1,031.49	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$5.75	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$63.09	
	Instructional Supplies for MT program	\$155.80	
	Instructional Supplies for MT program	\$869.23	
	Office / Operational Supplies	\$57.95	
	Office / Operational Supplies	\$34.56	
	Flintar Hepa Replacement Filters	\$52.74	
	Flintar Hepa Replacement Filters	\$156.60	
	Flintar Hepa Replacement Filters	\$163.08	
	Hathaspace Smart True Hepa Air Purifier 2.0	\$4,343.04	
	Hathaspace Purifier Replacement Filters	\$554.52	
	Homelabs Office Hepa Purifier	\$1,304.78	
	Flintar Hepa Replacement Filters	\$156.60	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$31.09	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.21	\$38.57	
	OFFICE - OPERATIONAL SUPPLIES	\$106.56	
	OFFICE - OPERATIONAL SUPPLIES	\$127.23	
	OFFICE - OPERATIONAL SUPPLIES	\$345.70	
	OFFICE - OPERATIONAL SUPPLIES	\$440.37	
	OFFICE - OPERATIONAL SUPPLIES	\$962.60	
	H2O ResQ for Water Storage, Natural and Patented	\$234.45	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$209.57	
		\$15,270.39	CT 25023796
	Miscellaneous Books 11.16.20 - 5.31.21	\$385.80	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$12.88	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$14.66	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$780.70	
		\$1,194.04	CT 25023797
American Business Machines	Office supplies - Printer and Bindery Staples	\$29.32	
		\$29.32	CT 25023798
American General Media Inc.	30 second spot promoting AHC Economic Impact on	\$1,000.00	
	30 second spot promoting AHC Economic Impact on	\$1,000.00	
	30 Second Immigration Legal Service Ad on KRQK	\$700.00	
		\$2,700.00	CT 25023799
American Industrial Supply	Instructional Supplies for WLDT program	\$19.76	
		\$19.76	CT 25023800
American Modular Systems Inc.	MESA STEM Academic Success Center, 72x40, includes	\$0.00	
	MESA STEM Academic Success Center, 72x40, includes	\$67,915.01	
	Change Order for Changes to Building Orientation,	\$0.00	
	Change Order for Changes to Building Orientation,	\$2,432.82	
	Change Order #2 to Add Surface Protection	\$600.61	
	Change Order #2 to Add Surface Protection	\$0.00	
	Change Order #3 to Include the Use of Two Cranes	\$38,521.00	
		\$109,469.44	CT 25023801
American Star Tours, Inc.	Bus Service - AHC Baseball Team, Charter 21-24646	\$1,328.00	
		\$1,328.00	CT 25023802
AMG & Associates, Inc	Fine Arts Complex Project	\$1,243,906.77	
	Fine Arts Complex Project	\$340,086.53	
	Change Order #002 to Include Blanket Drains, Fire	\$60,941.00	
		\$1,644,934.30	CT 25023803
	Fine Arts Complex Project	\$67,987.56	
	Fine Arts Complex Project	\$18,587.93	
		\$86,575.49	CT 25023804
Armstrong's Lock And Key	Key-Lock Supplies, 7-01-20 thru 05-31-21	\$7.07	
		\$7.07	CT 25023805
Assoc Of Chief Human Resources Officers	ACHRO/EEO 2020-21 Membership for AHC	\$250.00	
		\$250.00	CT 25023806
Atlas Performance Ind Inc	Office Trailer, 12 x 60, 7-1-20 thru 6-30-21	\$650.00	
	Ramp-Under 30" Straight Design	\$435.00	
		\$1,085.00	CT 25023807
Ashley Brackett	Reimbursement for academic planner	\$16.30	
		\$16.30	CT 25023808
Bremer Auto Parts	Operational supplies	\$51.17	
	Operational supplies	\$81.81	
	Operational supplies	\$16.17	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$128.85	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$293.61	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$29.38	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Bremer Auto Parts	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$252.85	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$370.28	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$62.47	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$279.97	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$43.14	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	(\$138.54)	
	PARTS-TOOLS FOR LE VEHICLES 07-01-20 TO 05-31-21	\$42.00	
		\$1,513.16	CT 25023809
Ca Schools Dental Coalition	Delta Dental Insurance Premiums May 2021	\$53,026.00	
		\$53,026.00	CT 25023810
Cal-Coast Machinery, Inc.	Parts per Invoice 682897	\$181.79	
		\$181.79	CT 25023811
CDW Government Inc	DELL OPTIPLEX 3080 MICRO CORE i5, CDW #6253732	\$713.11	
	DELL P2719H LED MONITOR 27", CDW #5850901	\$568.98	
	LOGITECH HD PRO WEBCAM C922, CDW #5285257	\$91.34	
	APPLE MACBOOK PRO 16", CDW #5837896	\$14,746.50	
	DELL LATITUDE 5510, 15.6", CDW #6097681	\$10,639.34	
	RECYCLE FEE, CDW #654810	\$60.00	
	HP Scanjet Pro N4000 scanner	\$8,635.51	
	Dell D3100 Docking Station USB 2x HDMI DP, GigE	\$176.11	
	Dell Universal Dock - D6000 - Docking Station	\$276.61	
	Startech.com 6ft Mini DisplayPort to HDMI Adapter	\$22.50	
	Belkin Mini DisplayPort to HDMI Adapter, 1080p	\$16.20	
	HP Scanjet Pro 2000 s2 Sheet Feed Document Scanner	\$1,284.12	
	Dell OptiPlex 3080 -	\$5,646.39	
	Dell P2419H LED monitor -	\$3,631.73	
	Recycling Fee	\$80.00	
	Dell Latitude 5410 14" 8GB RAM 500GB HDD	\$18,336.39	
	Samsung 860 EVO SSD 250 GB	\$590.35	
	Targus Messenger 15.6" Notebook Case	\$437.18	
	Recycling Fee for #6097669	\$60.00	
	Dell 3 Prong AC Adapter	\$815.46	
		\$66,827.82	CT 25023812
City of Lompoc	Sanitary Landfill Fees 7.1.2020 - 6.30.2021	\$21.00	
		\$21.00	CT 25023813
Clay'S Septic & Jetting Inc	Pump Grease Trap, Bldg. I per Invoice 070534	\$811.12	
		\$811.12	CT 25023814
Cognisco Technologies Inc	Polyworks Educational Package B (Licensing)	\$11,000.00	
	Polyworks Webinar Training	\$3,000.00	
		\$14,000.00	CT 25023815
Comcast Cable	Comcast Monthly Recurring Costs	\$239.96	
		\$239.96	CT 25023816
	Comcast Monthly Recurring Costs	\$130.01	
		\$130.01	CT 25023817
Credentials Solutions LLC	Payment for transcripts	\$2,337.73	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,337.73	CT 25023818
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		\$100.00	CT 25023819
Department Of State Hospitals	Instructional Services Agreement 111-2019-2021	\$51,870.00	
	Materials (ADJUSTABLE Ambulatory Restraint Kit)	\$500.00	
	Agency sponsored tuition & materials fees F20-CRN2	(\$24,443.00)	
		\$27,927.00	CT 25023820
Dimes Media Corporation	ALT 100.9 95.3 Drive Sponsor Advertise	\$1,212.00	
		\$1,212.00	CT 25023821
Ellucian Company LP	Ellucian Live 2021 Conference Invoice #2418902	\$225.00	
		\$225.00	CT 25023822
Ford Motor Credit Company Llc	Lease Payment of 3 2018 Ford Explorer Police	\$1,786.92	
		\$1,786.92	CT 25023823
Pacific Gas & Electric Company	Electricity Services 7.1.2020 - 6.30.2021	\$47.49	
	Electricity Services 7.1.2020 - 6.30.2021	\$11.87	
		\$59.36	CT 25023824
	Electricity Services 7.1.2020 - 6.30.2021	\$50.86	
	Electricity Services 7.1.2020 - 6.30.2021	\$12.72	
		\$63.58	CT 25023825
	Electricity Services 7.1.2020 - 6.30.2021	\$22.30	
	Electricity Services 7.1.2020 - 6.30.2021	\$5.58	
		\$27.88	CT 25023826
	Electricity Services 7.1.2020 - 6.30.2021	\$1,584.30	
	Electricity Services 7.1.2020 - 6.30.2021	\$396.07	
		\$1,980.37	CT 25023827
	Electricity Services 7.1.2020 - 6.30.2021	\$1,552.46	
	Electricity Services 7.1.2020 - 6.30.2021	\$388.11	
		\$1,940.57	CT 25023828
	Electricity Services 7.1.2020 - 6.30.2021	\$306.86	
	Electricity Services 7.1.2020 - 6.30.2021	\$76.71	
		\$383.57	CT 25023829
Patricia Prado-Rios	Open mileage Feb 22-26.21	\$77.28	
	Open Mileage 3.4-31.21	\$128.80	
		\$206.08	CT 25023830
Aldridge Concrete Company	Labor - Pool Concrete at Waterline Repair	\$2,098.18	
	Equipment	\$1,251.00	
	Materials	\$1,630.82	
		\$4,980.00	CT 25023831
Edmentum Inc	Courseware Silver Onboarding Package	\$2,500.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,500.00	CT 25023832
Eyemed Vision Care	Vision Insurance Premium Apr 2021-Active Employees	\$3,861.97	
		\$3,861.97	CT 25023833
Federal Express Corp	Shipping fees for Grants 7.1.20 - 6.30.21	\$7.31	
	Mailings for Acct #1104-8488	\$10.13	
		\$17.44	CT 25023834
Ferguson Enterprises Inc	Plumbing Supplies, 04-01-21 thru 5-31-21	\$4.24	
	Plumbing Supplies, 04-01-21 thru 5-31-21	\$46.10	
	Plumbing Supplies, 04-01-21 thru 5-31-21	\$64.93	
	Parts per Invoice 9035000	\$839.19	
	Freight Charges	\$127.90	
		\$1,082.36	CT 25023835
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2020-May 31, 2021	\$207.47	
	Isopropyl Alcohol 99%, #NC9598159	\$156.29	
	Tris(hydroxymethyl) aminomethane, #S25617	\$17.60	
	Lead nitrate, #S25382	\$7.27	
	Nitric Acid, 500 mL, #S25449A	\$20.58	
	Fuel Surcharge	\$3.94	
	Mettler Toledo MS-TS Analytical Balances,	\$14,962.44	
		\$15,375.59	CT 25023836
Foodbank Of Santa Barbara County	Campus Food Share Program	\$1,174.08	
	Campus Food Share Program	\$915.65	
		\$2,089.73	CT 25023837
	Campus Food Share Program	\$6,140.15	
	Campus Food Share Program	\$7,838.92	
	Campus Food Share Program	\$6,376.32	
		\$20,355.39	CT 25023838
	Reimbursement to FoodBank for Electric Pallet Jack	\$4,566.42	
	CA tire fee	\$1.75	
		\$4,568.17	CT 25023839
Galls Llc	Uniform Supplies 02/10/21 thru 05/31/21	\$147.90	
		\$147.90	CT 25023840
Global Modular Inc	Stand Alone Fire Alarm	\$13,050.00	
	HVAC	\$7,068.75	
	Change Order #01 for Additional Craning and Sheer	\$8,145.11	
	Change Order #01 for Additional Craning and Sheer	\$252.89	
	Modular Office Building refurbished 24x60	\$62,703.75	
	Sprinkler Option	\$15,768.75	
		\$106,989.25	CT 25023841
Grainger Inc.	Maintenance Supplies, 7-1-20 thru 5-31-21	\$28.71	
		\$28.71	CT 25023842
Hardy Diagnostics	Instructional Supplies for Biology labs	\$124.52	
	Instructional Supplies for Biology labs	\$39.46	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hardy Diagnostics	Instructional Supplies for Biology labs	\$39.46	CT 25023843
	Instructional Supplies for Biology labs	\$1,751.17	
	Instructional Supplies for Biology labs	\$224.19	
		\$2,178.80	
Hayward Lumber Inc	Supplies per Invoice 11700174-00	\$757.79	CT 25023844
	Ca Lbr Fee	\$5.83	
		\$763.62	
Home Depot	Operational supplies for the Fire Academy	\$88.41	CT 25023845
	Instructional supplies for Fire Academy	(\$2,417.95)	
	Instructional supplies for Fire Academy	\$2,515.50	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$18.76	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$37.55	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$21.68	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$137.57	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$18.76	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$303.41	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$150.42	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$16.15	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$29.90	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$56.40	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$125.35	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$28.73	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$72.23	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$86.42	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$5.51	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$80.18	
	Maintenance Supplies - SM, 02-01-21 thru 5-31-21	\$54.29	
	Instructional Supplies for WLDT Program	\$124.92	
	OPERATIONAL SUPPLIES FOR LE 07-01-20 TO 05-31-21	\$37.90	
	Instructional supplies for Fire Academy	\$4,023.96	
		\$5,616.05	
House Sanitary Supply, Inc.	Mat 2 x 3 Cushion Max Black Invoice #248601	\$263.63	CT 25023846
	Mat 3 x 8 Cushion Max	\$931.13	
		\$1,194.76	
Intelcom Learning	2021/22 ENROLLMENT ASSESSMENT FEE, INVOICE #004853	\$3,840.75	CT 25023847
		\$3,840.75	
Intermountain Lock And Security Supply	Key and Lock Supplies, 7-01-20 thru 05-31-21	\$108.57	CT 25023848
		\$108.57	
Jobelephant.Com Inc	Advertising for diversity and outreach	\$3,645.00	CT 25023849
		\$3,645.00	
Kaman Industrial Technologies	V-Belt, Goodyear AX39	\$41.25	CT 25023850
	V-Belt, Goodyear BX32	\$26.66	
		\$67.91	
KeithRN	Annual Prepare for Practice & Think Like a Nurse	\$1,995.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,995.00	CT 25023851
KIDI/KRTO/KTAP La Buena	Radio Ads for Community Education	\$700.00	
		\$700.00	CT 25023852
Labcorp Employer Services Inc	Pixel Kit COVID Ordered Feb 2021 Invoice #22978	\$378.00	
	Pixel Kit COVID Processed Feb 2021	\$375.00	
		\$753.00	CT 25023853
LatPro, Inc	Unlimited Job Postings - Advertisement for	\$8,000.00	
		\$8,000.00	CT 25023854
Margaret Lau	Reimbursement for Kahoot Premium Plus Subscription	\$72.36	
		\$72.36	CT 25023855
Louies Crane Service Llc	Moved 40 Ft Container per Invoice 11727	\$800.00	
	Job Check	\$100.00	
		\$900.00	CT 25023856
McKesson Medical Surgical Inc	Athletes Foot Cream Item #720875	\$49.14	
	Microcuvette Hemopoint item #683560	\$145.26	
	Stethoscope, Electronic Adscope Blk Adult,	\$489.11	
		\$683.51	CT 25023857
Mission Linen Supply	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$45.91	
	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$65.25	
	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$29.41	
	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
	Laundry services for AB program	\$13.53	
	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
	Laundry services for AB program	\$13.53	
	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$37.66	
		\$287.23	CT 25023858
Moxie Cafe	Food cards for Transfer Star Drive Thru 5/20/21	\$2,000.00	
		\$2,000.00	CT 25023859
Nationwide Power Solutions Inc	Prev. Maintenance Services on UPS Systems	\$4,274.77	
		\$4,274.77	CT 25023860
Noble Power Equipment	Band, Fuel Tank per Invoice 492275	\$4.09	
		\$4.09	CT 25023861
Office Depot	Office Operational Supplies S2021 for MESA STEM	\$33.26	
	Office Operational Supplies S2021 for MESA STEM	\$2.47	
	Office Operational Supplies S2021 for MESA STEM	\$4.01	
	Office Supplies	\$447.00	
	Office Supplies for Counseling, LVC, NC and VPSS	\$2,707.95	
	Office Supplies for Counseling, LVC, NC and VPSS	\$13.53	
	Office Supplies for Counseling, LVC, NC and VPSS	\$82.19	
	Office Supplies for Counseling, LVC, NC and VPSS	\$250.86	
	Office Supplies July 1, 2020 to May 31, 2021	\$117.37	
	office / operational supplies 9.16.20 - 5.31.21	\$37.73	
	Instructional supplies March 23 - May 31, 2021	\$1,038.71	
	OPERATIONAL SUPPLIES JULY 1, 2020-MAY 31, 2021	\$4.32	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Office Depot	OPERATIONAL SUPPLIES JULY 1, 2020-MAY 31, 2021	\$8.63	
	Office supplies for 07/01/2020 to 05/31/2021	\$22.29	
	Office supplies for 07/01/2020 to 05/31/2021	\$304.43	
	Office supplies for 07/01/2020 to 05/31/2021	\$56.22	
	Office supplies for 07/01/2020 to 05/31/2021	\$45.60	
	Office Supplies through May 31, 2021	\$17.93	
	Office Supplies through May 31, 2021	\$94.98	
	Office Supplies through May 31, 2021	\$258.29	
	Office Supplies through May 31, 2021	\$54.35	
	SWP Office Supplies	\$0.00	
	SWP Office Supplies	\$193.55	
	Quality Park Inter-Department Envelopes,	\$391.43	
	Office Depot® Brand Wireless Notebook,	\$66.00	
	Office supplies July 1, 2020 - May 31, 2021	\$78.02	
	Office supplies July 1, 2020 - May 31, 2021	\$10.86	
	Office Supplies 3-9-21 to 5-31-21	\$27.71	
	office / operational supplies 9.16.20 - 5.31.21	\$3.20	
	office / operational supplies 9.16.20 - 5.31.21	\$50.56	
	SWP Office Supplies	\$0.00	
	SWP Office Supplies	\$180.90	
	SWP Office Supplies	\$119.61	
	SWP Office Supplies	\$0.00	
	Office Supplies, 8-17-2020 to 12-10-2020	\$59.93	
		\$6,783.89	CT 25023862
Okey La Revista	Radio Ads for Community Education	\$840.00	
		\$840.00	CT 25023863
Oracle America Inc	Oracle Linux Basic Limited Support	\$530.61	
		\$530.61	CT 25023864
Orcutt Burgers Inc	Food Cards for Transfer Star Drive-Thru 5/20/21	\$2,000.00	
		\$2,000.00	CT 25023865
Pellenc America, Inc	Cleated Belt Elevator EBT400-3500	\$4,050.00	
	Variable Speed Controller	\$174.00	
	Transportation and Custom Fees	\$108.75	
	Delivery	\$65.25	
		\$4,398.00	CT 25023866
Pharmedix	Oral Contraceptives July 1, 2020 - May 31, 2021	\$89.88	
	Prescription Medication July 1 2020 - May 31 2021	\$116.61	
	Prescription Medication July 1 2020 - May 31 2021	\$119.67	
		\$326.16	CT 25023867
Patricia Prado-Rios	Reimbursement: Launch to College 2021 decorations	\$19.58	
		\$19.58	CT 25023868
Santa Barbara Cnty Air Pollution Control District	Routine Inspection Fee for Gas Tank, Bldg. P	\$25.74	
		\$25.74	CT 25023869
Santa Maria Times	Annual newspaper subscription Dec 2020 - Dec 2021	\$250.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$250.00	CT 25023870
Siemens Industry Inc	Service/Repair Calls 7-1-20 thru 6-30-21	\$425.00	
	Service/Repair Calls 7-1-20 thru 6-30-21	\$1,355.00	
	Service/Repair Calls 7-1-20 thru 6-30-21	\$383.00	
	Service/Repair Calls 7-1-20 thru 6-30-21	\$665.50	
	Service/Repair Calls 7-1-20 thru 6-30-21	\$1,399.00	
	Service/Repair Calls 7-1-20 thru 6-30-21	\$838.90	
	Siemens Burglary Alarm Proposal for Santa Maria	\$12,690.00	
		\$17,756.40	CT 25023871
Sun Badge Company	CSO Badges Invoice #402409	\$823.91	
	Tooling Set Up Charge	\$489.38	
	Shipping	\$15.00	
		\$1,328.29	CT 25023872
SVM Lp	Food Vouchers for CalWORKs Invoice #CC040721	\$4,500.00	
	Shipping and Handling	\$38.95	
		\$4,538.95	CT 25023873
Target Specialty Products	Supplies per Invoices	\$1,098.37	
	Supplies per Invoices	\$1,098.38	
	CADUALTAX	\$43.83	
	Supplies per Invoices	\$155.94	
	Supplies per Invoices	\$155.94	
	Supplies per Invoices	\$206.41	
	Supplies per Invoices	\$206.41	
	Freight Charges	\$29.64	
	Supplies per Invoices	\$181.96	
	Supplies per Invoices	\$181.97	
		\$3,358.85	CT 25023874
United Health Care Insurance Co	Retiree AARP Insurance Premiums MAY 2021	\$1,507.81	
		\$1,507.81	CT 25023875
United Parcel Service	UPS Charges, 7-1-20 thru 6-30-21	\$2.67	
		\$2.67	CT 25023876
United Rentals	MESA/STEM Modular- Road Plate 4'x8' (Rental)	\$131.81	
	Crossing Plate Lift Screw 1.25"	\$32.95	
	Delivery Charge 3/15/21	\$184.88	
	Pick Up Charge 3/23/21	\$240.00	
		\$589.64	CT 25023877
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-20 thru 6-30-21	\$449.28	
		\$449.28	CT 25023878
US Bank Corporate Payment System	NASFAA Professional Judgement professional	\$299.00	
	Instructional Supplies for Wildland Program	\$749.34	
	Home Depot Instructional Supplies	\$326.55	
	Douglas & Sturgess Instructional Supplies	\$1,044.99	
	Home Depot Instructional Supplies & return	\$0.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Home Depot Instructional Supplies	\$43.22	
		\$2,463.10	CT 25023879
Woodrow Vega	Reimbursement for automobile chains	\$237.05	
		\$237.05	CT 25023880
VTC Enterprises	Fee Agreement for Spring	\$2,610.00	
		\$2,610.00	CT 25023881
Zoe's Hawaiian Bbq	Food Cards for Transfer Star Drive-Thru 5/20/21	\$1,000.00	
		\$1,000.00	CT 25023882
Francisco Ayala	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023883
Matthew Chaney	Manual Refund Submitted	\$100.00	
	Manual Refund Submitted	\$2.00	
		\$102.00	CT 25023884
Ireland Donovan	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25023885
Deandre Dyer	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023886
Allan Guillen	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023887
Carlos Guzman	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023888
Rosanne Korpela	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25023889
Austin Lee	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25023890
Sirimas Lengsricha-Em	Manual Refund Submitted	\$122.00	
		\$122.00	CT 25023891
Timothy Mahoney	Manual Refund Submitted	\$72.00	
		\$72.00	CT 25023892
Summer Martinez	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023893
Kenneth Mcgloan	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25023894
Craig Mikasa	Manual Refund Submitted	\$173.00	
		\$173.00	CT 25023895
Benjamin Milleman	Manual Refund Submitted	\$482.00	
		\$482.00	CT 25023896
Azuriah Morales	Manual Refund Submitted	\$100.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$100.00	CT 25023897
Erin O'Neill	Manual Refund Submitted	\$385.00	
		\$385.00	CT 25023898
Kelvin Oleita	Manual Refund Submitted	\$28.20	
		\$28.20	CT 25023899
Lindsay Ormonde	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25023900
Melissa Pitts	Manual Refund Submitted	\$24.50	
		\$24.50	CT 25023901
Elisa Ramirez	Manual Refund Submitted	\$23.50	
		\$23.50	CT 25023902
Kyle Robertson	Manual Refund Submitted	\$24.50	
		\$24.50	CT 25023903
Roxanne Schuyler	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25023904
Lydia Torres-Heredia	Manual Refund Submitted	\$125.00	
		\$125.00	CT 25023905
Hayden Umphenour	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25023906
Abc-Clio	Miscellaneous books 3.11.21 - 5.31.21	\$1,154.02	
	Miscellaneous books 3.11.21 - 5.31.21	\$47.10	
		\$1,201.12	CT 25023907
AC Designs	Reflective Decals - Instructor Invoice #000314	\$6.53	
	Reflective Decals - 1 x 1 Round	\$23.93	
	Relective Decals - 1.5 x 1.5 Round	\$33.71	
	Reflective Decals - 2" x 2" Round	\$35.78	
	Reflective Decals - 2.5 x 2.5 Round	\$47.95	
		\$147.90	CT 25023908
Amazon	Operational Supplies; 4.6.2021-5.31.2021	\$431.76	
	Instructional Supplies 8/1/20 - 5/31/21	\$172.79	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$16.31	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$52.53	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$77.37	
	Office / Operational Supplies	\$35.77	
	Operational Supplies; 4.6.2021-5.31.2021	\$37.10	
	Operational Supplies; 4.6.2021-5.31.2021	\$31.35	
	Operational Supplies; 4.6.2021-5.31.2021	\$157.42	
	Office Supplies, July 1, 2020 to May 31, 2021	\$282.74	
	Instructional Supplies July 1, 2020 - May 31, 2021	\$58.65	
	INSTRUCTIONAL SUPPLIES 7/01/2020-05/31/2021	\$108.72	
	INSTRUCTIONAL SUPPLIES 7/01/2020-05/31/2021	\$108.72	
	INSTRUCTIONAL SUPPLIES 7/01/2020-05/31/2021	\$50.68	
	INSTRUCTIONAL SUPPLIES 7/01/2020-05/31/2021	\$50.69	
	OFFICE - OPERATIONAL SUPPLIES	\$377.79	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Operational Supplies	\$139.84	
	OPERATIONAL SUPPLIES 2-9-21 TO 5-31-21	\$43.49	
	Instructional Supplies for MT program	\$346.84	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$115.28	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$41.27	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$27.48	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$29.29	
	Operational Supplies; 4.6.2021-5.31.2021	\$60.32	
	Operational Supplies; 4.6.2021-5.31.2021	\$1,239.66	
	Instructional Supplies for Biology labs	\$219.62	
	Instructional Supplies for Biology labs	\$14.10	
	Operational Supplies; 4.6.2021-5.31.2021	\$65.24	
	Student materials 04-01-21 to 05-28-21	\$234.90	
	Student Materials 03-25-21 to 05-28-21	\$238.44	
	Student Materials 03-25-21 to 05-28-21	\$544.53	
		\$5,410.69	CT 25023909
	Miscellaneous Books 11.16.20 - 5.31.21	\$43.50	
	Miscellaneous Books 11.16.20 - 5.31.21	\$13.39	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$751.12	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$40.59	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$285.96	
	BOOKS FOR SANTA MARIA LIBRARY, 1/8/21 TO 5/31/21	\$135.94	
	BOOKS FOR SANTA MARIA LIBRARY, 1/8/21 TO 5/31/21	\$43.50	
	BOOKS FOR SANTA MARIA LIBRARY, 1/8/21 TO 5/31/21	\$261.00	
	BOOKS FOR SANTA MARIA LIBRARY, 1/8/21 TO 5/31/21	\$461.04	
		\$2,036.04	CT 25023910
American General Media Inc.	30 second spot promoting AHC Economic Impact on	\$1,000.00	
	30 second spot promoting AHC Economic Impact on	\$1,000.00	
	Radio Ads for Community Education noncredit	\$700.00	
		\$2,700.00	CT 25023911
American Star Tours, Inc.	Bus Service - AHC Baseball Team, Charter 21-24647	\$1,328.00	
		\$1,328.00	CT 25023912
Rebecca Andres	Reimb for 2021 Curriculum Institute Virtual Conf	\$200.00	
		\$200.00	CT 25023913
CA Department of Education	Overpayment 2019-20 CSPP9540	\$3,466.00	
		\$3,466.00	CT 25023914
Ca Dept Of Public Health	2021 Annual Generator Fee for Medical Waste	\$25.00	
		\$25.00	CT 25023915
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
	Campus Graphics Copier Maintenance -	\$4,605.69	
	Lease Contract Charges for Duplo DC 646	\$980.73	
		\$9,503.57	CT 25023916
CAPED	Registration Fees	\$99.00	
		\$99.00	CT 25023917
Carquest Auto Parts	Instructional Supplies for AT Program	\$35.10	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$35.10	CT 25023918
Carr's Boot Shop	Safety boots for employees - July 1, 2020	\$175.00	
		\$175.00	CT 25023919
Cars Keys Express	GM Key 800 per Invoice CKE-1555579	\$119.70	
		\$119.70	CT 25023920
City Of Santa Maria	Disposal Site Landfill	\$50.00	
		\$50.00	CT 25023921
Cleantech Environmental Inc	Used Motor Oil Disposal, Used Antifreeze Disposal	\$159.90	
	Parts Washer Rental Service and Manifest Fee	\$217.45	
	Used Oil Filter Disposal and Manifest Fee	\$345.00	
	Used Motor Oil Disposal and Manifest Fee	\$152.45	
	Used Motor Oil Disposal and Manifest Fee	\$152.45	
	Manifest Fee for Used Antifreeze Disposal	\$7.45	
		\$1,034.70	CT 25023922
CMC Rescue Inc	ARIZONA VORTEX, LEG PIN	\$284.10	
		\$284.10	CT 25023923
Columbia Business Center Partners Lp	Monthly utilities expenses for 2020-2021. Utility	\$229.85	
	Lease of 890 E Stowell CBC 2020-21 Base Rent Lease	\$24,214.00	
		\$24,443.85	CT 25023924
County Clerk-Recorder-Assessor	2020 PRESIDENTIAL GENERAL ELECTION - TA#2	\$34,171.64	
	2020 PRESIDENTIAL GENERAL ELECTION - TA#4	\$25,777.27	
		\$59,948.91	CT 25023925
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB Program	\$32.96	
	Instructional supplies -AB program 4.6.21-5.31.21	\$369.75	
	Instructional Supplies for AB Program	\$31.89	
	Instructional Supplies for AB Program	\$40.78	
	Instructional Supplies for AB Program	\$478.45	
	Instructional Supplies for AB Program	\$68.46	
		\$1,022.29	CT 25023926
Data Ticket Inc	Citation Processing 7-1-20 thru 06-30-21	\$140.00	
		\$140.00	CT 25023927
Dell Marketing Lp Inc	ProSupport Next Business Day Onsite Service After	\$172.56	
	ProSupport: 7x24 HW SW Tech Support and Assist	\$258.84	
	Custom Other Services, Reinstatement Fee,Technicia	\$119.40	
	ProSupport Next Business Day Onsite Service After	\$172.56	
	ProSupport: 7x24 HW SW Tech Support and Assist	\$258.84	
	Custom Other Services, Reinstatement Fee,Technicia	\$119.40	
		\$1,101.60	CT 25023928
DiaMedical USA Equipment LLC	Makrite N95 Respirator Mask	\$1,245.19	
	Yellow Isolation Gowns	\$854.78	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,099.97	CT 25023929
Jeannette Hernandez	Open mileage 2.22.21	\$29.12	
		\$29.12	CT 25023930
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-20 thru 6-30-21	\$811.61	
		\$811.61	CT 25023931
Efren's Santa Maria Mexican Restaurant	Food Cards for Transfer Stars Drive-Thru for	\$1,000.00	
		\$1,000.00	CT 25023932
Ferguson Enterprises Inc	AS Wall Mt Toilet Bowl per Invoice 9146379	\$99.14	
	Parts per Invoice 9146392	\$482.83	
	Plumbing Supplies, 04-01-21 thru 5-31-21	\$19.44	
		\$601.41	CT 25023933
Fisher Scientific Co Llc	Supplies for the Chem labs, 03/03/21 thru 05/31/21	\$348.70	
	Instructional supplies for Biology labs	\$182.76	
	Instructional supplies for Biology labs	(\$182.76)	
	Test tube rack, #S81632, Quote# 1013-1016-11	\$32.69	
		\$381.39	CT 25023934
Foodbank Of Santa Barbara County	Campus Food Share Program	\$1,030.65	
		\$1,030.65	CT 25023935
	Campus Food Share Program	\$3,082.70	
		\$3,082.70	CT 25023936
Freestyle Photographic Supplies	Plain 8x10 White Mailer	\$61.07	
	shipping	\$10.99	
	Black Bag for 8x10 Mailer Envelope & Black Bag Kit	\$45.61	
		\$117.67	CT 25023937
Kenneth George	Reimb for Postage for Pellet B test to POST	\$11.15	
		\$11.15	CT 25023938
Grainger Inc.	HANSEN FITTING	\$237.44	
		\$237.44	CT 25023939
Hardy Diagnostics	Instructional Supplies for Biology labs	\$53.89	
		\$53.89	CT 25023940
Hayward Lumber Inc	Hardware-Lumber Supplies, 7-1-20 thru 5-31-21	\$73.95	
		\$73.95	CT 25023941
Henry Schein Inc	Instructional Supplies per Attached	\$27.39	
	Instructional Supplies per Attached	\$52.55	
	Instructional Supplies per Attached	\$1,478.55	
	Tape M-Tape Navy #9720014	\$62.18	
	Fanny Pack #1349602	\$24.11	
	Tape Zinc-Oxide M Tape #3648036 Quote#12889445 SQ	\$208.69	
	Fanny Pack #1349602	\$337.53	
	Bandage Adhesive Strip #1126133	\$3.15	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Henry Schein Inc	Microkey Pro w/gloves #1384248	\$111.83	
	Lister Bandage Scissors #3789423	\$27.42	
	Underwrap Blue #1345331	\$38.01	
	Cando Gel Hand Ball Small #3920029	\$38.49	
	Gymnic Exercise Ball 30" Red #4845444	\$36.48	
	TheraBand CLX Green Quote#12889559 SQ	\$107.68	
	Dura Stick II Electrode S #5660206	\$43.28	
	Can-Do Foam Roller #3920136	\$168.78	
	Penlight Disposable w/Pup White #9004970	\$9.49	
	Gymnic Exercise Ball 26" Green #4842256	\$12.94	
	Goniometer Plastic #1006731	\$49.36	
		\$2,837.91	CT 25023942
Lisa Hernandez	Reimb for Postage for Certificates to State	\$10.71	
		\$10.71	CT 25023943
Tom Holzschuh	Inspection Services for the MESA/STEM Building	\$3,255.00	
		\$3,255.00	CT 25023944
Integrated Industrial Supply Inc	Supplies per Invoice 75953	\$289.01	
		\$289.01	CT 25023945
Ips Group Inc	Monthly Secure Gateway/Wireless Data	\$495.00	
	Monthly Secure Gateway/Wireless Data	\$495.00	
		\$990.00	CT 25023946
Iworx Systems Inc	Human Physiology Teaching Kit - Upgrade	\$35,940.00	
	Shipping	\$682.00	
		\$36,622.00	CT 25023947
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$4,083.23	
	Office Supplies - Paper, Wideformat, and Bindery	\$429.56	
	Office Supplies - Paper, Wideformat, and Bindery	\$221.03	
		\$4,733.82	CT 25023948
Kone Inc	Elevators Service Agreement, 7-1-20 thru 6-30-21	\$4,227.60	
		\$4,227.60	CT 25023949
Krueger International Inc	1.23 Pirouette, Fixed Collaborative, Rectangular,	\$557.02	
	1.1 Wireworks Half Vertical Post, 66"H, Black	\$58.76	
	1.2 Wireworks Standard Horizontal Rail, 24"L,	\$49.33	
	1.3 Wireworks Standard Horizontal Rail, 30"L,	\$109.22	
	1.4 Wireworks Corner Connector Block, Black	\$31.71	
	1.5 Wireworks Shoulder Bolt	\$3.52	
	1.6 Wireworks 4-way Light Block, 66", Black, 6"	\$2.94	
	1.7 Wireworks 180 degree 2-way In-Line Connection,	\$97.49	
	1.8 Wireworks Acoustic Tile, 24Wx42"H	\$232.55	
	1.9 Wireworks Acoustic Tile, 30Wx42"H	\$575.50	
	1.10 Modified-Wireworks Domestic Power Base	\$54.61	
	1.11 Modified-Wireworks 90 Deg Base Trim, 6"H	\$12.33	
	1.12 Modified-StudioWorks Aluminum Top Cap, 24"W	\$31.71	
	1.13 Modified-StudioWorks Aluminum End of Run	\$18.79	
	1.14 Modified-StudioWorks Aluminum 90 Degree top	\$21.73	
	1.15 Modified-Wireworks Domestic Power Base	\$128.02	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Krueger International Inc	1.16 Modified-StudioWorks Aluminum Top Cap	\$71.65	
	1.17 Modified-StudioWorks Aluminum End of Run,	\$64.59	
	1.18 Modified-Wireworks Glass Tile, 24Wx18"H	\$225.50	
	1.19 Modified-Wireworks Glass Tile, 30Wx18"H	\$508.56	
	1.20 Modified-Wireworks Adjustable Wall Mount,	\$174.41	
	1.21 Modified-Wireworks Universal Trim-Full	\$77.51	
	1.24 Genesis Basic Rectangular, Fixed Height, 74P	\$607.91	
	Genesis Square Shoe Desk, Elec Ht Adj Single, 74P	\$2,476.32	
		\$6,191.68	CT 25023950
Machollywood Inc	Apple Magic Mouse 2 Silver APP-MLA02LL/A	\$2,011.88	
	Shipping	\$15.00	
		\$2,026.88	CT 25023951
Metlife Small Market	Insurance Premiums March 2021	\$6,222.75	
		\$6,222.75	CT 25023952
Mid State Container Sales Inc	Container, 40 ft. High Cube, Cargo Worthy	\$3,425.63	
	Exterior Paint (tan)	\$650.00	
	6' Roll-up Doors	\$1,848.75	
	Delivery Charge for Container	\$125.62	
		\$6,050.00	CT 25023953
Mission Linen Supply	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$37.66	
		\$37.66	CT 25023954
Office Depot	Office Supplies, 8-17-2020 to 12-10-2020	\$10.81	
	Office Supplies, 8-17-2020 to 12-10-2020	\$160.66	
	Office supplies for 07/01/2020 to 05/31/2021	\$5.44	
	Office Supplies July 1, 2020 to May 31, 2021	\$481.35	
	office / operational supplies 9.16.20 - 5.31.21	\$19.55	
	Office Depot brand Cotton Twine	\$123.29	
	Office Supplies for Community Education	\$590.08	
	office / operational supplies 9.16.20 - 5.31.21	\$29.67	
	Office Supplies 8-27-20 thru 5-31-21	\$216.91	
		\$1,637.76	CT 25023955
Charles Pasquini	2% District Allocation FY 20/21	\$3,730.78	
		\$3,730.78	CT 25023956
Trevor Passage	Reimbursement for Spring 2021 Plenary Session	\$275.00	
		\$275.00	CT 25023957
Passmore Electric Co, Inc	Labor Charges - Entrance #5 Roadway Lighting	\$1,668.00	
	Service Truck	\$112.00	
	Materials	\$924.38	
	Overhead and Profit Charges	\$716.66	
		\$3,421.04	CT 25023958
Pat's Automotive	Replace Transmission and Program Computer	\$1,005.90	
	Parts	\$148.43	
	Wheel Alignment per Invoice 1115820	\$124.80	
	Computer Diagnosis per Invoice 1115260	\$156.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,435.13	CT 25023959
Paton Group	SolidWorks Upgrade from 45 to 60 Users per	\$2,140.00	
		\$2,140.00	CT 25023960
Pharmedix	Prescription Medication July 1 2020 - May 31 2021	\$344.30	
	Prescription Medication July 1 2020 - May 31 2021	\$26.40	
	Prescription Medication July 1 2020 - May 31 2021	\$106.87	
		\$477.57	CT 25023961
Point Of Action	Carbon Black Core Ladies Jacket CE708 with	\$32.63	
		\$32.63	CT 25023962
Portable Johns, Inc.	Rental and Service of Holding Tank for API Trailer	\$65.25	
	Rental-Servicing Portable Toilets and Hand Washing	\$737.67	
		\$802.92	CT 25023963
Praxair Distribution Inc.	Instructional Supplies for WLDT Program	\$1,062.66	
	Instructional Supplies for WLDT Program	\$129.30	
	instructional supplies for WLDT program	\$558.18	
		\$1,750.14	CT 25023964
ProCare Janitorial Supply, Inc.	Gum Remover, Windsor SG1 C BP per Quote 140850	\$2,970.76	
	Custodial Supplies-Lompoc, 01-01-21 thru 05-31-21	\$619.62	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$603.91	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$202.54	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$55.30	
	Custodial Supplies-Lompoc, 01-01-21 thru 05-31-21	\$121.56	
	Custodial Supplies-Lompoc, 01-01-21 thru 05-31-21	\$693.84	
	Custodial Supplies-Lompoc, 01-01-21 thru 05-31-21	\$377.59	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$688.68	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$108.28	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$818.89	
	Custodial Supplies, SM, 7-1-20 thru 5-31-21	\$61.59	
		\$7,322.56	CT 25023965
Proquest Llc	LIBRARY BOOKS, 2-16-21 TO 5-31-21	\$266.38	
	LIBRARY BOOKS, 2-16-21 TO 5-31-21	\$188.60	
		\$454.98	CT 25023966
Quinn Lift	CAT E3500-AC-3500# Capacity Electric Forklift	\$14,028.75	
	CA Tire Fee (\$1.75 each)	\$7.00	
		\$14,035.75	CT 25023967
Rays Auto Parts	Parts-Supplies, 03-01-21 thru 5-31-21	\$153.49	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$40.10	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$120.56	
	Parts-Supplies, 03-01-21 thru 5-31-21	\$7.75	
	Grease Gun per Invoice 576118	\$43.49	
	Oil Absorb per Invoice 575806	\$30.41	
	Extensn per Invoice 576351	\$32.49	
		\$428.29	CT 25023968
Deborah Redding-Stewart	Employee Reimbursement for CEUs attended HSACCC	\$25.00	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$25.00	CT 25023969
Robertson Gomez Automotive	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
	Smog Testing for Vehicles, Lompoc Campus	\$174.65	CT 25023970
Roebbelen Construction Management Services	AHC Fine Arts Project - Construction Management	\$74,680.00	
		\$74,680.00	CT 25023971
Rose Brand Wipers Inc.	Muslin 120" NFR Medium Weight #MUSM0008	\$1,122.66	
	Est. Shipping	\$150.00	
	Muslin 120" NFR Medium Weight #MUSM0008	(\$371.44)	
		\$901.22	CT 25023972
Santa Maria Firefighters Benevolent Foundation	GOLF TOURNAMENT SPONSORSHIP -	\$400.00	
		\$400.00	CT 25023973
Dalila SantaCruz	Employee Reimbursement for CEUs attended HSACCC	\$25.00	
		\$25.00	CT 25023974
Signs Of Success Inc	Vehicle Graphics	\$141.31	
	Unit Number Decals Set #41	\$9.64	
	Installation Labor	\$110.00	
		\$260.95	CT 25023975
Smart & Final	Food for childrens center 1-1-21 to 6-30-21	\$8.75	
	Food for childrens center 1-1-21 to 6-30-21	\$156.24	
	Food for childrens center 1-1-21 to 6-30-21	\$35.44	
	Food for childrens center 1-1-21 to 6-30-21	\$13.90	
		\$214.33	CT 25023976
Smith Pipe & Supply Inc	Landscape Supplies, 1-01-21 thru 5-31-21	\$18.85	
	Landscape Supplies, 1-01-21 thru 5-31-21	\$65.14	
		\$83.99	CT 25023977
Strata Information Group	Remote Student AR Consulting Support thru 06/30/21	\$155.00	
		\$155.00	CT 25023978
The Lincoln Electric Company	Instructional supplies -WLDT program 3.8-5.31.21	\$2,080.09	
	Instructional supplies -WLDT program 3.8-5.31.21	\$244.46	
	Instructional supplies -WLDT program 3.8-5.31.21	\$172.31	
		\$2,496.86	CT 25023979
The Myers-Briggs Company	ELEVATE ESSENTIAL LICENSE #110100	\$195.00	
	MBTI Career Report (Form M/Step 1)	\$8,053.75	
		\$8,248.75	CT 25023980
United Refrigeration Inc	Lochinvar Inlet Immersion Sensor	\$53.29	
	Lochinvar Dual Immersion Sensor	\$85.91	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
United Refrigeration Inc	Valve Assy CPVC Bypass	\$2,589.34	CT 25023981
	Freight Charges	\$110.00	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$159.86	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$189.81	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$157.33	
		\$3,345.54	
US Bank Corporate Payment System	Mental Health First Aid training;	\$40.00	CT 25023982
	Global Industrial - retractable belt barriers	\$3,893.24	
	Costco - snacks for vaccine clinic workers	\$150.62	
	Costco - snacks for vaccine clinic workers	\$182.50	
	Costco - water for vaccine clinic	\$172.35	
	Uline - Supplies for Emergency Food Distribution	\$799.12	
	S&F - Supplies for Emergency Food Distribution	\$304.39	
	Costco - Waters for Food Distribution Workers.	\$39.92	
	Lunch for Food Share Workers and Volunteers	\$162.04	
	Lunch for Food Share Workers and Volunteers	\$124.96	
	Food Gift Cards for 2021 Planning Retreat	\$700.00	
	Food Gift Cards for 2021 Planning Retreat	\$400.00	
		\$6,969.14	
Valley Glass & Mirror Co	Clear Acrylic, 75 ea. 48x96 per Invoice 95354	\$15,078.19	CT 25023983
	Freight Charges	\$300.00	
		\$15,378.19	
Vital Records Control	Document Destruction Inv# 2019378	\$75.00	CT 25023984
	Document Destruction Inv# 2058747	\$78.10	
		\$153.10	
WHITE CardioPulmonary, Inc	Morgan ECO oval filter MP #75, FIL6000 Quote #168	\$470.00	CT 25023985
	Shipping	\$35.21	
		\$505.21	
Alexander Abadajos	Manual Refund Submitted	\$10.00	CT 25023986
		\$10.00	
AFPC/DPSIE	Vendor Refund	\$138.00	CT 25023987
		\$138.00	
Janet Alvarez	Manual Refund Submitted	\$23.00	CT 25023988
		\$23.00	
Laila Baeza	Manual Refund Submitted	\$23.00	CT 25023989
		\$23.00	
Amanda Bartos	Manual Refund Submitted	\$21.00	CT 25023990
		\$21.00	
Rachel Bergantzel	Manual Refund Submitted	\$92.00	CT 25023991
		\$92.00	
Lauren Bradley	Manual Refund Submitted	\$23.00	CT 25023992
		\$23.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Dana Brancati	Manual Refund Submitted	\$655.00	
		\$655.00	CT 25023993
Lillian Brummitt	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023994
Kenneth Callahan	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023995
Katherine Canfield	Manual Refund Submitted	\$154.00	
		\$154.00	CT 25023996
Jacqueline Castaneda	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25023997
Eveline Castrejon	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25023998
Ella Christianson	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25023999
Anthony Deleon	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25024000
Saul Diaz Sanchez	Manual Refund Submitted	\$397.00	
		\$397.00	CT 25024001
Griffen Dietrich	Manual Refund Submitted	\$7.00	
		\$7.00	CT 25024002
Anthony Difatta	Manual Refund Submitted	\$6.00	
		\$6.00	CT 25024003
Dylan Felix	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024004
Anastacia Funes	Manual Refund Submitted	\$370.00	
		\$370.00	CT 25024005
Cody Funkhouser	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024006
Brian Garcia	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024007
Stephanie Garcia	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024008
Emmanuel Gonzalez	Manual Refund Submitted	\$6.00	
		\$6.00	CT 25024009
Marlen Gonzalez Rueda	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024010
Damon Gooden	Manual Refund Submitted	\$6.00	
		\$6.00	CT 25024011
George Gurchinoff	Manual Refund Submitted	\$184.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$184.00	CT 25024012
Gary Hamel	Manual Refund Submitted	\$160.00	
		\$160.00	CT 25024013
Mason Hammill	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024014
Michael Hernandez	Manual Refund Submitted	\$6.00	
		\$6.00	CT 25024015
Bryan Herrera	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024016
Bunnie Hickman	Manual Refund Submitted	\$69.00	
		\$69.00	CT 25024017
Alexander Jacob	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25024018
Walter Kostrzewa	Manual Refund Submitted	\$22.00	
		\$22.00	CT 25024019
Christa Lam	Manual Refund Submitted	\$186.00	
		\$186.00	CT 25024020
Vanessa Linares Alejo	Manual Refund Submitted	\$1,369.00	
		\$1,369.00	CT 25024021
Luis Lopez Zarate	Manual Refund Submitted	\$254.00	
		\$254.00	CT 25024022
Karen Lozano	Manual Refund Submitted	\$139.00	
		\$139.00	CT 25024023
Ramon Mariscal	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25024024
Brittany Marsh	Manual Refund Submitted	\$140.00	
		\$140.00	CT 25024025
Ismael Martinez	Manual Refund Submitted	\$394.00	
		\$394.00	CT 25024026
Abigail Medina	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024027
Jason Melendy	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024028
Miranda Moreno	Manual Refund Submitted	\$73.60	
		\$73.60	CT 25024029
Alyssa Murillo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024030
Richard Nelson	Manual Refund Submitted	\$21.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$21.00	CT 25024031
Jorge Nolzco	Manual Refund Submitted	\$188.00	
		\$188.00	CT 25024032
Natalie Nunez	Manual Refund Submitted	\$140.00	
		\$140.00	CT 25024033
Marisol Olivera	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25024034
Ashley Pankonin	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024035
Robert Paz	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25024036
Madelyn Pierce	Manual Refund Submitted	\$158.00	
		\$158.00	CT 25024037
Andrea Pintor	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024038
Julie Poladian	Manual Refund Submitted	\$22.00	
		\$22.00	CT 25024039
Jenna Riedel	Manual Refund Submitted	\$37.00	
		\$37.00	CT 25024040
Gabriela Rivera	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024041
Randall Roberson	Manual Refund Submitted	\$21.00	
		\$21.00	CT 25024042
Ekaterina Rodgers	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024043
Angelica Rubio-Perez	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024044
Rachel Schlotzhauer	Manual Refund Submitted	\$175.00	
		\$175.00	CT 25024045
Margaret Segura	Manual Refund Submitted	\$199.98	
		\$199.98	CT 25024046
Jena Simmons	Manual Refund Submitted	\$191.00	
		\$191.00	CT 25024047
Anika Smith	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024048
Kaymon Smith	Manual Refund Submitted	\$175.00	
		\$175.00	CT 25024049
Seth Spears	Manual Refund Submitted	\$161.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$161.00	CT 25024050
Melissa Valadez	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25024051
Ricardo Vega	Manual Refund Submitted	\$1,167.00	
		\$1,167.00	CT 25024052
Jordan Vincent	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25024053
Jillian Wilber	Manual Refund Submitted	\$46.00	
		\$46.00	CT 25024054
Dasha Williams	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25024055
Claire Wilson	Manual Refund Submitted	\$24.50	
		\$24.50	CT 25024056
Vicente Wilson	Manual Refund Submitted	\$225.00	
		\$225.00	CT 25024057
Accurate First Aid Services	First Aid Supplies per Invoice A-5465	\$898.00	
		\$898.00	CT 25024058
Adorama, Inc	Cisco RV134W VDSL2 Wireless -AC VPN Router;	\$249.04	
		\$249.04	CT 25024059
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty -	\$1,617.28	
	Reimbursement for Phone	\$145.84	
	Reimbursement for Utilities	\$188.75	
	Reimbursement for Financial Consultant	\$20.00	
	Reimbursement for Postage	\$35.98	
	Reimbursement for Office Supplies	\$1,458.73	
		\$3,466.58	CT 25024060
AHC Foundation	Reimbursement from District for	\$123,000.00	
		\$123,000.00	CT 25024061
All American Screen Printing Inc	Department Uniforms Embroidery 11-1-20 to 5-31-21	\$134.85	
		\$134.85	CT 25024062
Amazon	Office supplies for BUS department	\$34.78	
	Office supplies for BUS department	\$60.56	
	WACOM DIGITAL DRAWING TABLET	\$815.62	
	WACOM DIGITAL DRAWING TABLET	\$434.83	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.21	\$43.33	
	Office Supplies 04.01.21 to 05.31.21	\$1,068.10	
	Instructional Supplies for Biology labs	\$98.95	
	Instructional Supplies for Biology labs	\$226.26	
	Technology Supplies July 1, 2020 - May 31, 2021	\$101.44	
	Physics supplies, Aug 6, 2020 thru May 31, 2021	\$14.67	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,898.54	CT 25024063
Amazon	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$26.43	
	Miscellaneous Lola Dority Books 3.10.21-5.31.21	\$25.46	
	OPERATIONAL SUPPLIES, 4-8-21 TO 5-31-21	\$97.92	
	OPERATIONAL SUPPLIES, 4-8-21 TO 5-31-21	\$260.94	
	Miscellaneous books 4.7.21 - 5.31.21	\$13.99	
	Miscellaneous books 4.7.21 - 5.31.21	\$62.71	
	Miscellaneous books 4.7.21 - 5.31.21	\$42.02	
	Miscellaneous books 4.7.21 - 5.31.21	\$232.64	
	OFFICE-OPERATIONAL SUPPLIES, 11-4-20 TO 5-31-21	\$24.51	
		\$786.62	CT 25024064
American Automatic Doors Inc	Besam White T-Block 1013796	\$98.75	
	Labor Charges	\$118.75	
	Travel Fee	\$98.00	
		\$315.50	CT 25024065
American Business Machines	Campuswide Copier Maintenance: 7.01.20 to 6.30.21.	\$84.48	
		\$84.48	CT 25024066
American Library Association	CHOICE REVIEWS SUBSCRIPTION, 4-1-21 TO 3-31-22	\$601.20	
		\$601.20	CT 25024067
American Star Tours, Inc.	Bus Service - AHC Swim Team, Charter 21-24676	\$1,328.00	
		\$1,328.00	CT 25024068
Atkinson Andelson Loya Ruud And Romo	General Legal Services	\$84.00	
		\$84.00	CT 25024069
B & B Steel & Supply	Instructional supplies -WLDT program 4.12-5.31.21	\$660.00	
	1-1/2 X 1-1/2 X .120 H.S.T. 48-1/4" Inv #656308	\$152.25	
	1-1/2 X 1-1/2 X .120 H.S.T. 29-1/4"	\$108.75	
	3 X 1-1/2 X .120 H.S.T. 29-1/4"	\$65.25	
		\$986.25	CT 25024070
B&H Photo Video	LOGITECH 4K AIO CONFERNCCAM, SKU #LOMUCC120	\$910.96	
	RODLNK-FM WIRELESS KIT, SKU #RORODLNKFM	\$1,301.73	
	LASTOLITE 6X9' COLLAPSIBLE-GREEN, SKU #LABGC69G	\$214.94	
		\$2,427.63	CT 25024071
Battery Systems Inc	Batteries for alarm panels from 10/29/20- 5/31/21	\$61.74	
	Batteries for alarm panels from 10/29/20- 5/31/21	\$358.82	
		\$420.56	CT 25024072
Catherine Bianchi	24Hour Driver Awareness Course, Dublin CA	\$847.65	
		\$847.65	CT 25024073
Board Of Governors	Student Right to Know Reporting Subscription	\$5,900.00	
		\$5,900.00	CT 25024074
Bremer Auto Parts	Operational supplies	\$3.90	
		\$3.90	CT 25024075
Cal-Coast Machinery, Inc.	Air Filter per Invoice 685145	\$44.12	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Cal-Coast Machinery, Inc.	Fuel Filter	\$7.83	
		\$51.95	CT 25024076
Carolina Biological	Instructional Supplies for Biology labs.	\$64.47	
	Instructional Supplies for Biology labs.	\$1,005.01	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$774.95	
		\$1,844.43	CT 25024077
CDW Government Inc	VMware Support and Sub Basic (renewal)	\$6,160.00	
	VMware Support and Sub Basic (renewal)	\$2,640.00	
	VMware Support and Sub Basic (renewal)	\$775.00	
	HPE Aruba Outdoor AP Covers and Glands Kit	\$66.92	
		\$9,641.92	CT 25024078
Cleantech Environmental Inc	Used Motor Oil Disposal and Manifest Fee	\$152.45	
		\$152.45	CT 25024079
Comcast Cable	Comcast Monthly Recurring Costs	\$203.30	
		\$203.30	CT 25024080
Computerland Of Silicon Valley	6QK-00001CF - AZURE PREPAYMENT	\$550.00	
		\$550.00	CT 25024081
Constellation Newenergy Inc	Electricity Services 7.1.2020 - 6.30.2021	\$15,041.26	
	Electricity Services 7.1.2020 - 6.30.2021	\$3,760.31	
		\$18,801.57	CT 25024082
	Electricity Services 7.1.2020 - 6.30.2021	\$1.11	
	Electricity Services 7.1.2020 - 6.30.2021	\$0.28	
		\$1.39	CT 25024083
	Electricity Services 7.1.2020 - 6.30.2021	\$18.36	
	Electricity Services 7.1.2020 - 6.30.2021	\$4.59	
		\$22.95	CT 25024084
Custom Colors Auto Body Supplies, Inc.	Instructional supplies -AB program 4.6.21-5.31.21	\$144.30	
	Instructional supplies -AB program 4.6.21-5.31.21	\$89.26	
	Instructional supplies -AB program 4.6.21-5.31.21	\$654.39	
	Instructional supplies -AB program 4.6.21-5.31.21	\$154.75	
	Instructional Supplies for AB Program	\$97.90	
		\$1,140.60	CT 25024085
Lilian De La Torre-Reed	Translation services March & April 2021	\$1,254.00	
		\$1,254.00	CT 25024086
DiaMedical USA Equipment LLC	Covered Square Hamper	\$271.77	
	Nylon Hamper Bag	\$65.14	
	Protekt Finger Pulse Oximeter	\$86.89	
	Clear Sinus	\$83.25	
	Shipping	\$72.42	
		\$579.47	CT 25024087
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-20 Thru 6-30-21	\$490.15	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$490.15	CT 25024088
GM Financial Leasing	Leasing 2020 Chev Suburban, 7-1-20 thru 6-30-21	\$759.61	
		\$759.61	CT 25024089
	Leasing 2020 Chev Suburban, 7-01-20 thru 06-30-21	\$759.61	
		\$759.61	CT 25024090
Pacific Gas & Electric Company	Electricity Services 7.1.2020 - 6.30.2021	\$1,039.26	
	Electricity Services 7.1.2020 - 6.30.2021	\$259.82	
		\$1,299.08	CT 25024091
	Electricity Services 7.1.2020 - 6.30.2021	\$156.24	
	Electricity Services 7.1.2020 - 6.30.2021	\$39.06	
		\$195.30	CT 25024092
Verizon Wireless	Cellphone Service from 07-01-20 to 06-30-21	\$368.37	
	Monthly Line Charges for 805.621.2466	\$113.01	
		\$481.38	CT 25024093
Advanced Web Offset Inc	Printing of 2021 Summer Spectrum Class Schedule.	\$6,000.00	
	Printing of 2021 Summer Spectrum Class Schedule.	\$1,500.00	
	Printing of 2021 Summer Spectrum Class Schedule.	\$1,660.00	
	Sales tax (8.75%) on approx 1100 campus copies	\$11.83	
	Bulk Mail Prep 75,749 Simplified Saturation	\$1,079.42	
	Bulk Mail Prep Approx 1,100 Out of District	\$330.00	
	Delivery to Santa Maria Post Office and AHC	\$1,042.00	
		\$11,623.25	CT 25024094
AHC Foundation	Payroll deduction 4.30.21	\$2,899.96	
		\$2,899.96	CT 25024095
Amazon	Office supplies - Printing and operational	\$173.24	
	Office supplies - Printing and operational	\$64.97	
	Instructional Supplies for Biology labs	\$10.21	
	Instructional Supplies July 1, 2020 - May 31, 2021	\$58.66	
	Office Supplies, July 1, 2020 to May 31, 2021	\$53.86	
	Instructional Supplies, July 1, 2020- May 31, 2021	\$253.44	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$110.76	
	Office Supplies Child Center 10-21-20 to 12-18-20	\$293.24	
	Operational Supplies	\$14.13	
	72 styrofoam balls 1.5" polystyrene	\$71.70	
	Emraw multipurpose washable glue pen 50mL	\$156.49	
	FFchuanhe 3" 40pcs foam balls	\$77.70	
	TOPS Quadrille Pad, 8.5x11, 15 # stock 50 sheets	\$104.83	
	HP 37X, CF237X toner	\$305.53	
	Screen Cleaner Kit, 16 oz	\$21.72	
	HP 58A, CF258A toner	\$115.16	
	Purell Advanced Hand Sanitizer 8oz pump	\$17.93	
	Office / Operational Supplies	\$274.00	
		\$2,177.57	CT 25024096
American Fidelity Assurance Co	Insurance Premiums for April 2021	\$24,408.90	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$24,408.90	CT 25024097
American Fidelity Assurance Co	Insurance Premiums for April 2021	\$11,712.19	
		\$11,712.19	CT 25024098
	HSA Premiums April 2021	\$4,756.67	
		\$4,756.67	CT 25024099
Assoc CA Community College Admin	Payroll Deduction 4.30.21	\$97.74	
		\$97.74	CT 25024100
C.S.E.A. Chapter 251 Dues - AHC	Payroll deduction 4.30.21	\$522.50	
		\$522.50	CT 25024101
C.S.E.A. Victory Club	Payroll deduction 4.30.21	\$122.50	
		\$122.50	CT 25024102
CA School Employees Association	Payroll deduction 4.30.21	\$9,642.43	
		\$9,642.43	CT 25024103
Deliver-It	Courier Service PU Lompoc PM, deliver Santa Ynez	\$154.00	
		\$154.00	CT 25024104
Diverse Issues in Higher Education	Insertion Ad for Chancellor Oakley	\$3,925.00	
		\$3,925.00	CT 25024105
Earth Systems Pacific	Concrete Sampling and Testing	\$2,030.75	
	Structural Inspection and Testing	\$310.50	
	Report Preparation and Project Supervision	\$510.00	
	Allan Hancock College Lompoc Valley Center - Burn	\$3,917.25	
	2.0 Concrete Sampling and Testing	\$676.25	
	4.0 Report Preparation and Project Supervision	\$1,117.50	
	4.0 Report Preparation and Project Supervision	\$72.50	
	Report Preparation and Project Supervision	\$390.00	
	Report Preparation and Project Supervision	\$485.00	
	Allan Hancock College Student Health Center	\$1,500.00	
		\$11,009.75	CT 25024106
Ebsco Information Services	Annual magazine subscription renewal 2020/2021	(\$36.29)	
	Annual magazine subscription renewal 2020/2021	\$578.15	
		\$541.86	CT 25024107
Envoy Plan Services Inc.	Payroll deduction 4.30.21	\$122,154.99	
		\$122,154.99	CT 25024108
Evisions	IntelleCheck Payroll - Maintenance on Mod	\$405.00	
		\$405.00	CT 25024109
Eyemed Vision Care	Vision Insurance Premiums May 2021	\$3,861.33	
	Vision Insurance Retirees/COBRA May 2021	\$547.60	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$4,408.93	CT 25024110
FACCC Fac Assoc CA Comm Colleges	Payroll deduction 4.30.21	\$351.50	
		\$351.50	CT 25024111
Faculty Association of AHCC	Payroll deduction 4.30.21	\$6,500.75	
		\$6,500.75	CT 25024112
Federal Express Corp	Mailings for Acct #1104-8488	\$11.02	
		\$11.02	CT 25024113
Ferguson Enterprises Inc	Surgical Sink, Single, Wall Mounted	\$1,767.89	
	Freight Charges	\$67.71	
		\$1,835.60	CT 25024114
Fisher Scientific Co Llc	Cuvette Rack, #11-124-102, Quote# 1090-2778-21	\$421.43	
	Science Lab Supplies July 1, 2020-May 31, 2021	\$421.07	
	25mm Unwire Rack, #14-809-28, quote #1085-2683-57	\$1,088.64	
		\$1,931.14	CT 25024115
Flinn Scientific Inc	funnels, short stemmed,#GP5045, Quote# 237215	\$1,293.51	
	Scoops, stainless steel, #AP8338	\$226.92	
	Centrifuge Brush, #AP4363	\$7.98	
	Stoppers, solid, #2, 1 lbs., #AP2224	\$43.32	
	Bottle, ointment jar, 30 mL, #AP8443	\$82.22	
	Bottle, French square, AP8451, quote #237439	\$248.99	
	Pasteur Pipet, GP7042	\$60.29	
	Magnetic Stirring Bar 2 inch, AP5401	\$42.43	
	Magnetic Stirring Bar 1 inch, AP5399	\$25.44	
	Submersible test tube rack, 20 mm, AP4415	\$361.90	
	Large Nitrile gloves, AP9361	\$532.44	
	Medium Nitrile gloves, AP9360	\$532.44	
	Small Nitrile gloves, AP9359	\$532.44	
	Flinn pH Meter, AP8673	\$709.12	
	Submersible Test Tube Rack, AP4414	\$238.32	
	Demonstration Tray, Large, AP5429	\$182.25	
	Apron, Disposable, AP4346	\$75.46	
		\$5,195.47	CT 25024116
Follett Heg - AHC Bookstore	Books for Bulldogs Lending Program	\$7,657.63	
	Books for Bulldogs Lending Program	\$163.13	
	Books for Bulldogs Lending Program	\$1,550.50	
	Books for Bulldogs Lending Program	\$950.75	
	Books for Bulldogs Lending Program	(\$203.91)	
	Books for Bulldogs Lending Program	\$227.51	
	BOOKSTORE GRANT FOR STUDENT TRUSTEE 2020-21	\$11.72	
	RESERVE TEXTBOOKS, 4-20-21 TO 5-31-21	\$110.27	
		\$10,467.60	CT 25024117
	Books and supplies for students with 3rd party	\$148.92	
		\$148.92	CT 25024118
	Book Vouchers for NextUp/CAFYES students -	\$355.61	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Follett Heg - Ahc Bookstore	Book Vouchers for NextUp/CAFYES students -	\$187.56	
	Book Vouchers for NextUp/CAFYES students -	\$28.36	
	Book Vouchers for NextUp/CAFYES students -	\$177.81	
	Book Vouchers for NextUp/CAFYES students -	\$146.81	
		\$896.15	CT 25024119
Foodbank Of Santa Barbara County	Campus Food Share Program	\$929.97	
		\$929.97	CT 25024120
	Campus Food Share Program	\$3,437.29	
		\$3,437.29	CT 25024121
Franchise Tax Board	Payroll deduction 4.30.21	\$1,028.59	
		\$1,028.59	CT 25024122
Fei Gao	Reimb for Ellucian Live 2021 Conference Reg Online	\$225.00	
		\$225.00	CT 25024123
GotSafety, LLC	Consulting Services One Time Set -up Fee for	\$2,500.00	
	Monthly Consultation Fees for IPP	\$1,150.00	
		\$3,650.00	CT 25024124
Grainger Inc.	Maintenance Supplies, 7-1-20 thru 5-31-21	\$30.03	
	Maintenance Supplies, 7-1-20 thru 5-31-21	\$101.43	
		\$131.46	CT 25024125
Hardy Diagnostics	Science Lab Supplies July 1, 2020-May 31, 2021	\$1,129.00	
		\$1,129.00	CT 25024126
Health Sanitation Services	Roll off for 4-2-21 per Invoice 0069198-1082-7	\$167.32	
	Green Yard Waste - Disposal Per Ton	\$174.82	
		\$342.14	CT 25024127
Idealliance	G7 Online Training -	\$2,009.00	
		\$2,009.00	CT 25024128
Intermountain Lock And Security Supply	Blue Punch Schlage Key machine, PROBP201SC	\$1,084.79	
		\$1,084.79	CT 25024129
IRS ACS Support	Payroll deduction 4.30.21	\$51.37	
		\$51.37	CT 25024130
Jaffa Cafe	DINNER CATERING ORDER	\$2,009.62	
		\$2,009.62	CT 25024131
Jasper Engine Exchange, Inc	Transmission per Invoice 11078957	\$3,127.65	
		\$3,127.65	CT 25024132
JR Barto Heating & Air Cond. Inc.	Preventative Maintenance , 10/01/20 thru 06/30/21	\$777.00	
		\$777.00	CT 25024133
KPMR-TV	30 second spot promoting AHC Economic Impact on	\$2,425.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,425.00	CT 25024134
L.N. Curtis & Sons	NUPLABOND A/B EPOXY 24 GRAMS	\$32.56	
		\$32.56	CT 25024135
Margaret Lau	Reimb for Annual Subscription-SurveyMonkey	\$384.00	
		\$384.00	CT 25024136
Maya Restaurant	LUNCH CATERING ORDER	\$0.00	
	LUNCH CATERING ORDER	\$1,697.17	
		\$1,697.17	CT 25024137
McKesson Medical Surgical Inc	Stethoscope, Electronic Adscope Blk Adult,	\$244.56	
		\$244.56	CT 25024138
Medical Shipment	Disposable Underpads 17x24	\$32.20	
	Posiflush prefilled syringe .9% NaCl 10ml	\$83.74	
	BD Insyte IV Cath winged notched needle 22gx1 blue	\$242.27	
	BD Insyte IV Cath winged notched needle 22gx1 blue	\$80.76	
	Shipping	\$65.24	
		\$504.21	CT 25024139
Metropolitan Life Insurance Co	Insurance Premiums for April 2021	\$6,297.86	
		\$6,297.86	CT 25024140
Mission Linen Supply	Laundry services for AB program	\$13.53	
	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
	Uniform Services and Towels, 7-01-20 thru 6-30-21	\$37.66	
	Laundry Services for AT Program 2.2021-6.2021	\$40.97	
	Laundry services for AB program	\$13.53	
		\$146.66	CT 25024141
Nace	NACE Tiered Membership Tier 2 (3-5 Members)	\$645.00	
		\$645.00	CT 25024142
Noble Power Equipment	Supplies per Invoice 496872	\$236.44	
	Supplies per Invoice 496874	\$242.20	
		\$478.64	CT 25024143
Nu Cloud Llc	Annual Hosting and Subscription Services for	\$4,500.00	
		\$4,500.00	CT 25024144
Office Depot	Office Supplies July 1, 2020 - May 31, 2021	\$138.55	
	Office Supplies July 1, 2020 - May 31, 2021	\$52.73	
	Office Supplies 4-1-21 through 5-31-21	\$335.33	
	Office Supplies 4-1-21 through 5-31-21	\$16.76	
	Office Supplies 4-1-21 through 5-31-21	\$176.16	
	Office Supplies 4-1-21 through 5-31-21	\$58.38	
		\$777.91	CT 25024145
Orcutt Burgers Inc	DINNER CATERING ORDER	\$0.00	
	DINNER CATERING ORDER	\$1,224.88	
		\$1,224.88	CT 25024146
PARS Public Agency Retirement	Payroll deduction 4.30.21	\$8,525.96	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$8,525.96	CT 25024147
Part Time Faculty AHC - Member	Payroll deduction 4.30.21	\$7,045.80	
		\$7,045.80	CT 25024148
PCPA Foundation	Payroll deduction 4.30.21	\$50.00	
		\$50.00	CT 25024149
Pharmedix	Prescription Medication July 1 2020 - May 31 2021	\$26.61	
		\$26.61	CT 25024150
PPG Architectural Finishes Inc	Paint Supplies, 7-01-20 thru 5-31-21	\$37.34	
	Paint Supplies, 7-01-20 thru 5-31-21	\$38.12	
	Paint Supplies, 7-01-20 thru 5-31-21	\$62.30	
		\$137.76	CT 25024151
Patricia Prado-Rios	Reimbursement - HP printer	\$141.36	
		\$141.36	CT 25024152
Praxair Distribution Inc.	Instructional Supplies - WLDT Program 4/12-5/31/21	\$523.19	
	MIG Welder 210 MP Alum One-Pack; Item LINK4195-1;	\$4,254.30	
		\$4,777.49	CT 25024153
Premium Quality Lighting	PLC26-35K-G24d-3-Superior Life, Code #81802	\$328.43	
	F32T8-835 - T20C, Code #72601	\$1,017.90	
	F14T5-841 - Superior Life, Code #91709	\$126.15	
	F21T5-830 -Superior Life, Code #91702	\$414.99	
	F28T5-830 - Superior Life - T20C, Code #91706	\$696.00	
	F32T8-841 - T20C, Code #72607	\$508.95	
		\$3,092.42	CT 25024154
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 01-01-21 thru 05-31-21	\$120.44	
		\$120.44	CT 25024155
Psychological Assessment Resources Inc	Standard SDS Internet	\$3,475.00	
		\$3,475.00	CT 25024156
R&M Diesel Service & Towing LLC	R&M Diesel Parts for Truck Driving Class	\$1,197.94	
	TURBO PEDESTAL	\$301.70	
	TURBO BOLT KIT	\$56.03	
	TURBO BOLT KIT	\$44.18	
	freight	\$20.00	
		\$1,619.85	CT 25024157
Rdz Contractors	Public Safety Training Complex Modular	\$91,831.75	
		\$91,831.75	CT 25024158
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-20 to 6-30-21	\$1,688.88	
		\$1,688.88	CT 25024159
Santa Barbara County Sheriff's Office	Payroll deduction 4.30.21	\$75.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$75.00	CT 25024160
ScholarShare College Savings 529	Payroll deduction 4.30.21	\$30.00	
		\$30.00	CT 25024161
Smart & Final	Food Supplies for Career Center	\$375.70	
		\$375.70	CT 25024162
Alberto Solano	Independent contract for Guided Pathways	\$2,500.00	
	Independent contract for Guided Pathways	\$2,500.00	
		\$5,000.00	CT 25024163
Solutionz Inc	FIBER SERV, BLDG M-100, LOT 6	\$2,107.91	
	Fiber Services: Building S – Lot 1, R1	\$832.12	
	Fiber Services: Building S – Lot 1, R1	\$2,770.63	
		\$5,710.66	CT 25024164
Source Graphics	Wideformat Media, Inks, Printheads and Paper	\$590.94	
	Wideformat Media, Inks, Printheads and Paper	\$1,027.69	
		\$1,618.63	CT 25024165
Sport & Cycle Team Athletics Inc	Helmet Rack Invoice #221331	\$326.24	
	Shoulder Pad Rack Item#1378670	\$369.74	
	Shipping Charge	\$88.14	
		\$784.12	CT 25024166
Pamela Storie	Reimb for ETS virtual conference 5/3 - 5/6/21	\$15.00	
		\$15.00	CT 25024167
SVM Lp	Walmart Gift Cards Invoice #CC042121	\$1,200.00	
	Shipping/Handling	\$19.95	
		\$1,219.95	CT 25024168
TeamDynamix Solutions LLC	SaaS Licenses - Block License	\$9,970.40	
	SaaS Licenses - Asset Management	\$2,060.00	
		\$12,030.40	CT 25024169
Techsmith Corporation	Camtasia Snagit Bundle Maintenance Renewal	\$132.99	
		\$132.99	CT 25024170
The First Tee Central Coast	BLIMP SPONSORSHIP FOR NO SHOW CLASSIC	\$500.00	
		\$500.00	CT 25024171
Tortilleria El Toro II, Inc.	EL TORO DINNER CATERING ORDER	\$0.00	
	EL TORO DINNER CATERING ORDER	\$1,281.88	
		\$1,281.88	CT 25024172
Trojan Petroleum, Inc	Hydraulic Filter, BT371-0 per Invoice 0264131-IN	\$87.78	
	CLEAR DIESEL #2	\$2,120.68	
	TAXES -	\$789.43	
	UNLEADED FUEL 87	\$983.79	
	UNLEADED FUEL 87	\$8,854.07	
	TAXES -	\$2,897.73	

Allan Hancock College
Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$15,733.48	CT 25024173
United Refrigeration Inc	HVAC Supplies, 03-01-21 thru 05-31-21	\$73.98	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$351.00	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$65.11	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$133.76	
	HVAC Supplies, 03-01-21 thru 05-31-21	(\$121.19)	
	HVAC Supplies, 03-01-21 thru 05-31-21	\$128.80	
		\$631.46	CT 25024174
United Site Services Of California Inc	DELUXE RESTROOM RENTAL	\$62.80	
	2 STATION SINK RENTALS	\$304.84	
		\$367.64	CT 25024175
United Way of the Central Coast	Payroll deduction 4.30.21	\$35.00	
		\$35.00	CT 25024176
US Bank Corporate Payment System	Google ads promoting AHC Economic Impact	\$365.80	
	Google ads promoting Comm Ed Term 4 Classes	\$384.20	
	ACCE Agency Memberships	\$450.00	
	Staples - Cabinet for sewing machine classes	\$550.26	
	Starbucks gift cards - Incentive for the 2021-22	\$480.00	
	Starbucks gift cards - Incentive for the 2021-22	\$120.00	
	CCC LGBTQ+ Summit 2021 Virtual Event	\$200.00	
	Panera Bread - Launch to College event @ SMHS	\$469.52	
	Starbucks gift cards - Incentive for the 2021-22	\$510.00	
		\$3,529.78	CT 25024177
Western Exterminator Company	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control - Bldg. G Cafeteria	\$114.00	
		\$759.00	CT 25024178
Yankee Book Peddler Inc	BOOKS FOR SM LIBRARY, 2/16/21 to 5/31/21	\$325.11	
	BOOKS FOR SM LIBRARY, 2/16/21 to 5/31/21	\$854.86	
	BOOKS FOR SM LIBRARY, 2/16/21 to 5/31/21	\$202.57	
	BOOKS FOR SM LIBRARY, 2/16/21 to 5/31/21	\$157.46	
		\$1,540.00	CT 25024179
Zoe's Hawaiian Bbq	CATERING ORDER LUNCH	\$1,693.95	
	CATERING ORDER LUNCH	\$0.00	
		\$1,693.95	CT 25024180

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021
Bank Code: CT

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

Total for General Fund 9410	\$2,721,159.11
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$18,120.20
Total for Capital Outlay Project Fund 9441	\$3,093,853.10
Total for General Obligation Bond Fund 9447	\$1,588,578.36
Total for Dental Self-Insurance Fund 9461	\$53,026.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

Allan Hancock College

Warrant Register

Check Dates from 4/1/2021 to 4/30/2021

Bank Code: RC

Vendor Name	Description	Amount	Warrant
		<hr/>	
		\$0.00	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
April 2021	
ACRONYMS	
19six Architects	Nineteen Six Architects (Formerly PMSM)
AC Designs	Air Conditioning Designs
AFPC/DPSIE	Air Force Personel Center/DP1SSD
AHC - Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC - Part-Time Faculty Association	Allan Hancock College - Part-Time Faculty Association
AHC Foundation	Allan Hancock College Foundation
AHC Viticulture & Enology Foundation	Allan Hancock College Viticulture & Enology Foundation
AMG & Associates, Inc	NO ACRONYM
B & B Steel & Supply	NO ACRONYM
B&H Photo Video	NO ACRONYM
Cal OES	California Office of Emergency Services
CAPED	California Association on Postsecondary Education and Disability
CDW Government Inc	Computer Discount Warehouse Government Inc
CMC RESCUE INC	California Mountain Company Rescue Inc
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt, Certified Public Accountants
ECMC	Education Credit Management Corporation
FACCC Fac Assoc CA Comm Colleges	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
Garda CL West Inc	Garda Cash Logistics West Inc
GM Financial Leasing	General Motors Financial Leasing
Ips Group Inc	International Parking Systems
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B Dewar	NO ACRONYM
JR Barto Heating & Air Cond. Inc.	NO ACRONYM
KIDI/KRTO/KTAP La Buena	NO ACRONYM
KPMR-TV	NO ACRONYM
L.N. Curtis & Sons	NO ACRONYM
MD Construction Co, Inc	NO ACRONYM
NCX Group Inc	NO ACRONYM
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
R&M Diesel Service & Towing LLC	NO ACRONYM
Rdz Contractors	NO ACRONYM
SISC III	Self Insured Schools of California
SVM Lp	Stored Value Marketing
TG	Texas Guaranteed Student Loan Corporation
VTC Enterprises	Vocational Training Center Enterprises

**CONSENT ITEM**

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	10.B.
Subject:	Service Site Development Work for Placement of Draeger Burn Building Props – LVC Project (Bid No. 21-03), Notice of Completion	Enclosures:	Page 1 of 1

BACKGROUND

On February 9, 2021, the board of trustees awarded the contract for the service site development work for Placement of the Draeger Burn Building Props – LVC Project (Bid No. 21-03) to MD Construction Co., Inc. in the amount of \$339,532. The work is now complete. Therefore, it is appropriate for the district to file a notice of completion with the Santa Barbara County Recorder's Office.

The filing of the notice of completion starts the 30-day period within which subcontractors or material suppliers must file any stop payment notices. Upon completion of the time period and with no outstanding stop notices, the college is obligated to release the retention payment to the contractor in accordance with public contract code section 7107(c).

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends that the board of trustees approve filing a notice of completion for the service site development work for Placement of Draeger Burn Building Props – LVC Project (Bid No. 21-03) performed by MD Construction Co., Inc.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

CONSENT ITEM

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	10.C.
Subject:	Approve Change Orders with RDZ Contractors for the Service Site Development Work for the Public Safety Training Complex Modular Building Project (Bid No. 21-02)	Enclosures:	Page 1 of 1

BACKGROUND

On December 15, 2020 the board of trustees awarded the contract for the service site development work for the Public Safety Training Complex Modular Building Project (Bid No. 21-02) to RDZ Contractors in the amount of \$281,000. Since that time, a variety of unforeseen conditions have added costs to this project. These conditions include unsuitable subgrade soil for the building foundation, implementing mitigation measures to minimize the potential for the accumulation of moisture under the building, and miscellaneous electrical and plumbing modifications due to site conditions. Because these changes resulted in costs that exceed ten percent of the base contract amount, our auditors are recommending that the changes orders be ratified by the board.

FISCAL IMPACT

The total fiscal impact for the change orders is \$63,661.84.

RECOMMENDATION

Staff recommends that the board of trustees approve the change orders with RDZ Contractors for the service site development work for the Public Safety Training Complex Modular Building Project (Bid No. 21-02) in the amount of \$63,661.84.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.D.
Subject: Award of Contract Utilizing Piggy-Back Contract for Phase III Implementation of a Security Plan to RD Systems Inc.	Enclosures: Page 1 of 1

BACKGROUND

At the October 9, 2018 meeting, the board of trustees awarded a contract to RD Systems in the amount of \$382,000 to implement the lock security plan. The contract's scope of work included the automation of exterior doors and changes in self-locking devices on interior doors with high security locks. It also included updating interior and exterior hardware to meet ADA requirements and the installation of security lockdown buttons to secure buildings instantaneously. At the March 10, 2020 meeting, the board of trustees approved filing a notice of completion for this project.

The next phase of the security plan will cost \$212,255.85. Staff has identified a piggy-back contract through the City of Los Angeles with RD Systems Inc. This contract provides a fixed low-cost method of upgrading and implementing the lock security plan utilizing our standardized security components.

FISCAL IMPACT

The total funding for phase III of this project is \$212,255.85 and will be funded from the state scheduled maintenance budget.

RECOMMENDATION

Staff recommends that the board of trustees award the contract to RD Systems Inc. utilizing piggy-back contract for phase III implementation of a security plan in the amount of \$212,255.85.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.E.
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Enclosures: Page 1 of 24

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 2020-2021 and 2021-2022 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:
--	--------------------

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2021

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
BASIC SKILLS				
Acevez, Virginia	40962	BASK 7015	Reading and Writing	.003
Farrell, Tim	40962	BASK 7015	Reading and Writing	.006
Greenelsh, Shawn	40962	BASK 7015	Reading and Writing	.009
Moretti, Alicia	40962	BASK 7015	Reading and Writing	.036
FIRE TECHNOLOGY				
Baker, David	41805	FT 308	Firefighter Academy 1B	.147
Burch, William	41805	FT 308	Firefighter Academy 1B	.176
Collins, Brandyn	41805	FT 308	Firefighter Academy 1B	.059
Crotty, John	41805	FT 308	Firefighter Academy 1B	.250
Dickson, Douglas	41805	FT 308	Firefighter Academy 1B	.059
Gonzales, Richard	41805	FT 308	Firefighter Academy 1B	.118
Halbeisen, Marissa	41805	FT 308	Firefighter Academy 1B	.059
Hart, Stanley	41805	FT 308	Firefighter Academy 1B	.294
Janatsch, Bruce	41805	FT 308	Firefighter Academy 1B	.059
Markley, John	42147	FT 308	Firefighter Academy 1B	.022
Martinez, Christopher	41805	FT 308	Firefighter Academy 1B	.088
Martinez, Essex	41805	FT 308	Firefighter Academy 1B	.088
Montejo, Vincent	41805	FT 308	Firefighter Academy 1B	.118
Osborne, Matthew	41805	FT 308	Firefighter Academy 1B	.147
Owen, Jack	41805	FT 308	Firefighter Academy 1B	.067
Paige, Brandon	41805	FT 308	Firefighter Academy 1B	.017
Shay, Kevin	41805	FT 308	Firefighter Academy 1B	.029
LAW ENFORCEMENT				
Abbas, Hussain	41751	LE 322	Basic Law Enforcement Academy	.021
Altavilla, Alex	42170	LE 352	Field Training Office Update	.033
Alvarez, Gabriel	41751	LE 322	Basic Law Enforcement Academy	.022
Bianchi, Cathy	42170	LE 352	Field Training Office Update	.033
Bianchi, Cathy	41751	LE 322	Basic Law Enforcement Academy	.129
Camarena, Juan	40991	LE 425	PC832 Firearms	.051
Culver, David	40991	LE 425	PC832 Firearms	.051
Day, Alan	41751	LE 322	Basic Law Enforcement Academy	.059
Dickson, Jason	41751	LE 322	Basic Law Enforcement Academy	.022
Dossey, Gregory	42169	LE 372	Physical Fitness Instructor	.083
Hammill, Marc	41751	LE 322	Basic Law Enforcement Academy	.018
Hollis, Michael	40991	LE 425	PC832 Firearms	.029
Hollis, Michael	41751	LE 322	Basic Law Enforcement Academy	.191
Huddle, Kevin	42170	LE 352	Field Training Office Update	.033
Huddle, Kevin	41751	LE 322	Basic Law Enforcement Academy	.037
Hutton, Trevor	40991	LE 425	PC832 Firearms	.051
Kuhl, Perry	41751	LE 322	Basic Law Enforcement Academy	.013
Lopez, Joe	41751	LE 322	Basic Law Enforcement Academy	.022
Martinez, Alison	41751	LE 322	Basic Law Enforcement Academy	.013
Martinez, Michael	41751	LE 322	Basic Law Enforcement Academy	.037
Miller, Steven	41751	LE 322	Basic Law Enforcement Academy	.081
Neumann, Timothy	41751	LE 322	Basic Law Enforcement Academy	.067
Olmstead, Brian	41751	LE 322	Basic Law Enforcement Academy	.121
Peuvrelle, Christopher	41751	LE 322	Basic Law Enforcement Academy	.066
Reyes, Geronimo	40991	LE 425	PC832 Firearms	.092
Ruth, Ross	41751	LE 322	Basic Law Enforcement Academy	.176

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2021

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Rylant, Chuck	41751	LE 322	Basic Law Enforcement Academy	.086
Seigel, Amanda	41751	LE 322	Basic Law Enforcement Academy	.066
Smith, Ryan	41751	LE 322	Basic Law Enforcement Academy	.050
Vasquez, Frank	41751	LE 322	Basic Law Enforcement Academy	.143
Vega, Woodrow	41751	LE 322	Basic Law Enforcement Academy	.050
Waits, Jared	41751	LE 322	Basic Law Enforcement Academy	.077

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
ACCOUNTING					
Darwin, Brent	10510	ACCT 130	Financial Accounting 1		.212
Darwin, Brent	10511	ACCT 132	Financial Accounting 2		.212
Darwin, Brent	10512	ACCT 140	Managerial Accounting		.212
ANTHROPOLOGY					
Stokes, Brian	10574	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	10023	ART 101	Art Appreciation		.212
Hood, John	10024	ART 101	Art Appreciation		.212
Hood, John	10263	ART 101	Art Appreciation		.212
BIOLOGY					
Hadley, Wendy	10005	BIOL 100	Introductory Biology		.408
BUSINESS					
Bryant, Robert	10669	BUS 101	Introduction to Business		.212
Bryant, Robert	10151	BUS 101	Introduction to Business		.212
Bryant, Robert	10102	BUS 102	Marketing		.212
Comstock, Marie	10291	BUS 107	Human Relations in Business		.212
Comstock, Marie	10513	BUS 110	Business Law		.212
Comstock, Marie	10065	BUS 110	Business Law		.212
BUSINESS INFORMATION SYSTEMS					
Montanez-Rodriguez, Carmen	10520	CBIS 301	Computer Fundamentals		.212
BUSINESS OFFICE TECHNOLOGY					
Derry, Jody	10106	CBOT 100	Keyboarding		.075
Derry, Jody	10066	CBOT 131	Intro to Word Processing		.212
CHEMISTRY					
Madrid, Danae	10548	CHEM 110	Chemistry and Society		.391
Nouri, Duston	10104	CHEM 120	Introductory Chemistry		.392
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	Counseling EOPS Program		.120
Brackett, Ashley	Assigned	Counseling	Santa Maria		.060
Britten, Benjamin	Assigned	Counseling	Counseling-SM		.060
Campos, Mary	Assigned	Counseling	Santa Maria		.015
Freeland, Clint	Assigned	Counseling	Santa Maria		.368

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Millan, Jose	Assigned	Counseling	Counseling EOPS Program	Santa Maria	.050
Morales, Mayra	Assigned	Counseling	Santa Maria		.420
Reed, Christine	Assigned	Counseling	Mesa Counseling		.708
Zepeda De Rosas, Maria	Assigned	Counseling	Santa Maria		.065
DANCE					
Sorenson, Sydney	10631	DANC 101	Dance Appreciation		.208
DENTAL ASSISTING					
Johnson, Kathleen	10103	DA 310	Exploring Career Opportunities		.067
EARLY CHILDHOOD STUDIES					
Caddell, Alice	10063	ECS 100	Child Growth and Development		.212
Caddell, Alice	10319	ECS 116	Teaching in a Diverse Society		.212
Demchak, Karen	10319	ECS 100	Child Growth and Development		.212
Frazier, Yvon	10702	ECS 100	Child Growth and Development		.035
Frazier, Yvon	10141	ECS 101	Child Growth and Development		.212
Frazier, Yvon	10321	ECS 303	Intro to Early Childhood		.150
Ramos, Magdalena	10549	ECS 150	Admin II Pers Leader in ECE		.212
Roepke, Thesa	10602	ECS 118	Practicum: Preschool		.266
Roepke, Thesa	10604	ECS 118	Child Growth and Development		.266
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	10292	EMS 300	Intro to Emergency Medical Ser		.067
ENGLISH					
Adams, Kathryn	10073	ENGL 102	Freshman Comp: Literature		.234
Adams, Kathryn	10076	ENGL 131	American Lit 1865 to Present		.212
Dimick, Janae	10557	ENGL 133	Modern Fiction		.212
Guido Brunet, Melanie	10121	ENGL 101	Freshman Comp: Exposition		.306
Guido Brunet, Melanie	10096	ENGL 101	Freshman Comp: Exposition		.306
Jozwiak, Jennifer	10340	ENGL 110	Grammar for College and Career		.212
Kopecky, Susannah	10558	ENGL 137	Children's Literature		.212
Nunez, Christina	10140	ENGL 101	Freshman Comp: Exposition		.306
Nunez, Christina	10153	ENGL 106	Creative Writing		.234
Raybould-Rodgers, Julia	10074	ENGL 103	Critical Thinking & Composition		.234
Raybould-Rodgers, Julia	10312	ENGL 103	Critical Thinking & Composition		.234
Read, James	10067	ENGL 101	Freshman Comp: Exposition		.306
Read, James	10069	ENGL 101	Freshman Comp: Exposition		.306
Romo, Alina	10071	ENGL 101	Freshman Comp: Exposition		.306
Romo, Alina	10095	ENGL 101	Freshman Comp: Exposition		.306
Senior, Robert	10339	ENGL 101	Freshman Comp: Exposition		.306

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Senior, Robert	10493	ENGL 101	Freshman Comp: Exposition		.306
ENGLISH AS A SECOND LANGUAGE					
Keiser, Andria	10560	ESL 552	Advanced Grammar for ESL		.259
FILM					
Hite, Christopher	10610	FILM 105	Film and Television Writing I		.272
Webb, Timothy	10628	FILM 102	Hollywood & the American Film		.272
Webb, Timothy	10629	FILM 103	Contemporary Latin American Film		.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	10120	HED 100	Health and Wellness		.212
Bates, Sheri	10031	HED 100	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
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
INTERCOLLEGIATE ATHLETICS					
Aye, Tyson	10621	PEIA 195	Intercollegiate Conditioning		.080
Aye, Tyson	10694	PEIA 195	Intercollegiate Conditioning		.070
Darmon, Seth	10623	PEIA 195	Intercollegiate Conditioning		.086
Darmon, Seth	10684	PEIA 195	Intercollegiate Conditioning		.045
Dutra, Kristopher	10624	PEIA 195	Intercollegiate Conditioning		.231
Maumausolo, Scia	10609	PEIA 195	Intercollegiate Conditioning		.077
Stevens, Christopher	10622	PEIA 195	Intercollegiate Conditioning		.071
LIBRARY					
Cohn, Kellye	Assigned	Librarian	Librarian-SM		.040
Kopecky, Susannah	Assigned	Librarian	Librarian-SM		.100
Kopecky, Susannah	Assigned	Librarian	Librarian-SEAP		.060
Passage, Trevor	Assigned	Librarian	Librarian-SM		.080
LIBRARY SKILLS					
Kopecky, Susannah	10644	LBRY	LBRY 170		.150
MACHINING & MANUFACTURING TECH					
Gerrity, John	10569	MT 315	Advanced Machining		.486

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
MATHEMATICS					
Chung, Eui	10175	MATH 141	Precalculus		.444
Chung, Eui	10015	MATH 311	Algebra 1		.306
Mitchem, Jon	10529	MATH 123	Elementary Statistics		.378
Mitchem, Jon	10011	MATH 123	Elementary Statistics		.378
Pavone, Christopher	10083	MATH 181	Calculus 1		.378
Serpa, Michael	10530	MATH 182	Calculus 2		.378
West, Elizabeth	10630	MATH 141	Precalculus		.444
West, Elizabeth	10528	MATH 321	First Year Geometry		.208
Yavari, Mina	10013	MATH 131	College Algebra		.306
Yavari, Mina	10017	MATH 331	Algebra 2		.378
MUSIC					
Dechaine, Nichole	10289	MUS 100	Music Appreciation		.212
NURSING					
Bellrose, Joann	10677	NURS 320	Gerontology		.100
Bellrose, Joann	10586	NURS 416	Certified Home Health Aide		.188
Conner, Bethany	10019	NURS 320	Care of Older Adults		.025
Conner, Bethany	10020	NURS 327	Digestive and Urinary Systems		.046
Conner, Bethany	10021	NURS 328	Clinical Lab 2		.265
Conner, Bethany	10022	NURS 335	Skin and M-skeletal Conditions		.047
Conner, Bethany	10084	NURS 422	EKG/Monitor Observer		.100
Deleija, Luz	10021	NURS 328	Clinical Lab 2		.099
Donnelly, Jane	10021	NURS 328	Clinical Lab 2		.066
Lehne, Michelle	10021	NURS 328	Clinical Lab 2		.099
McComas, Megan	10022	NURS 335	Skin and M-skeletal Conditions		.140
Nelson, Mary	10020	NURS 327	Digestive and Urinary Systems		.115
PERSONAL DEVELOPMENT					
Campos, Mary	10638	PD 110	College Success Seminar		.069
Becerra-Valencia, Lynn	10081	PD 100	Personal & Career Exploration		.208
Britten, Benjamin	10131	PD 101	Success in College		.069
Britten, Benjamin	10177	PD 100	Personal & Career Exploration		.068
Perales, Carissa	10575	PD 115	Career Planning		.075
Ramirez, Antonio	10325	PD 110	College Success Seminar		.069
Zepeda De Rosas, Maria	10325	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	10155	PE 100	Introduction to Kinesiology		.212
Aye, Tyson	10298	PE 100	Introduction to Kinesiology		.212
Damron, Seth	10626	PE 140	Physical Fitness Lab		.190
Damron, Seth	10480	PE 146	Strength and Flexibility		.135

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Dutra, Kristopher	10626	PE 140	Physical Fitness Lab		.190
Maumausolo, Scia	10539	PE 128	Sports Psychology		.205
Stevens, Christopher	10627	PE 121	Swim Fitness Lab		.190
PHYSICS					
Youngblood, Brian	10082	PHYS 110	Introductory Physics		.212
POLITICAL SCIENCE					
Patrick, Frederic	10100	POLS 103	American Government		.212
Patrick, Frederic	10579	POLS 103	American Government		.212
Patrick, Frederic	10136	POLS 103	American Government		.212
PROFESSIONAL DEVELOPMENT					
Sanchez, Veronica	10678	PROD 301	Life/Career Planning Intro		.212
Sanchez, Veronica	10679	PROD 301	Life/Career Planning Intro		
PSYCHOLOGY					
Haddad, Lubna	10580	PSY 101	General Psychology		.212
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
SCIENCE TECH ENGINEERING MATH					
Reed, Christine	10531	STEM 100	STEM Success Strategies		.075
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	10566	SPAN 101	Elementary Spanish I		.350
Diaz, Claudia	10094	SPAN 101	Elementary Spanish I		.350
Gomez De Torres, Ana	10257	SPAN 102	Elementary Spanish II		.350
SPEECH COMMUNICATION					
Auten, Diane	10107	SPCH 103	Interpersonal Communication		.212
Auten, Diane	10146	SPCH 110	Intercultural Communication		.212
Schroeder, Jennifer	10159	SPCH 101	Public Speaking		.208
Schroeder, Jennifer	10632	SPCH 102	Small Group Communication		.208
Schroeder, Jennifer	10633	SPCH 102	Small Group Communication		.208

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
			WELDING TECHNOLOGY		
Marquez, Gabriel	10691	WLDT 106	Beginning Welding		.389
Marquez, Gabriel	10342	WLDT 106	Beginning Welding		.389
Marquez, Gabriel	10572	WLDT 309	Mini MIG (GMAW)		.132

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
ACCOUNTING					
Shafer, Nancy	10707	ACCT 131	Financial Accounting 1		.212
ADMINISTRATION OF JUSTICE					
Kruse, Kurt	10062	AJ 101	Intro to Criminal Justice		.211
Kruse, Kurt	10366	AJ 102	Criminal Procedures		.211
Saunders, Victoria	10358	AJ 101	Intro to Criminal Justice		.211
AGRIBUSINESS					
Krier, Erin	10547	AG 100	Intro to Ag Studies and Career		.069
AMERICAN SIGN LANGUAGE					
Hellmann, Amanda	10661	ASL 120	American Sign Language 1		.211
Rivera, Maria	10093	ASL 120	American Sign Language 1		.211
Rivera, Maria	10343	ASL 121	American Sign Language 2		.211
ART					
Doe, Kristopher	10650	ART 101	Art Appreciation		.208
Doe, Kristopher	10316	ART 101	Art Appreciation		.208
Vosburg, Candace	10025	ART 101	Art Appreciation		.211
ASTRONOMY					
Tavakkoly, Aundrea	10333	ASTR 100	Elementary Astronomy		.225
AUTOMOTIVE TECHNOLOGY					
Leonard, Richard	10703	AT 133	Automotive Engine Rebuilding		.562
Renteria, Anthony	10341	AT 100	Automotive Fundamentals		.368
BIOLOGY					
Doyle, Timothy	10156	BIOL 100	Introductory Biology		.398
Gardner, Asa	10006	BIOL 100	Introductory Biology		.398
Knowles, Juliet	10157	BIOL 120	Humans & the Environment		.212
Marsh, Jennifer	10004	BIOL 100	Introductory Biology		.400
BUSINESS					
Murray, Earl	10692	BUS 101	Introduction to Business		.211
Murray, Earl	10514	BUS 360	Introduction to Supervision		.032
Murray, Earl	10515	BUS 362	Management: People Skills		.032
Murray, Earl	10516	BUS 363	Management: Conflict		.032
Murray, Earl	10517	BUS 365	Managing Teams		.032
Murray, Earl	10518	BUS 367	Managing Change		.032
Sherrod, Jerry	10519	BUS 377	Managing Service Quality		.032
BUSINESS INFORMATION TECHNOLOGY					
Reinwald, Eileen	10521	CBIS 371	Intro to Excel		.075
Reinwald, Eileen	10522	CBIS 372	Intro to Access		.075
BUSINESS OFFICE TECHNOLOGY					
Reinwald, Eileen	10523	CBOT 360	Word – Basics		.075

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Reinwald, Eileen	10524	CBOT 361	Intro to PowerPoint		.075
COUNSELING					
Garcia, Beverly	Assigned	Counselor	Counseling-SM		.008
Wright-Morgan, Christina	Assigned	Counselor	Counseling-SM		.003
CHEMISTRY					
Houlis, James	10007	CHEM 120	Introductory Chemistry		.392
Hughes, Michael	10008	CHEM 120	Introductory Chemistry		.392
Schultz, Spencer	10654	CHEM 120	Introductory Chemistry		.196
Schultz, Spencer	10009	CHEM 120	Introductory Chemistry		.392
EARLY CHILDHOOD STUDIES					
Malinowski, Marya	10662	ECS 102	Child Health, Safety & Nutrition		.211
Regalado, Sarina	10702	ECS 100	Child Growth and Development		.177
EMERGENCY MEDICAL SERVICES					
Pucciarelli, William	10160	EMS 306	CPR for Healthcare Providers		.033
Pucciarelli, William	10176	EMS 306	CPR for Healthcare Providers		.033
Turner, James	10293	EMS 102	First Aid & Safety		.200
Turner, James	10150	EMS 306	CPR for Healthcare Providers		.033
Turner, James	10314	EMS 306	CPR for Healthcare Providers		.033
ENGINEERING TECHNOLOGY					
Breschini, Timothy	10077	ET 100	Computer-Aided Drafting		.309
ENGLISH					
Bartley, Kymba	10154	ENGL 103	Critical Thinking & Composition		.234
Bartley, Kymba	10152	ENGL 103	Critical Thinking & Composition		.234
Carroll, Christopher	10555	ENGL 103	Critical Thinking & Composition		.234
Davis, Jessica	10636	ENGL 101	Freshman Comp: Exposition		.306
Hidinger, Matthew	10097	ENGL 103	Critical Thinking & Composition		.234
Hidinger, Matthew	10556	ENGL 104	Technical Writing		.234
Huk, Peter	10068	ENGL 101	Freshman Comp: Literature		.306
Huk, Peter	10161	ENGL 103	Critical Thinking & Composition		.234
Licoscos, Christine	10075	ENGL 103	Critical Thinking & Composition		.225
Miller, Mark	10072	ENGL 101	Freshman Comp: Literature		.309
Miller, Mark	10098	ENGL 103	Critical Thinking & Composition		.228
Sukard, Wilma	10070	ENGL 101	Freshman Comp: Exposition		.309
ENGLISH AS A SECOND LANGUAGE					
Sandvik, Adrienne	10345	ESL 555	Pronunciation for ESL		.211
FILM					
Simonsen, Michele	10026	FILM 101	Film Art & Communication		.273
Simonsen, Michele	10027	FILM 101	Film Art & Communication		.273

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
FIRE TECHNOLOGY					
Senior, Cristin	10672	FT 106	Principle of Fire & Emer Safety & Surv.		.212
FOOD SCIENCE AND NUTRITION					
Gariepy, Chantal	10553	FSN 109	Basic Nutrition for Health		.212
Humann, Patricia	10169	FSN 109	Basic Nutrition for Health		.212
Kohlen, Corinne	10139	FSN 110	Nutrition Science		.212
Kohlen, Corinne	10132	FSN 110	Nutrition Science		.212
GEOGRAPHY					
Chaudhari, Rajni	10576	GEOG 101	Physical Geography		.211
Chaudhari, Rajni	10135	GEOG 103	World Regional Geography		.211
HEALTH EDUCATION					
Clark, Jada	10670	HED 100	Health and Wellness		.208
Frapart, Alexander	10032	HED 100	Health and Wellness		.208
Griego, Clarence	10089	HED 100	Health and Wellness		.208
Melena, Jennifer	10652	HED 100	Health and Wellness		.208
Melena, Jennifer	10653	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		.139
Feld, Christine	Assigned	Health Services	Health Services		.101
Redding-Stewart, Deborah	Assigned	Health Services	Health Services-Mental Health		.162
Santa Cruz, Dalila	Assigned	Health Services	Health Services-Mental Health		.243
HISTORY					
Hall, Kari	10310	HIST 101	World Civilizations to 1600		.212
McComb, James	10048	HIST 107	U S History to 1877		.208
McComb, James	10050	HIST 108	U S History 1877 to Present		.208
Redwing, Chad	10113	HIST 105	Western Civilization Since 165		.212
Wilson, Jonathan	10347	HIST 118	U S History		.212
Wilson, Jonathan	10114	HIST 118	U S History		.212
Wilson, Jonathan	10172	HIST 118	U S History		.212
HUMAN SERVICES					
Connolly, Linda	10577	HUSV 101	Becoming a Helping Professional		.205
Connolly, Linda	10578	HUSV 106	Fam Systems, Addiction, Trauma		.205
Davis, Codie	10649	HUSV 107	Serving Culturally Diverse Clients		.212
Gossner Jr., Joseph	10651	HUSV 104	Group Dynamics		.212
INTERCOLLEGIATE ATHLETICS					
Kichler, Buddy	10664	PEIA 195	Intercollegiate Conditioning		.207
Nerelli, Cary	10665	PEIA 195	Intercollegiate Conditioning		.080
Quintana, Louie	10666	PEIA 195	Intercollegiate Conditioning		.071
Vinnedge, Billy	10667	PEIA 195	Intercollegiate Conditioning		.207
Wolter, Kenna	10668	PEIA 195	Intercollegiate Conditioning		.142

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
LAW ENFORCEMENT					
Bianchi, Cathy	10573	LE 330	Core Custody Academy		.079
Callahan, Kenneth	10573	LE 330	Core Custody Academy		.025
Camarena, Juan	10573	LE 330	Core Custody Academy		.035
Cassetta, Richard	10573	LE 330	Core Custody Academy		.046
Consorti, Nick	10573	LE 330	Core Custody Academy		.017
Culver, David	10354	LE 425	PC 832 Firearms		.029
Culver, David	10643	LE 426	Patrol Rifle Course		.044
Delgado, Matthew	10643	LE 426	Patrol Rifle Course		.061
Gotschall, Christopher	10643	LE 426	Patrol Rifle Course		.044
Gotschall, Christopher	10354	LE 425	PC 832 Firearms		.092
Gotschall, Christopher	10573	LE 330	Core Custody Academy		.033
Hammill, Marc	10421	LE 424	PC 832 Arrest and Control		.146
Hammill, Marc	10573	LE 330	Core Custody Academy		.333
Hollis, Mike	10354	LE 425	PC 832 Firearms		.051
Hutton, Trevor	10643	LE 426	Patrol Rifle Course		.044
Hutton, Trevor	10354	LE 425	PC 832 Firearms		.029
Martinez, Michael	10643	LE 426	Patrol Rifle Course		.044
Payne, Christopher	10354	LE 425	PC 832 Firearms		.051
Reyes, Geronimo	10354	LE 425	PC 832 Firearms		.051
Reyes, Geronimo	10421	LE 424	PC 832 Arrest and Control		.037
Rivera, Lisa	10421	LE 424	PC 832 Arrest and Control		.037
Sullivan, Ryan	10573	LE 330	Core Custody Academy		.079
Vega, Woodrow	10573	LE 330	Core Custody Academy		.026
Waits, Jared	10573	LE 330	Core Custody Academy		.013
LIBRARY					
Beck, Colleen	Assigned	Library	Librarian-SM		.110
Buckarma, Sunshyne	Assigned	Library	Librarian-SM		.157
Buckarma, Sunshyne	Assigned	Library	Librarian-SEAP		.061
Cruz, Maria	Assigned	Library	Librarian-SM		.029
Cruz, Maria	Assigned	Library	Librarian-SEAP		.020
Lara, Karina	Assigned	Library	Librarian-SM		.189
Lara, Karina	Assigned	Library	Librarian-SEAP		.020
Meddings, Nancy	Assigned	Library	Librarian-SM		.132
Moore, M Michelle	Assigned	Library	Librarian-SM		.122
Noble, Danielle	Assigned	Library	Librarian-SM		.041
Noble, Danielle	Assigned	Library	Librarian-SEAP		.039
Pendleton, Kim	Assigned	Library	Librarian-SM		.068
Pendleton, Kim	Assigned	Library	Librarian-LVC		.054
Reid, Daniel	Assigned	Library	Librarian-LVC		.068
Reid, Daniel	Assigned	Library	Librarian-SM		.081
Reid, Daniel	Assigned	Library	Librarian-SEAP		.041
Velati Tirona, Virginia	Assigned	Library	Librarian-SM		.128
Velati Tirona, Virginia	Assigned	Library	Librarian-SEAP		.014
Yurasek, James	Assigned	Library	Librarian-SM		.108
MACHINING & MANUFACTURING TECH					
Daily, Kevin	10570	MT 113	SolidWorks 1		.211
Flores, John	10568	MT 109	Survey of Machining and Mfg.		.486
Ramirez, Sebastian	10571	MT 115	Lean Manufacturing		.211

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
MATHEMATICS					
Eachus, Christopher	10335	MATH 123	Elementary Statistics		.350
Eachus, Christopher	10336	MATH 181	Calculus 1		.350
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	10663	MATH 123S	Support for Math 123: Elementary		.133
MUSIC					
Becker, David	10526	MUS 106	World Music Appreciation		.212
Becker, David	10527	MUS 110	Music Fundamentals		.150
NURSING					
Bailey, Mary	10596	NURS 328	Clinical Lab 2		.198
Bissin, Carmen	10586	NURS 416	Certified Home Health Aid		.088
Cacho, Erin	10596	NURS 328	Clinical Lab 2		.099
Miller, Jacqueline	10596	NURS 328	Clinical Lab 2		.265
Page, Randolph	10596	NURS 328	Clinical Lab 2		.265
Sullivan, Jennifer	10596	NURS 328	Clinical Lab 2		.313
PARALEGAL STUDIES					
Wagner, Stephen	10346	PLGL 106	Case Management		.208
PERSONAL DEVELOPMENT					
Machado, Michelle	10701	PD 110	College Success Seminar		.069
Machado, Michelle	10327	PD 110	College Success Seminar		.069
Machado, Michelle	10328	PD 110	College Success Seminar		.069
Machado, Michelle	10326	PD 110	College Success Seminar		.069
PHILOSOPHY					
Heiges, Kenneth	10178	PHIL 114	Critical Thinking		.234
Tennberg, Chris	10167	PHIL 102	Existence & Reality		.212
Tennberg, Chris	10173	PHIL 121	Religions of the Modern World		.212
PHYSICAL EDUCATION					
Clark, Jada	10535	PE 179E	Indoor Cycling		.135
Clark, Jada	10540	PE 179F	Intermediate Yoga Fitness		.135
Claverie, Kellie	10534	PE 133	Beginning Yoga		.135
Frapart, Alexander	10420	PE 146	Strength and Flexibility		.135
Frapart, Alexander	10533	PE 154	Jogging/Walking		.135
Fukuhara, Robert	10627	PE 121	Swim Fitness Lab		.095
King, Roy	10253	PE 120	Beginning & Intermediate Swim		.135
King, Roy	10627	PE 121	Swim Fitness Lab		.095
Koivisto, Patricia	10254	PE 132	Cardio Kickboxing		.135
Koivisto, Patricia	10149	PE 133	Yoga Fitness		.135
Schuetz-Jones, Deborah	10671	PE 129	First Aid CPR: Educator/Coach		.066
Wolter, Kenna	10537	PE 154	Jogging/Walking		.135

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
POLITICAL SCIENCE					
Mahon, Cynthia	10134	POLS 103	American Government		.208
Sprecher, Christopher	10054	POLS 101	Intro to Political Science		.211
Sprecher, Christopher	10581	POLS 103	American Government		.208
PSYCHOLOGY					
Mandziara, Maria	10058	PSY 101	General Psychology		.212
Mandziara, Maria	10056	PSY 101	General Psychology		.208
Mandziara, Maria	10118	PSY 101	General Psychology		.208
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					
Morones, Dennise	10561	SPCH 101	Public Speaking		.211
Morones, Dennise	10039	SPCH 101	Public Speaking		.211
Senior, Andrew	10144	SPCH 101	Public Speaking		.211
Senior, Andrew	10266	SPCH 101	Public Speaking		.211
Senior, Andrew	10040	SPCH 102	Small Group Communication		.211
Silva, Amy	10119	SPCH 101	Public Speaking		.211
Silva, Amy	10690	SPCH 101	Public Speaking		.211
Silva, Amy	10099	SPCH 102	Small Group Communication		.211
Ward, Amy	10162	SPCH 101	Public Speaking		.211
Ward, Amy	10038	SPCH 101	Public Speaking		.211
Ward, Amy	10165	SPCH 101	Public Speaking		.211
VITICULTURE AND ENOLOGY					
Fuller, Richard	10546	VEN 142	Viticulture Operations 6		.161

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
ADULT BASIC SKILLS					
Aleman, Florentino	10274	BASK 7005B	GED Test Preparation		.081
Aleman, Florentino	10587	BASK 7013	High School Equivalency Exam Prep		.054
Gonzalez, Carlos	10273	BASK 7005B	GED Test Preparation		.081
Suarez, Hedy	10277	BASK 7011B	Basic Math		.081
Wambolt, Lilia	10271	BASK 7005B	GED Test Preparation		.081
Wambolt, Lilia	10272	BASK 7005B	GED Test Preparation		.081
Wambolt, Lilia	10276	BASK 7011B	Basic Math		.081
Wambolt, Lilia	10696	BASK 7005B	GED Test Preparation		.081
CITIZENSHIP					
Lopez, Mirko	10255	CITZ 7000B	Preparation for Citizenship		.081
Uribe Colima, Adriana	10306	CITZ 7000B	Preparation for Citizenship		.081
ENGLISH AS A SECOND LANGUAGE					
Aguilera, Virginia	10240	NESL 7003	Intro to English B		.162
Aguilera, Virginia	10700	NESL 7003	Intro to English B		.162
Ambriz Delgado, Armando	10309	NESL 7000	Intro to English Pre-A		.162
Ambriz, Delgado, Armando	10606	NESL 7040	Conversation for Beginning ESL		.054
Beres, Casey	10247	NESL 7007	Intro to English D		.162
Beres, Casey	10608	NESL 7060	ESL Instructional Lab		.081
Dominguez, Aurea	10605	NESL 7020	Spanish Literacy		.162
Faries, Martin	10245	NESL 7005	Intro to English C		.162
Franklin, Suzanne	10239	NESL 7001	Intro to English A		.162
Gonzalez, Anel	10236	NESL 7000	Intro to English Pre-A		.162
Gutierrez, Jaime	10238	NESL 7001	Intro to English A		.162
Gutierrez, Jaime	10697	NESL 7000	Intro to English Pre-A		.162
Larosa, Andrea	10246	NESL 7007	Intro to English D		.162
Leon, Henry	10241	NESL 7003	Intro to English B		.162
Rangel, Minerva	10699	NESL 7020	Spanish Literacy		.162
Uitti, Rosalie	10244	NESL 7005	Intro to English C		.162
Walters, Jan	10398	NESL 7040	Conversation for Beginning ESL		.054
Walters, Jan	10607	NESL 7041	Conversation for Intermediate		.054
Walters, Jan	10698	NESL 7001	Intro to English A		.162
HEALTH AND SAFETY					
Claverie, Kellie	10388	HEAL 7021	Balance and Mobility		.041
Claverie, Kellie	10639	HEAL 7021	Balance and Mobility		.041
Grindy, Robert	10647	HEAL 7101	Mature Driver Improvement		.014
OLDER ADULTS					
Easton, Samantha	10390	OLDR 7211A	The Joy of Drawing		.081
Easton, Samantha	10392	OLDR 7200A	Int. Watercolor Painting		.081
Easton, Samantha	10640	OLDR 7213	Painting in Oils and Acrylics		.081
SHORT-TERM VOCATIONAL					
Aleman, Florentino	10615	VOCE 7108	Computer Skills Lab		.081
Castro Perez, Luis	10616	VOCE 7800	Commercial Truck Driving: Prep		.108

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2021

INSTRUCTOR		CRN	COURSE	COURSE NAME	FTE
Castro Perez, Luis	10617	VOCE 7801	Truck Driving: Behind the Wheel		.270
Gonzalez, Carlos	10613	VOCE 7105	Intro to Microsoft Word		.054
Mercado-Gomez, Ricardo	10614	VOCE 7107	Intro to Microsoft Excel		.054
Uribe, Armando	10612	VOCE 7101	Computers and You: Level 2		.054
Wambolt, Lilia	10611	VOCE 7100	Computers and You: Level 1		.054
WORKFORCE PREPARATION					
Uribe Colima, Adriana	10618	WKPR 7000	Planning Your Next Job/Career		.007
Uribe Colima, Adriana	10619	WKPR 7001	Planning a Job Search		.007
Uribe Colima, Adriana	10620	WKPR 7002	Impression Management		.007

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Adams, Kathryn	Kathryn Adams agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Astacio, Jaime	Jaime Astacio agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Aye, Tyson	Compensation for spring 2021 Facilities Council co-chair. Daily prorated amount of \$545.15 for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$2,180.00
Aye, Tyson	Participation in the orientation, and screening application: interviews for Director of Facilities (6/8/21 - 7/1/21).	\$500.00
Beck, Colleen	To provide faculty research assistance at the spring 2021 Study-a-thon (5/10/21).	\$142.10
Bierly, Gary	Compensation for spring 2021 College Council co-chair. Daily prorated amount of \$618.97 for 2 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$1,237.94
Bierly, Gary	Compensation for spring 2021 Budget Council co-chair. Daily prorated amount of \$618.97 for 3 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$1,856.91
Bisson, Christine	Assist with planning, preparation, and participation in event activities for the Field to Table Week of Welcome summer event (7/1/21 - 8/10/21).	\$750.00
Brackett, Ashley	Continued work as the Communications lead for GP. Projects in the fall will include monitoring the website, eliciting feedback, making updates/changes, and providing outreach to HS and AHC staff/faculty re: areas of interest & website tools (8/16/21 - 12/15/21).	\$5,100.00
Camarena, Juan	To provide not-for-credit training via contract education (5/5/21).	\$548.64
Camarena, Juan	To provide not-for-credit training via contract education (5/11/21 - 5-12-21).	\$1,097.82

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Carson, Marcus	CADENCE grant pre-award orientation, coordination, and planning meetings (4/30/21 - 6/30/21).	\$274.16
Castro, Luis	Accommodations for driving truck to assigned locations, and meeting outside normal working hours (4/9/21 - 5/15/21).	\$430.50
Corey, Becky	Participation in faculty panel and campus tours of teaching facilities (8/10/21).	\$79.46
Dal Bello, Dominic	Serve as the MESA Faculty Sponsor spring 2021 (1-19/21 to 5/21/21).	\$400.00
Dal Bello, Dominic	Serve as the MESA Faculty Sponsor fall 2021 (8-16/21 to 12/15/21).	\$600.00
Davis, Jessica	To assist student in the writing center during the Study-a-thon (5/11/21 - 5/12/21).	\$92.82
Freeland, Clint	Helped facilitate group counseling sessions for the AHC Men's Support Group in a Zoom/online format. Discussed mental health, positive relationships, stress management strategies, career theory, study skills, and academic support (1/22/21 - 5/7/21).	\$800.00
Fuller, Ric	Participation in faculty panel and campus tours of teaching facilities (8/10/21).	\$79.62
Gazga Gomez, Ana	Will tutor for the virtual Study-a-thon on 5/11/21, 8:00 p.m. - 9:00 p.m. and for the in-person Study-a-thon on 5/12/21, 2:00 p.m. to 6:00 p.m. (5/11/21 - 5/12/21).	\$154.45
Gerrity, John	CADENCE grant pre-award orientation, coordination, and planning meetings (4/30/21 - 6/30/21).	\$400.00
Gottlieb, Sean	Provide faculty assistance via Zoom for spring 2021 Study-a-thon (5/10/21 - 5/12/21).	\$450.00
Gottlieb, Sean	Participation in the orientation, screening applications and interviews for assistant professor, geology (6/18/21 - 7/13/21).	\$750.00
Halderman, Anthony	To provide asynchronous tutoring for the writing center paper submission pilot project (5/1/21 - 5/18/21).	\$50.35
Hernandez, David	Facilitated group counseling sessions for the Men's Support Group every other Friday via Zoom. Discussed mental health, how we define masculinity, relationship, career strategized, stress management techniques, and balancing remote/online coursework with other aspects of life (1/22/21 - 5/7/21).	\$800.00
Hernandez, David	Facilitated group counseling sessions for the Men's Support Group every other Friday via Zoom. Discussed mental health, how we define masculinity, relationship, career strategized, stress management techniques, and balancing remote/online coursework with other aspects of life (1/22/21 - 5/7/21).	\$200.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Jorstad, Robert	Robert Jorstad agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Jozwiak, Jennifer	Preparing and presenting a workshop on Plato Edmentum as part of the "Making the Move" biweekly workshops (through Ensure Learning and Guided Pathways) (5/19/21).	\$150.00
Jozwiak, Jennifer	Jennifer Jozwiak agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Kopcrak, Anna	Anna Kopcrak agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Kopecky, Susannah	Participation in the orientation, screening applications and interviews for assistant professor, geology (6/18/21 - 7/13/21).	\$750.00
Kopecky, Susannah	To provide asynchronous tutoring for writing center paper submission pilot project (5/1/21 - 5/18/21).	\$175.00
Kopecky, Susannah	This request is to continue funding the hours dedicated to co-leading the Ensure Learning design team. Plans for fall include planning and facilitating the Making the Move sessions, and planning campus professional development opportunities. We plan to start looking into other items from the SOAA including assessment and CTE (8/16/21 - 12/15/21).	\$5,200.00
Krier, Erin	Assist with event planning and preparation, participation in event activities (7/1/21 - 8/10/21).	\$750.00
Kruse, Kurt	Completed program review for the Administration of Justice program due to the lack of full-time faculty	\$923.80

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	member. Assisted new part-time faculty with program questions and procedures (1/1/21 - 2/28/21).	
Lara, Karina	To provide faculty research assistance at the spring 2021 Study-a-thon (5/11/21).	\$175.35
Lee, Lauren	Compensation for spring 2021 Institutional Effectiveness Council co-chair. Daily prorated amount of \$408.02 for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$1,632.08
LeMaire, Neal	Non-instructional: coordination duties for Advanced Officer Training (AOT) and CORE Custody Academy for summer 2021 (6/1/21 - 7/30/21).	\$15,722.85
Lovell, Ron	Assist with event planning and preparation, participation in event activities (7/1/21 - 8/10/21).	\$750.00
Navarrette, Ricardo	Coordinate and facilitate Men's Support Group workshops, coordinate incentive program (gas cards and book cards) for Men's Support Group (1/1/21 - 5/31/21).	\$1,000.00
Noble, Danielle	To provide faculty research assistance at the spring 2021 Study-a-thon (5/11/21).	\$58.45
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission pilot project (4/30/21 - 5/18/21).	\$173.92
Meddings, Nancy	To provide faculty research assistance at the spring 2021 Study-a-thon (5/10/21 - 5/11/21).	\$528.40
Nelson, Mary Pat	Participation in the orientation, and screening application: interviews for Director of Facilities (6/8/21 - 7/1/21).	\$750.00
Neumann, Timothy	To provide not-for-credit training via contract education (5/5/21).	\$541.36
Miller, Steve	To provide not-for-credit training via contract education (5/5/21).	\$522.72
Miller, Steve	To provide not-for-credit training via contract education (5/11/21 - 5/12/21).	\$1,045.44
Misra, Anjali	Testing and other activities related to the Hemp program to meet the requirements of the MOUs with the growers (6/1/21 - 6/30/21).	\$4,899.30
Misra, Anjali	Testing and other activities related to the Hemp program to meet the requirements of the MOUs with the growers (7/1/21 - 7/31/21).	\$5,132.60
Misra, Anjali	Participation in faculty panel and campus tours of teaching facilities (8/10/21).	\$100.00
Mitchem, Derek	Derek Mitchem agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training	\$750.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	
Miyahara, Leonard	Leonard Miyahara agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Morris, Jennifer	Jennifer Morris agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Nunez, Christina	Christina Nunez agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00
Olmstead, Brian	To provide not-for-credit training via contract education (5/11/21 - 5/12/21).	\$1,136.80
Passage, Trevor	Compensation for spring 2021 College Council co-chair. Daily prorated amount of \$394.60 for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$789.00
Purcell, Mark	To provide not-for-credit training via contract education (2/16/21).	\$540.80
Reed, Christine	Intake & orient new MESA students for 2021. Degree Works SEP development/update for new & existing MESA students. MESA/STEM counseling (7/1/21 - 7/30/21).	\$6,467.00
Ramos, Magdalena	Magdalena Ramos will support the Lompoc Valley Children's Center during summer 2021 (5/10/21 - 6/30/21).	\$1,500.00
Raybould-Rodgers, Julia	Compensation for spring 2021 Student Learning Council co-chair. Daily prorated amount of \$536.85	\$2,147.40

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	
Reed, Christine	Intake & orient NEW MESA students for 2021. Degree Works SEP development/update for new & existing MESA students. MESA/STEM counseling (7/1/21 - 7/30/21).	\$6,467.70
Reid, Robert	To provide not-for-credit training via contract education (5/5/21 - 5/7/21).	\$1,484.88
Reid, Robert	To provide not-for-credit training via contract education (5/11/21 - 5/13/21).	\$1,484.88
Reid, Robert	Non-instructional: spring 2021 coordination and scheduling for Perishable Skills program (not-for-credit courses) (5/4/21 - 5/18/21).	\$1,592.40
Reinwald, Eileen	ILO Team Member (6/1/21 - 6/15/21).	\$696.64
Restrepo, Alberto	Compensation for spring 2021 Human Resources Council co-chair. Daily prorated amount of \$613.92 for 3 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$1,841.76
Reyes, Geronimo	To provide not-for-credit training via contract education (5/13/21).	\$270.68
Roepke, Thesa	Compensation for spring 2021 Human Resources Council co-chair. Daily prorated amount of \$545.16 for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	\$2,216.64
Ruth, Ross	Assist with the coordination of law enforcement academy onsite (5/19/21 - 5/21/21).	\$983.02
Sanchez, Veronica	Wrap up and close the loop on scheduling summary report by Innovative Scheduling Inquiry Design Team. Will be attending various group meetings to share summary report (Senate, Guided Pathways Steering, Chairs, etc.) (2/1/21 - 4/15/21).	\$500.00
Santa Cruz, Dalila	Prepare and provide a workshop about different ways on how to address mental health and resources. This workshop took place on March 4 and was for students who were part of the AIM to Dream Center Virtual Undocu Resource Fair (2/27/21 - 3/4/21).	\$208.96
Sjostedt, Nohl	To provide not-for-credit training via contract education - welding program at the prison (5/1/21 - 5/31/21).	\$8,483.31
Suarez, Hedy	Will tutor for the virtual Study-a-thon on 5/10 and 5/12 from 8-9pm (5/10/21 - 5/12/21).	\$88.38
Thomas, Laura-Susan	Art gallery coordination for fall 2021 (8/16/21 - 12/9/21).	\$6,411.00
Tuan, Juanita	Wrap up and close the loop on scheduling summary report by Innovative Scheduling Inquiry Design Team. Will be attending various group meetings to share summary report (2/1/21 - 4/15/21).	\$500.00
Tuan, Juanita	Compensation for spring 2021 Student Services Council co-chair. Daily prorated amount of \$571.75	\$2,287.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	for 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/19/21 - 5/19/21).	
Velati Tirona, Virginia	To provide faculty research assistance at the spring 2021 Study-a-thon (5/11/21).	\$167.70
Ward, Amy	Participation in the orientation, and screening application: interviews for director of Facilities (6/8/21 - 7/1/21).	\$750.00
West, Liz	Christina Nunez agrees to participate in the spring 2021 Title V Embedded Counseling & Embedded Tutoring activities that include tasks outside the regular scope of work. This includes but is not limited to: participating in additional meetings related to Title V work; participating in data gathering activities with respect to Title V initiatives; collaborations/professional development/training opportunities pertaining to Title V outside of regular scope of work (1/19/21 to 5/19/21).	\$750.00

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.F.
Subject: Equivalency Certification for Faculty	Enclosures: Page 1 of 5

BACKGROUND

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

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

Regular Equivalency CertificationName

Miller, Leslie
Sanders-Brown, Teri
Vosburg, Candace

Discipline

Speech Communication
Older Adults (Noncredit)
Older Adults (Noncredit)

FISCAL IMPACT

None

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: May 10, 2021
	Not Approved Date:

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

NAME: Leslie Miller	DIVISION: Academic Affairs
DEPARTMENT: Languages and Communication	DISCIPLINE: Speech Communication

- ☒ Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- ☐ Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience 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; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience 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.)

Leslie has a Masters in Education and a BA in Speech Communication with at least 24 units of course work in the discipline 18 of which are upper division.

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

Signature of Candidate:



Leslie D. Miller (May 3, 2021 15:49 PDT)

Date:

05/03/2021

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

Signature of Department Chair:


Andrea Sanders (May 4, 2021 09:20 PDT)

Date:

05/04/2021

Signature of Dean:



Date:

05/04/2021

Signature of Appropriate Academic
or Student Services Vice President:


Robert Curry (May 10, 2021 10:26 PDT)

Date:

May 10, 2021

Signature of Committee Chair
Professional Standards Committee:



Date:

May 7, 2021

Date of Board Approval:

June 8, 2021

Allan Hancock College
Community Education

☒ Regular Certification
☐ Not Approved

**Equivalency Certification for Noncredit
PROGRAMS FOR OLDER ADULTS**

Name: Teri Sanders-Brown Department Community Education
Semester/Year: Fall 2021 Discipline/Area: Older Adults

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

Minimum Qualifications:

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

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

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

Criteria for Equivalency:

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

OR

An associate degree in any discipline and either A or B: (A) four years of related professional experience, or (B) 90 hours or eight semester units of coursework in understanding the needs of older adults.

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

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

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

Teri Brown meets the criteria for equivalency to teach older adults (OLDR). She holds a Bachelor of Arts in Fine Arts (BFA) from CSU-Northridge and a Master of Fine Arts (MFA) in Ceramic Sculpture with a minor in drawing from Claremont Graduate School (see attached transcripts). Additionally, she has acquired 24 years of professional experience teaching older adults 55 years of age and older within the community college credit courses at Cuesta Community College and Allan Hancock College and at Cal Poly, San Luis Obispo since 2011 (see attached resume). During this time, she has acquired a solid understanding of the academic, social and emotional needs of this population and has done an outstanding job of assuring that these needs are met.

Signature of Candidate Teri A. Brown Date 3-24-21

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

Signature of Department Chair	Date	Signature of Dean	Date
<u>[Signature]</u>		<u>Rick Paulz</u>	05/07/21
Signature of Appropriate Academic Vice President	Date	Signature of Committee Chair Professional Standards Committee	Date
<u>[Signature]</u>		<u>[Signature]</u>	

Allan Hancock College
Community Education

☒ Regular Certification
☐ Not Approved

Equivalency Certification for Noncredit PROGRAMS FOR OLDER ADULTS

Name: Candace Vosburg Department: Community Education

Semester/Year: Fall 2021 Discipline/Area: OLDR Adult Programs

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

Minimum Qualifications:

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

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

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

Criteria for Equivalency:

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

OR

An associate degree in any discipline and either A or B: (A) four years of related professional experience, or (B) 90 hours or eight semester units of coursework in understanding the needs of older


adults.

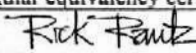

Six years of continuous related experience related to the subject of the course taught and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

Candace Vosburg meets the criteria for equivalency to teach older adults (OLDR). She holds a Bachelor of Fine Arts (BFA) degree from Humboldt State University and a Master of Arts in Education degree from Ashford University, with additional education from Brandman University and Chapman University (see attached transcripts). She has acquired 12 years of professional experience teaching older adults 55 years of age and older within the community college credit courses she has taught at Allan Hancock College (see attached resume). During this time, she has acquired a solid understanding of the academic, social, and emotional needs of this population and has done an outstanding job of assuring that these needs are met.

Signature of Candidate 	Date 03/23/21
--	---------------

I have reviewed all documentation and recommend approval of regular equivalency certification.			
Signature of Department Chair	Date	Signature of Dean 	Date 05/07/21
Signature of Appropriate Academic Vice President 	Date	Signature of Committee Chair Professional Standards Committee	Date

**CONSENT ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.G.
Subject: Academic Policy and Planning Curriculum Summary Report	Enclosures: Page 1 of 20

BACKGROUND

The curriculum report for the period March 4 to April 22, 2021 is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance learning or remote learning, and the following new program:

Commercial Truck Driving, Certificate of Competency

FISCAL IMPACT

The estimated cost of \$1,086 for additional library materials for new and modified curricula will be included in the 2021-2022 fiscal year budget.

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:
--	--------------------

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

June 8, 2021

For the period March 4 – April 22, 2021

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Antonio Ramirez, Counseling

Robert Senior, English

Shane Anderson, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andria Keiser, Languages & Communication

Susannah Kopecky, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Kristy Soriano, 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/PROGRAMS RECOMMENDED FOR ADOPTION

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

New: Courses

Course Number	Course Title	Units/Hours
PD 114	Navigating University Transfer A new course designed to help students prepare for transfer.	1 unit
PD 7000	College Connect This new non-credit course will serve as preparation for new incoming students to acclimate to college norms, essential learning tools, policies, support services, and to help students connect with the campus and anticipate potential barriers in the college journey.	8 hours
VOCE 7800B	Commercial Truck Driving: Preparation for the Learner's Permit Advisory: NESL 7007	56-64 hours
VOCE 7801B	Commercial Truck Driving: Behind-the-Wheel Training Prerequisite: VOCE 7800B Federal Motor Carrier Safety Administration(FMCSA) is implementing legislation effective February 2022. This will make Entry-Level Driver Training (ELDT) a requirement for anyone obtaining a commercial driver's license (CDL) for the first time. We must reflect their curriculum requirements in our curriculum in order to maintain a viable program and meet the qualifications as a Training Provider Registry (TPR).	75 -85 hours

New: Program

Discipline	Program Title	Hours
VOCE	Commercial Truck Driving, Certificate of Competency The certificate is currently offered as a Certificate of Completion and will be maintained until the new regulations are implemented in this new certificate of competency.	131-149

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle.

Course Review: Credit

Course Number	Course Title	Units
ANTH 105	Language and Culture Modifications: Add Linguistics as a discipline, update to distance education course	3

outline addendum.

ASL 121	American Sign Language Reviewed for articulation and continued general education eligibility.	3
COS 301	Intro to Cosmetology Limitation on Enrollment: admission to cosmetology program. The math prerequisite for this course is being removed.	5
CWE 149	Cooperative Work Experience Occupational The course outline has been reviewed for currency and is modified to include distance education modality.	1-8
ENGL 105	Language and Culture Modifications: addition of Linguistics as a discipline, and update to distance education course outline addendum.	3
ENGL 100	Writing in Career/Tech Fields Updated textbook, distance education course outline addendum, and cleaned up technical issues.	4
ENGL 110	Grammar for College and Career The review includes an update that reflect the new placement guidelines. Other modifications include a correction to the course contact hours, a justification for the older edition of the course textbook, and update to the distance education course outline addendum.	3
ENGL 132	Literature and Film Prerequisite: ENGL 101 The review includes requisite review via UC/CSU compatibility, updated textbook, distance education course outline addendum, and a review of the course for continued general education status.	3
ENGL 511	Writing Skills 1 This course was reviewed for potential removal from the catalog. The English department has reviewed the course for currency of course offerings and the course will be retained.	4

Course Review: Noncredit

Course Number	Course Title	Hours
BASK 7002B	Community Based English Tutoring	6-36
BASK 7005B	Preparing for GED Tests	36-48
VOCE 7300	Family Childcare Business Updated grading method to "SatisfactoryProgress"	9-15

VOCE 7613B Gardening w/ California Natives 18-24
 Modifications: Grading method to satisfactory progress. Modify hours, content, SLO, objectives, assignments, and evaluation, reviewed for distance education modality.

VOCE 7621B Epicurean Kitchen Garde 18-24
 Modifications: Grading method to satisfactory progress. Modify hours, content, SLO, objectives, assignments, and evaluation, reviewed for distance education modality.

MODIFICATIONS

Course Modifications: Effective 2022-23

Course Number	Course Title	Units
ARCH 121	Architectural Practice 1 Update to current drafting and design technology and practice. Currently being considered for articulation.	4
EL 108	Networking Essentials 3 Course content has been updated to current industry standards.	4
ENGR 134	Internship Seminar	1
WLDT 316	Metal Yard Sculptures Modifications: Increase units from 0.5 to 1, modified catalog description, added course outline addendum for ERT combining remote lectures and face-to-face labs.	1

Course Modifications: Noncredit

Course Number	Course Title	Hours
BASK 7006A	Preparing for High School Equivalency Exam – Mathematics Formerly: GED Test Prep: Math Reasoning Modifications: course title, catalog description, content, SLO, objectives, methods of instruction, assignments, evaluation, and text.	92-102 hrs.
HEAL 7021	Balance and Mobility Formerly: OLDR 7104 Modifications: course title, content, SLO, objectives, methods of instruction, evaluation, and text.	16-24 hrs.
VOCE 7606B	Fruit Trees: Care and Pruning Modifications: Removing prerequisite language, modified content, SLO's, objectives, methods of instruction, assignments, evaluation, and text, reviewed for distance education modality.	24-27 hrs.

Program Restructure: Effective 2021/22

Discipline	Justification	Units
Wildland Fire Technology	<p>The wildland fire technology program award options have been modified as a result of advisory committee recommendations, changes in the industry since program inception, and the removal of over 40 wildland fire technology courses from the catalog (approved in a previous report). As a result, 4 of the 6 certificate and degree options (listed below) are no longer needed. The re-design of the two remaining programs (approved in a previous report) will:</p> <ul style="list-style-type: none"> • build a bridge as a second degree for most fire technology students. Students who have completed their degree work in Fire Technology will have met the selected unit requirement for the Wildland Fire Technology degree/certificate and will only need to complete the core unit requirements in the major. • allow students to continue their education while testing and working to build their resumes. 	
Deactivate	Wildland Firefighting Logistics, Finance, Planning, Certificate of Achievement	30
Deactivate	Wildland Firefighting Prevention, Investigation, Prescribe Burning, Certificate of Achievement	46.5
Deactivate	Wildland Firefighting Logistics, Finance, Planning	30
Deactivate	Wildland Firefighting Prevention, Investigation, Prescribed Burning	46.5
Human Services	The program courses for the certificate listed below have been re-packaged into two separate certificate options: Advanced Helping Skills 1, Certificate of Accomplishment, and Advanced Helping Skills 2, Certificate of Accomplishment (approved in a previous report).	
Deactivate	Specialized Helping Approaches, Certificate of Accomplishment	15

Program Modifications: Noncredit

Discipline	Program Title	Hours
Workforce Prep	<p>Career Preparation, Certificate of Completion</p> <p>Modifications are a result of course modifications to WKPR 7000, WKPR7001, and WKPR 7002 (updates on employability skills, interviewing skills, updated info on current resume and cover letters, and new job search skills).</p>	6-24

REQUEST FOR GENERAL EDUCATION

Course Prefix & Number	Course Title	General Education Area	Effective
ECS 100	Child Growth and Development	AHC GE Category 2A Social Science	2021/22
ECS 101	Child, Family, and Community	AHC GE Category 2A Social Science	2021/22
ECS 116	Teaching in a Diverse Society	AHC GE Category 3 Humanities	2021/22
		IGETC Area 4C Ethnic Studies	TBA
FASH 104	Historic Fashion/Costume	AHC Multicultural Gender Studies	2021/22
		AHC GE Category 3 Humanities	2021/22
		CSU GE Area C2 Humanities	TBA
		CSU GE Area F Ethnic Studies	TBA
GEOG 115	Physical Geography Lab	AHC GE Category 1 Natural Sciences	2021/22

REQUEST FOR DISTANCE LEARNING

Effective 2021/22

Course Number	Course Title
ANTH 105	Language and Culture
ART 104	Art Hist Renaissance to Modern
ART 106	Art of the 20th Century
ART 107	Introduction to Digital Art
ART 108	Design 1 on the Computer
ART 110	Design 1
ART 112	Design Color Theory
ART 115	Introduction to Animation
ART 120	Drawing 1
ART 121	Drawing 2
ART 122	Life Drawing 1
ART 123	Life Drawing 2
ART 124	Mixed Media 1
ART 137	Life Drawing 3
ART 151	Painting 1
ART 152	Painting 2
ART 153	Painting 3
ART 160	Ceramics 1
ART 162	Ceramics 3
ART 164	Sculpture 1

ART 165	Sculpture 2
ASL 121	American Sign Language
DANC 101	Dance Appreciation
DANC 170	Music for Dancers
ENGR 134	Internship Seminar
ESL 537	Intermediate Reading for ESL
ESL 538	Intermediate Writing for ESL
ESL 540	Advanced Reading for ESL
ESL 541	Advanced Writing for ESL
ESL 550	Fundamentals of Grammar
ESL 551	Intermediate Grammar for ESL
ESL 552	Advanced Grammar for ESL
FILM 110	Intro Motion Picture/Video Pro
FILM 111	Intermediate Motion Picture
FILM 125	Computer Video Editing
GEOG 115	Physical Geography Lab
GRPH 108	Design 1 on the Computer
GRPH 110	Intro to Graphic Design
GRPH 111	Digital Imagery Lab
GRPH 112	Digital Imagery
GRPH 113	Digital Illustration
GRPH 114	Digital Illustration Lab
GRPH 116	Web Portfolio & Social Media
GRPH 117	Typography
GRPH 118	User Interface Design
GRPH 120	Advanced Design for Publishing
GRPH 125	Digital Design & Publishing Lab
GRPH 129	Digital Tools for Visual Media
GRPH 130	3D Modeling for Production
MATH 189	Independent Projects in Math
MMAC 101	Introduction to Multimedia
MMAC 102	Introduction to Multimedia Lab
MMAC 112	Responsive Web Design
MMAC 114	Game and App Design
MMAC 117	3D Computer Animation 1
MMAC 118	3D Computer Animation 2

MMAC/FILM 125	Computer Video Editing
MMAC 126	Intro to Motion Graphics
MMAC 127	Digital Video Post-Production
MMAC 128	Intermediate Motion Graphics
MMAC 380	Web-Based Multimedia Lab
MMAC 381	Disk-Based Multimedia Lab
MMAC 382	Video-Based Multimedia Lab
MUS 101	Music History Ancient-Baroque
MUS 102	Music History Classical-Modern
MUS 104	Roots of Pop, Rock, Jazz
MUS 111	Music Theory 1
MUS 112	Music Theory 2
MUS 113	Music Theory 3
MUS 114	Music Theory 4
MUS 120	Piano 2
MUS 121	Piano 3
MUS 122	Piano 4
MUS 123	Voice 2
MUS 124	Voice 3
MUS 125	Beginning Guitar
MUS 126	Intermediate Guitar
MUS 127	Voice 4
MUS 128	Piano 1
MUS 129	Voice 1
MUS 130	Mixed Ensemble
MUS 132	Masterworks Chorale
MUS 133	Chamber Voices
MUS 137	Concert Chorale
MUS 140	Symphonic Band
MUS 143	Jazz Band
MUS 144	Jazz Improvisation
MUS 145	Big Band Jazz
MUS 146	Jazz Ensemble
MUS 151	Concert Band
MUS 160	Music Business
NESL 550	Fundamentals of Grammar

NESL 551	Intermediate Grammar
NESL 552	Advanced Grammar
NESL 7000	Introduction to English: Pre-A
NESL 7020	Spanish Literacy
NESL 7040	Conversations for Beginning ESL
NESL 7041	Conversations for Intermediate ESL
PD 114	Navigating University Transfer Center
PHTO 110	Basic Photography
PHTO 130	Advanced Black and White Photography
PHTO 150	Intro to Commercial Photograph
SPCH 106	Argumentation and Debate
VOCE 7105	Intro to Microsoft Word
VOCE 7107	Intro to Microsoft Excel
VOCE 7113	Intro to Microsoft Publisher
VOCE 7606B	Fruit Trees: Care and Pruning
VOCE 7613B	Gardening w/ California Natives
VOCE 7621B	Epicurean Kitchen Garden
VOCE 7800B	Commercial Truck Driving: Preparation for the Learner's Permit

EMERGENCY REMOTE TEACHING

Emergency Remote Teaching (ERT) – existing courses that use face-to-face instruction but are converted to remote instruction through the use of technology in the event of mandated restrictions on face-to-face instruction.

Course Prefix and No.	Course Title
ARCH 121	Architectural Practice 1
BASK 7002B	Community Based English Tutoring
BASK 7005B	Preparing for GED Tests
BASK 7006A	Preparing for High School Equivalency Exam – Mathematics
COS 301	Intro to Cosmetology
CWE 149	Cooperative Work Experience Occupational
EL 108	Networking Essentials 3
FT 149	Cooperative Work Experience: Occupational
HEAL 7021	Balance and Mobility
PD 700	College Connect
VOCE 7300	Family Childcare Business
WLDT 316	Metal Yard Sculptures

COURSE DROPS

Effective 2021/2022 catalog

Course Number	Course Title
ENGL 109	Applied Composition
VOCE 7501	Four Steps to a Profession: Family Child Care as a Profession

All Fields

New Noncredit Program: Commercial Truck Driving - Certificate of Competency

Cover

Program Title Commercial Truck Driving

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Competency

Date Reviewed Semester Spring

Year 2021

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

Proposed Start 08/16/2021

Justification/Need for New or Modified Program

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

Federal Motor Carrier Safety Administration (FMCSA) is implementing legislation effective February 2022. This will make Entry-Level Driver Training (ELDT) a requirement for anyone obtaining a commercial driver's license (CDL) for the first time. We must reflect their curriculum requirements in our Course and Program Outlines to maintain a viable program and qualify for the Training Provider Registry (TPR).

The certificate was formerly a Certificate of Completion. This new version will be a Certificate of Competency.

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 Commercial Truck Driving Program aims to meet the vocational and economic needs of the community.

Co-Contributor

Contributor

Program Goals and Objectives

The goal is to provide a skilled workforce for the region's trucking industry needs:

- provide students with the theoretical skills necessary to pass the California Commercial Driver's License (CDL) Exam for a Class A or B license.
- provide students with the practical skills necessary to pass the California Commercial Driver's License (CDL) Exam for a Class A or B
- train students how to properly operate a diesel, gasoline or alternative fuel truck or bus

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

This program meets the Federal Motor Carrier Safety Administration's (FMCSA) requirements for Entry-Level Driver Training (ELDT), which is a requirement for the CDL application, effective February 2022. The courses cover lecture and hands-on training with an approved instructor.

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.

Need for the Certificate program in Commercial Truck Driving was originally determined (2018) by examining demand data from the California Employment Development Department, Labor Market Division, supply data from the Doing What Matters for Jobs and the Economy website, and local employers. Current review of demand data reveals that there is a growth of 190 average annual job openings for heavy and light truck drivers in Santa Barbara County (Attachment B). This suggests that individuals trained as a heavy or light commercial truck driver have high employment potential.

Average median hourly wages for Heavy Truck Drivers (SOC Code 533032) during 2020 were \$24.06 per hour in Santa Barbara County (Attachment C). The average median annual wage in this county for this same SOC code and period was \$50,032

Enrollment and Completer Projections

Enter estimated number of program completers:

12

What were the enrollment projections based on?

Enrollment projections are based on student cohorts of 12-16 students. This number could be doubled if we hired an additional instructor and/or purchased a simulator. The throughput on the behind-the-wheel class is limited due to amount of time needed for each student to drive.

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?

This program will replace the Certificate of Completion with a certificate of Competency. No duplication with other departments. Program and courses are being developed in tandem.

Similar Programs in the Service Area

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

There are no schools other than Allan Hancock in the area offering truck driving programs. CET (Center for Employment Training) in Santa Maria and Oxnard recently closed their Truck Driving School programs. The nearest program is at CET-Soledad, over two hours away. This noncredit program was designed to comply with the open enrollment requirements of California Community Colleges and will be held at facilities open to the general public. On occasion, the program may be offered through contract education in compliance with regulations governing such. No other college within the South Central Coast Region offers a commercial truck driving program. Thus, this program will not be in competition with an existing college program

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

Other Yes

Please specify

Training truck, trailers, fuel, and maintenance will be needed. The school currently owns two trucks, three box trailers, and two flatbed trailers.

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

Ongoing funding will be needed for fuel and maintenance.

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

Castro, Cunningham.

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

We need at least one additional instructor. More if we wish to offer more sections, the program is in high demand.

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

Regular classroom for lecture but ample space to learn truck driving (i.e. a large unused parking lot area at LVC, for example)

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

The LVC parking lot is adequate for parking lot skills practice. Ideally, we would have an alternate location in Santa Maria to store the second truck. In Santa Maria there is a larger variety of road conditions to provide ample driving practice (e.g. freeway onramps aren't present in Lompoc).

Catalog Description

Catalog Description

The Commercial Truck Driving Certificate Program prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit and prepares students to take the behind-the-wheel test. Upon passing both of these California Department of Motor Vehicle (CA DMV) tests, students will qualify for a California Commercial Driver's License, Class A or B, required for an entry-level position in the trucking industry.

Before taking the Commercial Learner's Permit exam, students must be 1) over 18 years of age, and 2) hold a valid California Driver's License. Before registering for the Behind-the-Wheel portion of training, students must 3) submit an authorized Medical Examination Report, 4) submit a "10 year" driving history from California DMV, 5) submit a current California CDL Learner's Permit, and 6) submit a clear drug and alcohol screening test at a Hancock-approved medical provider.

Students must receive 80% or higher on all theory course competency tests, demonstrate proficiency in all skills per the behind-the-wheel course content, and complete a minimum of 15 hours behind-the-wheel driving (California Title 13 requirement) in order to receive a certificate of Competency.

Program Completion Requirements

1. Students must be over 18 years of age
2. hold a valid California Driver's License.

3. Before registering for the Behind-the-Wheel portion of training, students must
 - submit an authorized Medical Examination Report
 - submit a “10 year” driving history from California DMV
 - submit a current California CDL Learner’s Permit
 - submit clear drug and alcohol screening test at a Hancock-approved medical provider.
4. Complete VOCE 7800B and VOCE 7801B. Students must receive 80% or higher on all theory course competency tests, demonstrate proficiency in all skills per the behind- the-wheel course content
5. complete a minimum of 15 hours behind-the-wheel driving (California Title 13 requirement)

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. Demonstrate knowledge of commercial vehicle control systems, reporting malfunctions, and routine maintenance.
2. Demonstrate the importance of safe commercial vehicle operation, defensive driving, speed and space management, cargo handling, and hazardous materials.
3. Interpret and apply knowledge of the regulations for commercial drivers established by the US Department of Transportation and the State of California Department of Motor Vehicles.
4. Demonstrate competencies of basic maneuvers in operating a combination vehicle, including backing skills.
5. Identify potential safety concerns or issues when performing a pre-trip inspection and citing safety hazards while performing the road trip.
6. Demonstrate driving proficiency of basic skills in road training to obtain a State of California Commercial Driver’s License - Class A or B.

Program Requirements

Course Block Definitions

1. Required core courses:

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. Course

VOCE 7800B - Commercial Truck Driving: Preparation for the Learner’s Permit - Lecture 4.000 * In Review*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7800B - Commercial Truck Driving: Preparation for the Learner's Permit - Lecture 4.000 *
In Review*

Condition**Hour Range****Min Max****Exception Identifier****Exception**2. **Course**

VOCE 7801B - Commercial Truck Driving: Behind-the-Wheel Training - Lab 20.000 * In Review*

Non-Course Requirements**Subject**

VOCE - Vocational Community Ed (NC)

Course

VOCE 7801B - Commercial Truck Driving: Behind-the-Wheel Training - Lab 20.000 * In Review*

Condition**Hour Range****Min Max****Exception Identifier****Exception**

CTE Documentation

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

Gainful Employment Yes

Apprenticeship No

Sponsor Name n/a

Sponsor Address n/a **Sponsor Phone** n/a

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

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

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

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

Labor Market Information (LMI) and Analysis

Need for the Certificate program in Commercial Truck Driving was originally determined (2018) by examining demand data from the California Employment Development Department, Labor Market Division, supply data from the Doing What Matters for Jobs and the Economy website, and local

employers. Current review of demand data reveals that there is a growth of 190 average annual job openings for heavy and light truck drivers in Santa Barbara County (Attachment B). This suggests that individuals trained as a heavy or light commercial truck driver have high employment potential.

Average median hourly wages for Heavy Truck Drivers (SOC Code 533032) during 2020 were \$24.06 per hour in Santa Barbara County (Attachment C). The average median annual wage in this county for this same SOC code and period was \$50,032 (Attachment C).

Average median hourly wages for Light Truck Drivers (SOC Code 533033) during 2020 were \$19.66 per hour in Santa Barbara County (Attachment C). The average median annual wage in this county for this same SOC code and period was \$40,897 (Attachment C).

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:

190

Advisory Committee Recommendations

Advisory Committee Members

The need for the original Certificate in Commercial Truck Driving (2018) was confirmed with several owners and representatives of trucking companies that operate within Northern Santa Barbara County such as Central Coast Distributors, Speed's Oil Service, and Engel and Gray.

The need for training in Commercial Truck Driving has been re-confirmed (2021) with several owners and representatives of trucking companies that operate within Northern Santa Barbara County such as CalPortland (Attachment I) and Certified Freight Logistics (Attachment J).

Summary of Recommendations

n/a

Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File

Attachment A - Truck Driving Approval Letter prod_20180808_45899_7.pdf (/Form/Program/_DownloadFile/545/2757?fileId=932)
 Attachment B – Job Openings and Growth for Truck Drivers 2016-2026.docx (/Form/Program/_DownloadFile/545/2757?fileId=933)
 Attachment C – Wages for Truck Drivers 2020.docx (/Form/Program/_DownloadFile/545/2757?fileId=934)
 Attachment D - DL-650-CA Commercial Driver Handbook 2019-21.pdf (/Form/Program/_DownloadFile/545/2757?fileId=935)
 Attachment E - How to Apply for a Commercial Learners Permit.pdf (/Form/Program/_DownloadFile/545/2757?fileId=936)
 Attachment F - How to Apply for a Commercial Drivers License.pdf (/Form/Program/_DownloadFile/545/2757?fileId=937)
 Attachment G - New ELDT Entry Level Driver Training Requirement.pdf (/Form/Program/_DownloadFile/545/2757?fileId=938)
 Attachment H - FMCSA Regulations 49.B.III.Part 380.pdf (/Form/Program/_DownloadFile/545/2757?fileId=939)
 Attachment I - CalPortland Commercial Driver Needs.pdf (/Form/Program/_DownloadFile/545/2757?fileId=940)
 Attachment J - Certified Freight Logistics Commercial Driver Needs.pdf (/Form/Program/_DownloadFile/545/2757?fileId=941)
 Attachment K - California Code of Regulations Article 2.1 26.03.pdf (/Form/Program/_DownloadFile/545/2757?fileId=943)
 Commercial Truck Driving Program Narrative (ELDT version).docx (/Form/Program/_DownloadFile/545/2757?fileId=946)

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:

Feasibility Analysis - Dean's Page

Program Title Commercial Truck Driving

Top Code 0947.50 - Truck and Bus Driving*

CIP Code 49.0205: Truck and Bus Driver/Commercial Vehicle Operator and Instructor.

Lecture Load 0.313

Lab Load 0.667

Total Workload 0.980

New Faculty 50000.00

New Equipment Needs 2000.00

Facilities/Repairs 20000.00

New Support Staff 2000.00

Library Materials 0.00

Other 0.00

Total Fiscal Impact 74000.00

Gainful Employment

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

Yes

Feasibility Analysis

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

- lecture class--> 30 students x 4.86 FTES = \$27,642
- lab class --> 15 students x 5.15 FTES = \$29,268
- Total CDCP reimbursement based on max hours: \$56,910

Course Review Date**Program Review Date**

The program is feasible:

The program is not feasible:

Funding Source/Plan

Noncredit CDCP FTES apportionment

Codes

Special Dates

Instructional Services

Date Reviewed Semester Spring**Year** 2021**Catalog Term** 2021/2022**Top Code** 0947.50 - Truck and Bus Driving***Program Control Number****Implementation Date** 04/30/2021**Is CDCP** Yes**Originator** Bergstrom-Smith, Joan**Origination Date** 11/10/2020**Comments**

We are seeking a catalog addition to meet the legislation effective date of February 2022.

CCCCO Entry

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)**TOP Code** 0947.50 - Truck and Bus Driving***Hours for Degree Major/Emphasis (Minimum)****Hours for Degree Major/Emphasis (Maximum)****Total Hours (Minimum)****Total Hours (Maximum)****Annual Completers 12 Faculty Workload** 0.313**New Faculty Position****New Equipment** 2000.00**New/Remodeled Facilities Library Materials****Gainful Employment** Yes**Net Annual Labor****Demand** 190 Program**Review Date****Apprenticeship** No**Distance Education Percentage****District Governing Board Approval Date**

**Allan Hancock College
Program Outline**

Title: Career Preparation

Award Type: Certificate of Completion

This noncredit certificate program provides basic academic skills and workforce readiness skills needed for employment. Students will obtain and maintain competitive integrated employment through development of career planning, interpersonal, and communication skills. Fundamental technology skills for job search will be provided. The noncredit certificate program is intended to align contemporary work readiness skills with opportunities for employment.

The graduate of the Certificate of Completion in Career Preparation will:

- identify marketable employment skills
 - develop job -related goals
-

Program Requirements

Hours: 6 - 24

Required core courses (6-24 hours):

WKPR7000	Planning Your Next Job/Career	2 - 8
WKPR7001	Planning a Job Search	2 - 8
WKPR7002	Impression Management	2 - 8

Total Program Hours

6.00 - 24.00

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.H.
Subject: Second Reading: Board Policy 5140, Disabled Student Programs and Services (DSPS)	Enclosures: Page 1 of 3

BACKGROUND

Board Policy 5140, Disabled Student Programs and Services (DSPS) was reviewed per administrative procedure 2410 that states board policies are to be reviewed on a five-year cycle. After review, board policy 5140, Disabled Student Programs and Services (DSPS) did not require any revisions. The board policy has been vetted through the shared governance process.

Board Policy 5140, Disabled Student Programs and Services (DSPS) was submitted for the board's review on May 11, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation that the board of trustees adopt 5140, Disabled Student Programs and Services (DSPS) as presented.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
--	--------------------



**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program, referred to as the Learning Assistance Program (LAP) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

LAP services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, necessary accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the LAP Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the LAP Program conforms to all requirements established by the relevant law and regulations.

The District cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a course substitution or waiver granted by the District will be accepted by another institution.

A student with a verified disability shall follow the necessary accommodations procedures set forth in the administrative procedures. If necessary accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy and Administrative Procedure 5530 Student Rights and Grievances.

References: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027;
Rehabilitation Act of 1973, Section 504
Americans with Disabilities Act of 1990, Title II, and the ADA Amendments
Act of 2008 (ADAAA)

Adopted: 10/15/96

Revised: 7/14/15

Revised: 7/11/17

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.I.
Subject: Coaching Appointments and Stipends	Enclosures: Page 1 of 1

BACKGROUND

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

Coaching Appointments and Stipends

Assistant Coaches:

The coaching appointments for the period of August 1, 2021 through May 31, 2022, or earlier per district need.

Billy Vinnedge	Women's Soccer, Head Coach	\$8,000
Billy Vinnedge	Men's Soccer, Head Coach	\$8,000
Carey Nerelli	Women's Basketball, Head Coach	\$9,000
John McComish	Men's Golf, Head Coach	\$7,000
Kenna Wolter	Men's Track, Head Coach	\$7,000
Kenna Wolter	Women's Track, Head Coach	\$7,000
Louie Quintana	Women's Cross Country, Head Coach	\$9,000
Michael Ashmore	Men's Swimming, Head Coach	\$9,000

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$67,840 for the 2021-2022 fiscal year and is included in the 2021-2022 fiscal year budget.

RECOMMENDATION

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

**CONSENT ITEM**

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	10.J.
Subject:	Short- Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Enclosures:	Page 1 of 7

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.**

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Williams, Joseph	Custodial Substitute - LVC	7/1/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Lompoc Valley campus	\$15.98
Hodegland, James	Custodial Substitute	6/9/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98
Sanchez Torres, Samuel	Custodial Substitute	5/12/21 – 6/30/21	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98
Alilano, Teddy	Custodial Substitute	7/1/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98
Herrera-Martinez, Miguel	Custodial Substitute	7/1/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98
Torres Sanchez, Samuel	Custodial Substitute	7/1/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98

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:
---	--------------------

Continue Substitutes:

Calva-Hernandez, Jamie	Custodial Substitute	7/1/21 – 6/30/22	On-call substitute for vacation, sick leave, or vacancy, Santa Maria campus	\$15.98
-----------------------------------	-----------------------------	-------------------------	--	----------------

Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Bernal Diaz, Valentino	Program Specialist - Tutor	6/9/21 – 6/30/21	Cal- SOAP	\$20.00
Medina, Juan	Program Specialist - Tutor	6/9/21 – 6/30/21	Cal- SOAP	\$20.00
Mendoza Bautista, David	Program Specialist - Tutor	6/9/21 – 6/30/21	Cal- SOAP	\$20.00
Valadez, Destiny	Program Assistant II	8/9/21 – 6/30/22	Supervises the loaning and return of musical instruments and distribution of sheet music	\$15.98
Hamilton, Nanette	Program Assistant III	8/16/21 – 5/18/22	Art Model	\$18.34
Vera, Darlene	Program Assistant III	6/4/21 – 8/4/21	Providing bilingual outreach for noncredit programs in Community Education	\$18.34
Mendiola, Heidi	Program Assistant IV	7/1/21 – 8/31/21	Providing support in the student activities based projects	\$22.54
Chavez, Cesar	Program Assistant IV	6/9/21 – 6/30/21	Provide support to our ITS department preparing for hybrid learning for fall 2021	\$22.54
Sanchez, Josiah	Program Assistant IV	6/9/21 – 6/30/21	Provide support to our ITS department preparing for hybrid learning for fall 2021	\$22.54
Canongo, Sara	Program Assistant IV	6/9/21 – 6/30/21	Provide support to our ITS department preparing for hybrid learning for fall 2021	\$22.54
Robles, Fernando	Program assistant VI	7/1/21 – 6/30/22	Performing clerical and technical duties for Foster and Kinship Care Education Program	\$36.00
Sharp, Amara	Program assistant V	7/1/21 – 6/30/22	Oversee in screening process and support sports medicine team in athletic events	\$26.00
McNeil, Bianca	Lifeguard	7/1/21 – 6/30/22	Lifeguard for instructional credit/noncredit courses, kinesiology, recreation and athletics	\$16.54
Friedrich, Victoria	Lifeguard	7/1/21 – 6/30/22	Lifeguard for instructional credit/noncredit courses, kinesiology, recreation	\$16.54
Vine, Sydney	Lifeguard	7/1/21 – 6/30/22	Lifeguard for instructional credit/noncredit courses, kinesiology, recreation	\$16.54
Tunison, Chris	Instructional Aide IV	8/9/21 – 6/30/22	Instructional assistant ton support students in the ceramic and sculpture labs	\$18.98

78-1 Revised

Funkhouser, Chase	Lifeguard	7/1/21 – 6/30/22	Lifeguard for instructional credit/noncredit courses, kinesiology, recreation and athletics	\$16.54
Valero, Ashleigh	Program Assistant V	7/1/21 – 6/30/22	Provide curriculum support for noncredit and credit programs	\$26.00
Daniel, Alycia	Program Assistant V	6/14/21 – 6/30/21	Provide outreach for the Hancock Promise	\$26.00
Hilario, Annabelle	Program Assistant III	7/1/21 – 6/30/22	Provide support in Auxiliary Accounting Services department while job description is under review	\$18.34
Baylon, Bobby	Program Assistant I	7/1/21 – 8/31/21	Providing support to the Rising Scholars program with career readiness implementations	\$14.00
Gault, McKinnley	Program Specialist	6/14/21 – 6/30/21	Provide support in the math center as a facilitator	\$15.50
Aguirre, Gabriela	Program Assistant II	8/11/21 – 12/10/21	Provide support in the children's center infant-1 classroom	\$15.98
Zepeda, Sandy	Program Assistant V	7/1/21 – 6/30/22	Performing coordination duties for the apprenticeship programs	\$26.00
Harrison, Dominique	Program Assistant I	7/1/21 – 6/30/22	Providing support to the Rising Scholars program with career readiness implementations	\$14.00
Stanley, Chloe	Program Assistant I	7/1/21 – 6/30/22	Providing support to the Rising Scholars program with career readiness implementations	\$14.00
Barajas Ochoa, John Antonio	Program Specialist - Tutor	7/1/21 – 6/30/22	Cal-SOAP	\$20.00
Dominguez, Denise	Program Specialist - Tutor	7/1/21 – 6/30/22	Cal-SOAP	\$20.00
Jornacion, Nicole	Program Specialist - Tutor	7/1/21 – 6/30/22	Cal-SOAP	\$20.00
Lyons, Vanessa Roxanne	Interpreter IV	7/1/21 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$51.00
Caldwell Morales, Jennie	Interpreter IV	7/1/21 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$51.00
Perez, Martha	Program Specialist - Tutor	7/1/21 – 6/30/22	Cal-SOAP	\$20.00
Philbrick, Afton	Program Assistant V	7/1/21 – 8/20/21	Provide outreach for the Hancock Promise	\$26.00

Assignments for the 2020-2021 fiscal year will be included in the 2020-2021 fiscal year budget.

Powell, Rachel	Interpreter I	7/1/21 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$31.00
Ruiz, Daniela	Program Specialist - Tutor	7/1/22 – 6/30/22	Cal-SOAP	\$25.00
Copeland, Spencer	Instructional Assistant V	7/1/22 – 6/30/22	Provide stewardship of machining and manufacturing technology equipment.	\$26.00
Schick-Fuller, Lindsey	Interpreter V	7/1/22 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$54.00
Schnepple, Elaine	Interpreter IV	7/1/22 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$51.00
Simmons, Elijah	Interpreter III	7/1/22 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$46.00
Vine, Sydney	Program Specialist - Tutor	6/1/21 – 6/30/21	Cal-SOAP	\$20.00
Zarate, Jazmin	Program Specialist - Tutor	6/1/21 – 6/30/21	Cal-SOAP	\$20.00
Burch, Chelsea	Interpreter II	7/1/22 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$36.00
Chaparro, Elizabeth	Interpreter I	7/1/22 – 6/30/22	Interpret for deaf and hard-of-hearing students	\$31.00
Ornelas, Sabrina	Program Assistant II	6/8/21 – 6/30/21	Assist the HR Dept. with basic administrative tasks	\$15.98
Rodriguez, Jose	Program Assistant II	7/1/21 – 9/3/21	Assist Dreamer students with their Hancock Promise application	\$15.98

Fire, Safety and EMS, Law Enforcement Programs:

<u>Positions:</u>	<u>Hourly Rate</u>	<u>Max Hours</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>
Kiera, Lindberg	Instructional Aide III	5/10/21 – 6/30/21	Assist with fire academy and fire tech courses at the public training safety complex
Abbas, Hussein	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Abbas, Hussein	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Anderson, Charles	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Anderson, Charles	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

Berrios, George	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Berrios, George	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Buck, Vincent	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Buck, Vincent	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Burns, Jeremy	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Burns, Jeremy	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Coolidge, Howard	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Coolidge, Howard	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cullen, Clayton	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Culver, David	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Culver, David	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dickel, Jason	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dickel, Jason	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dillard, Bryan	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dillard, Bryan	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Douglas, Jeremy	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Gerber, Sonny	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

Gerber, Sonny	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Gotschall, Christopher	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Hollis, Michael	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Hollis, Michael	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Huddle, Kevin	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Martin, Jeannie	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Ricker, Amanda	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Ricker, Amanda	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Segal, Jason	Instructional Aide IV	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Smiley, Michael	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Thome, Desiree	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Thome, Desiree	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Uhl, Paul	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Virgil, Dustin	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Washington, David	Instructional Aide V	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Woodward, David	Instructional Aide VI	7/1/21 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.K.
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Enclosures: Page 1 of 1

BACKGROUND

The following personnel actions are recommended:

Promotions

1. Kara Mushegan, FROM administrative assistant II, student services, full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule 55 TO administrative assistant III, academic affairs, full time, 12 months, 37 hours weekly, range 25-B, classified bargaining unit salary schedule 55, effective August 1, 2021.

Reason: Ms. Mushegan fills the vacancy of Sandy Zepeda, who resigned, effective April 30, 2021.

2. Eric Lofstrand, FROM custodial lead worker, facilities, full time, 12 months, 37 hours weekly, range 21-C, classified bargaining unit salary schedule 55 TO supervisor, custodial, facilities, full time, 12 months, 40 hours weekly, range 9-B, supervisory/confidential employees salary schedule, effective June 9, 2021.

Reason: Mr. Lofstrand fills the vacancy of Russell Ashman, who retires, effective June 1, 2021.

Appointment

1. Stephanie Alvarado, TRIO – Student Support Services Program (SSSP) Supervisor, full time, 12 months, 40 hours weekly, range 12-A, supervisory/confidential employees salary schedule, effective June 14, 2021. This is an FLSA exempt position. This position is contingent on continued funding.

Reason: Ms. Alvarado fills the vacancy of Petra Gomez, who resigned, effective April 14, 2020.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$68,041 for the 2020-2021 fiscal year.
2. The cost to the USDE - TRIO – Student Support Services Program (SSSP) is approximately \$4,989 for the 2020-2021 fiscal year.
3. The cost to the unrestricted general fund is approximately \$6,320 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 promotions of Kara Mushegan, administrative assistant III, academic affairs, effective August 1, 2021; Eric Lofstrand, supervisor, custodial, facilities, effective June 9, 2021; and the appointment of Stephanie Alvarado, TRIO – Student Support Services Program (SSSP) Supervisor, effective June 14, 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.L.
Subject: Out-of-Classification Assignments of Classified Service Employees	Enclosures: Page 1 of 4

BACKGROUND

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

The following personnel actions are recommended:

1. Patrick Griffith, FROM student account specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 18-A, classified bargaining unit salary schedule 55 TO student account specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 18-A plus five (5) percent, classified bargaining unit salary schedule, retroactive April 1, 2021 through June 30, 2021, or earlier per district need.

Reason: Mr. Griffith is performing duties inconsistent with his job description.

FISCAL IMPACT (see page 4)

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignment of Patrick Griffith, student account specialist, auxiliary accounting services, retroactive April 1, 2021 through June 30, 2021, or earlier per district need; Dana Avila, administrative assistant III/coordinator, cosmetology, community education, effective to July 1, 2021 through June 30, 2022, or earlier per district need; Elane Tejeda-Vega, cashier technician, auxiliary accounting services, retroactive April 1, 2021 through June 30, 2021, or earlier per district need; Denise Baldwin, interim coordinator, plant services, facilities, effective July 1, 2021 through December 30, 2021, or earlier per district need; Cintia Mendoza, grant coordinator, Strong Workforce Program (SWP), retroactive May 1, 2021 through June 30, 2021, or earlier per district need; **and Brenden Robertson, integrated services technician, information technology services, effective July 1, 2021 through December 31, 2021, or earlier per district need; Jarrod Poole, technical support specialist I, information technology services, effective July 1, 2021 through December 31, 2021, or earlier per district need; Gerald Domingues, landscape supervisor, facilities, effective July 1, 2021 through June 30, 2022, or earlier per district need; Ageo Olivera-Angon, operations supervisor, facilities, , effective July 1, 2021 through June 30, 2022, or earlier per district need; Jesse Carlon, supervisor, custodial services, facilities, effective July 1, 2021 through June 30, 2022, or earlier per district need; Bridget Tate, interim maintenance supervisor, facilities; effective July 1, 2021 through June 30, 2022, or earlier per district need; Chris McGuinness, interim, director, public affairs and communications, effective June 1, 2021 through June 31, 2021, or earlier per district need; Raquel Orozco, counseling assistant, student services, effective June 14, 2021 through June 30, 2021, or earlier per district need; and Lilian Ojeda, EOPS specialist, Extended Opportunity Program and Services (EOPS), effective June 1, 2021 through October 29, 2021, or earlier per district need.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

2. Dana Avila, FROM administrative assistant III, community education, full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule 55 TO administrative assistant III/coordinator, cosmetology, community education, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule 55, effective to July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: This is a continued out-of-classification assignment supersedes the five (5) percent out-of-classification assignment approved at the regular board of trustees meeting on September 10, 2019. Ms. Avila is performing a variety of duties to support the cosmetology program. Ms. Avila will return to her regular assignment effective July 1, 2022, or earlier per district need.

3. Elane Tejeda-Vega FROM cashier technician, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 16-E, classified bargaining unit salary schedule 55 TO cashier technician, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 16-E plus five (5) percent, classified bargaining unit salary schedule, retroactive April 1, 2021 through June 30, 2021, or earlier per district need.

Reason: Ms. Tejeda-Vega is performing duties inconsistent with her job description.

4. Denise Baldwin, FROM coordinator, public safety, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule TO interim coordinator, plant services, facilities, full time, 12 months, 37 hours weekly, range 28-E plus five (5) percent, classified bargaining unit salary schedule, effective July 1, 2021 through December 30, 2021, or earlier per district need.

Reason: Ms. Baldwin continues to fill the vacancy of Deborah O'Campo, who retires, effective December 1, 2020. Ms. Baldwin will return to her regular assignment effective January 1, 2022, or earlier per district need.

5. **Cintia Mendoza FROM grant coordinator, Strong Workforce Program (SWP), full time, 12 months, 37 hours weekly, range 29-D, classified bargaining unit salary schedule TO grant coordinator full time, 12 months, 37 hours weekly, range 29-D plus five (5) percent, classified bargaining unit salary schedule, retroactive May 1, 2021 through July 31, 2021, or earlier per district need.**

Reason: Ms. Mendoza is performing duties outside her job description. She will be assisting with end of the year budget, schedules, matrices and part time faculty evaluations. Ms. Mendoza will return to her regular assignment effective August 1, 2021, or earlier per district need.

6. **Brenden Robertson, FROM integrated services technician, information technology services, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule 55 TO integrated services technician, information technology services; full time, 12 months, 37 hours weekly, range 28-D plus five (5) percent, classified bargaining unit salary schedule 55, effective July 1, 2021 through December 31, 2021, or earlier per district need.**

Reason: Mr. Robertson is performing duties related to COVID-19 pandemic. Mr. Robertson will return to his regular assignment effective January 1, 2022, or earlier per district need.

7. **Jarrold Poole, FROM technical support specialist I, information technology services, full time, 12 months, 37 hours weekly, range 25-E, classified bargaining unit salary schedule 55 TO technical support specialist I, information technology services, full time, 12 months, 37 hours weekly, range 25-E plus five (5) percent, classified bargaining unit salary schedule 55, effective July 1, 2021 through December 31, 2021, or earlier per district need.**

Reason: Mr. Poole is performing duties related to COVID-19 pandemic. Mr. Poole will return to his regular assignment effective January 1, 2022, or earlier per district need.

8. **Gerald Domingues, FROM landscape supervisor, facilities, full time, 12 months, 40 hours weekly, range 6-E, supervisory/confidential salary schedule TO landscape supervisor, facilities, full time, 12 months, 40**

81-2 Revised

hours weekly, range 6-E plus five (5) percent, supervisory/confidential salary schedule, effective July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: Mr. Domingues is performing additional duties outside of his current job description. Mr. Domingues will return to his regular assignment effective July 1, 2022, or earlier per district need.

9. Ageo Olivera-Angon, FROM operations supervisor, facilities, full time, 12 months, 40 hours weekly, range 7-B, supervisory/confidential salary schedule TO operations supervisor, facilities, full time, 12 months, 40 hours weekly, range 7-B plus five (5) percent, supervisory/confidential salary schedule, effective July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: Mr. Olivera-Angon is performing additional duties outside of his current job description. Mr. Olivera-Angon will return to his regular assignment effective July 1, 2022, or earlier per district need.

10. Jesse Carlon, FROM supervisor, custodial services, facilities, full time, 12 months, 40 hours weekly, range 9-B, supervisory/confidential salary schedule TO supervisor, custodial services, facilities, full time, 12 months, 40 hours weekly, range 9-B plus five (5) percent, supervisory/confidential salary schedule, effective July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: Mr. Carlon is performing additional duties outside of his current job description. Mr. Carlon will return to his regular assignment effective July 1, 2022, or earlier per district need.

11. Bridget Tate, FROM maintenance lead worker – LVC, facilities, full time, 12 months, 37 hours weekly, range 32-C, classified bargaining unit salary schedule 55 TO interim maintenance supervisor, facilities, full time, 12 months, 40 hours weekly, range 3-B, supervisory/confidential salary schedule 40, effective July 1, 2021 through June 30, 2022, or earlier per district need. This is an FLSA exempt position.

Reason: This is a continuation of the out-of-classification out of bargaining unit temporary interim appointment approved at the regular board of trustees meeting on October 9, 2018. Ms. Tate will continue to temporarily fill the vacancy of James Harvey, maintenance supervisor, who is now the Director, Facilities filling the vacancy of Rex Van Den Berg, who retired, effective October 1, 2018.

12. Chris McGuinness, FROM public information specialist, public affairs and communications, full time, 12 months, 37 hours weekly, range 23-C, classified bargaining unit salary schedule 55 TO interim, director, public affairs and communications, full time, 12 months, range 14-A, management salary schedule, effective June 1, 2021 through June 31, 2021, or earlier per district need.

Reason: Mr. McGuinness is temporarily filling the vacancy of Lauren Milbourne, effective April 26, 2021.

13. Raquel Orozco, student success outreach/retention specialist, Student Equity Achievement Program (SEAP), full time, 12 months, 37 hours weekly, range 20-C, classified bargaining unit salary schedule 55 TO counseling assistant, student services, full time, 12 months, 37 hours weekly, range 20-C, classified bargaining unit salary schedule 55 plus five (5) percent, effective June 14, 2021 through June 30, 2021, or earlier per district need.

Reason: Ms. Orozco is performing additional duties outside of her current job description. Ms. Orozco will return to her regular assignment effective July 1, 2022, or earlier per district need.

14. Lilian Ojeda, FROM EOPS specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule 55 TO EOPS specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-E plus five (5) percent, classified bargaining unit salary schedule 55, effective June 1, 2021 through October 29, 2021, or earlier per district need.

Reason: Ms. Ojeda continues to perform duties outside of her job description awaiting updating of the job description through the reclassification process. Ms. Ojeda will return to her regular assignment effective November 1, 2021, or earlier per district need.

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

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$632 for the 2020-2021 fiscal year.
2. The cost to the unrestricted general fund is approximately \$8,218 for the 2021-2022 fiscal year.
3. The cost to the unrestricted general fund is approximately \$723 for the 2021-2022 fiscal year.
4. The cost to the unrestricted general fund is approximately \$2,452 for the 2021-2022 fiscal year.
5. The cost to the unrestricted general fund is approximately \$667 for the 2021-2022 fiscal year.
6. The cost to the HEERF II fund is approximately \$2,001 for the 2021-2022 fiscal year.
7. The cost to the HEERF II fund is approximately \$1,913 for the 2021-2022 fiscal year.
8. The cost to the unrestricted general fund is approximately \$6,831 for the 2021-2022 fiscal year.
9. The cost to the unrestricted general fund is approximately \$5,520 for the 2021-2022 fiscal year.
10. The cost to the unrestricted general fund is approximately \$5,098 for the 2021-2022 fiscal year.
11. The cost to the unrestricted general fund is approximately \$50,253 for the 2021-2022 fiscal year.
12. The cost to the unrestricted general fund is approximately \$6,268 for the 2021-2022 fiscal year.
13. The cost to the unrestricted general fund is approximately \$272 for the 2021-2022 fiscal year.
14. The cost to the unrestricted general fund is approximately \$333 for the 2021-2022 fiscal year.

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.M.
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Coronavirus (COVID-19)	Enclosures: Page 1 of 5

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the California School Employees Association, Chapter #251 “CSEA” represents mutual agreement to the coronavirus (COVID-19) Response/Return to Campus for fall 2021.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding (COVID-19) Response/Return to Campus for fall 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

**MEMORANDUM OF UNDERSTANDING BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS ALLAN HANCOCK
CHAPTER 251
AND
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**

RE: CORONAVIRUS RESPONSE/RETURN TO CAMPUS (Revised for fall 2021)

This memorandum is agreed between Allan Hancock Joint Community College District (District) and the California School Employees Association and its Allan Hancock Chapter 251 (together “CSEA”) concerning the impacts and effects of resumed District operations under COVID 19 conditions.

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

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

Safety and Training:

The District shall follow the Allan Hancock College Pandemic Response Plan related to safety and training, with the understanding the plan is a living document subject to change with or without notice as state, federal, and county guidance evolves for the duration of the COVID-19 pandemic. The District will alert CSEA to changes in the Response Plan when they occur. If the changes are within the scope of bargaining as defined by government code 3543.2, the District and CSEA shall meet to bargain the impact on bargaining unit member. Should the District develop a policy or procedure related to COVID-19 that does not exist in the Pandemic Response Plan, the District shall provide that information to CSEA. The plan, and all updates will be posted on the Districts COVID resources website at <https://www.hancockcollege.edu/covid/>. The District will continue to provide training to bargaining-unit employees on COVID-19 information and prevention.

Campus/Facility Closures:

As a public institution of higher education, the District is an essential employer and will continue to provide services remotely even if physical locations are closed to the public. In the event a District facility, or portion thereof, must temporarily close to employees for reasons related to the COVID-19 pandemic, employees will be permitted to work remotely or at another assigned location, as assigned by their supervisor, for the duration of the closure. If remote work or alternate location is unavailable during the closure, the District will place those employees on paid administrative leave for a period not to exceed 10 working days (longest period a facility would be closed following a workplace exposure); should a closure be expected to continue for a period longer than 10 working days, CSEA and the District will meet and negotiate the impact on affected bargaining unit members.

Leaves and Accommodations:

The district shall follow state and federal obligations regarding accommodating employees with

disabilities. The parties recognize that some bargaining-unit employees are at higher risk of severe illness from novel coronavirus due to existing medical conditions or age. The District agrees to accommodate staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk, by providing options such as remote work, modified schedules or negotiated change in classification or duties.

Accommodations for Dependent Care:

The District shall follow state and federal obligations regarding dependent care. Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children. Additionally, the District may also permit remote work or modified schedules if available.

Leaves for Reasons Related to COVID-19:

The district shall follow state and federal obligations regarding leaves of absence for reasons related to COVID-19.

The District and CSEA recognize that the Governor of California, Gavin Newsom, has signed Senate Bill 95 to provide supplemental sick leave for COVID 19 related absences. Therefore, the parties agree as follows:

1. The District will provide COVID 19 supplemental paid sick retroactively to January 1, 2021, as specified in the bill and will apply until September 30, 2021
2. The District will provide 80 hours of COVID 19 supplemental paid sick leave for full-time employees (pro-rated for part-time) or were scheduled to work, on average, at least 40 hours per week for the employer in the two weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave if:
 - a. The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the covered employee is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.
 - b. The covered employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - c. The covered employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
 - d. The covered employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.
 - e. The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - f. The covered employee is caring for a family member, as defined in California Labor Code Section 245.5, who is subject to an order or guidelines described above or who has been advised to self-quarantine
 - g. The covered employee is caring for a child, as defined in California Labor Code Section 245.5, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Quarantine Following Workplace Exposure

In the absence of State or Federal statutes that provide emergency paid sick leave. In the event a bargaining unit member must quarantine due to a workplace exposure, the affected employee will be permitted to work remotely as assigned by their supervisor during their quarantine period. If remote work is unavailable, the District will place those employees on paid administrative leave during their quarantine period.

Quarantine Following a Non-Workplace Exposure

In the absence of State or Federal statutes that provide emergency paid sick leave. In the event a bargaining unit member must quarantine per California Department of Public Health guidelines due to a non-workplace exposure, the affected employee will be permitted to work remotely as assigned by their supervisor during their quarantine period. If remote work is unavailable, the bargaining unit member may use accrued leave during their quarantine period.

Quarantine Following Non-Essential Travel

Per the travel advisory issued by the California Department of Public Health, Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries. Employees who engage in non-essential travel must self-quarantine for 10 days. Employees may be permitted to work remotely during self-quarantine as assigned by their supervisor and if available. If remote work is unavailable, employees may use accrued leave during self-quarantine.

Temporary Duties

The District and CSEA acknowledge that California Education Code §45101(a) and §88001(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description. This may be as a result of a need to supplement a lack of work in their current role, or to assist in general tasks not typically performed. The District shall provide proper notification, in writing, to CSEA and the bargaining unit member of the temporary change to or addition of duties as to allow CSEA to Demand to Bargain.

The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party.

Reporting Unsafe Conditions

In the interest of protecting community and workplace health, any employee shall report, in writing, any unsafe condition in the working environment to their immediate supervisor. All employees shall have the right, without retaliation, to request reasonable workplace accommodations should working conditions be considered unsafe. Employees shall notify their supervisor in writing of such request, and the basis therefore in accordance with the Collective Bargaining Agreement Article 20. Employees may be assigned to complete alternate work if available, or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification reasonably addresses safety concern(s).

Information and Further Negotiation:

The parties acknowledge that the guidance from Public Health and other government agencies has been and continues to be fluid. The District will inform CSEA to any changes in operations that reasonably affect terms and conditions of employment, including occupational health and safety.

Compliance with further governmental orders:

The District shall comply with local, state and federal Executive Orders related to COVID-19.

Duration of Agreement:

This agreement shall remain in effect through December 31, 2021 and shall become effective upon ratification by the parties and subject to CSEA's policy 610, if applicable.

Sunset of Prior Agreement:

The execution of this agreement shall sunset the prior COVID response MOU fully executed on September 25, 2020



Ruben Ramirez (Apr 2, 2021 15:42 PDT)

Director, Human Resources



EOPS Assistant



Carlos Lopez (Apr 6, 2021 15:04 PDT)

Labor Relations Representative, CSEA

CONSENT ITEM

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	10.N.
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Coronavirus (COVID-19) Response/Return to Campus for fall 2021	Enclosures:	Page 1 of 6

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” represents mutual agreement to the coronavirus (COVID-19) Response/Return to Campus for fall 2021.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” regarding the coronavirus (COVID-19) Response/Return to Campus for fall 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

MOU COVID-19 and Faculty Return to Campus

This memorandum is agreed between Allan Hancock Joint Community College District (District) and the Faculty Association concerning the impacts and effects of a return to campus.

The District and the Faculty Association recognize the changing nature of the COVID-19 pandemic. As the public health guidance for COVID-19 safety and prevention continue to develop and mature, the District and the Faculty Association recognize the ongoing need to adapt operations and protocols to meet current conditions and reflect the current understanding and will meet through the summer to apprise the situation.

Amidst these changing conditions, the District and the Faculty Association affirm the importance of maintaining safe facilities and operations for the benefit of the students and communities served by the District as well as its faculty and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, the District and Faculty Association agree as follows:

1. Safety and Training:

The District shall follow the Allan Hancock College Pandemic Response Plan related to safety and training, with the understanding the plan is a living document subject to change with or without notice as Centers for Disease Control and Prevention (CDC) guidance evolves for the duration of the COVID-19 pandemic. The District will alert the Faculty Association to changes in the Response Plan when they occur. If the changes are within the scope of bargaining as defined by government code 3543.2, contract, or the conditions outlined in this MOU, the District and Faculty Association shall meet to bargain the impact on bargaining unit members. Should the District develop a policy or procedure related to COVID-19 that does not currently exist in the Pandemic Response Plan, the District shall provide that information to the Faculty Association. The plan and all updates will be posted on the District's COVID resources website at <https://www.hancockcollege.edu/covid/>. CDC guidance for Colleges and Universities can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>.

The District will continue to provide training to bargaining-unit employees on COVID-19 information and prevention.

Some specific protocols that relate to faculty and students in on campus are as follows:

- a) Faculty and students will be required to wear a face covering at all times on campus and the District will provide a face covering if they do not have one.
 - i. Faculty with medical exemptions to face coverings must work with the Human Resources Department for accommodations.

- ii. Student failure to wear a face covering is a disciplinary issue: faculty are responsible to ask student not following this rule to don covering or leave the classroom or office.
- b) The District will provide a safety and prevention video before the start of the semester. The video will be available online for students to view before coming to campus. In addition, faculty may show it in class and or provide a link to the video on Canvas and/or in the course syllabus.
- c) Students and faculty are asked to complete a COVID-19 district-provided self-screening prior to entering the campus; if they fail the screening, they agree not to come to campus.
- d) Students and faculty must adhere to the guidelines for social distancing that are active at the time, as approved by the Centers for Disease Control and Prevention (CDC).
- e) All campus personnel will follow the [quarantine protocols](#) identified by the Centers for Disease Control and Prevention (CDC) that are active at the time of their exposure to COVID-19¹.
- f) While faculty are not required to solicit information from students about exposure or infection, faculty should report student-disclosed exposure or infection information to this email address: covidresponseteam@hancockcollege.onmicrosoft.com.

2. Facilities:

The District agrees to follow the Allan Hancock College Pandemic Response Plan with regard to the use and cleaning of instructional and service spaces.

Some specific facilities protocols that relate to instruction and service are as follows:

- a) High touch surfaces and shared objects will be cleaned and disinfected daily². For protocols related to cleaning of classrooms, offices and facilities, see Section 2.K. of the Pandemic Response Plan, Cleaning Disinfecting, and Prevention Protocols.
- b) All classrooms and offices will have safety and prevention signage.
- c) Classroom and office capacities will reflect CDC guidelines that are active at the time.
- d) The District will provide appropriate ventilation in every instructional and service space, MERV filtration will be upgraded as possible, and each classroom and office will be assessed to maximize air exchange and ventilation. This may include freestanding HEPA filtration as needed.
- e) Cleaning supplies will be available in each classroom and service area.

3. Leaves and Accommodations:

The district shall follow state and federal obligations regarding leaves of absence for reasons related to COVID-19, and in accommodating employees with disabilities.

The district shall provide access to 80 hours of supplemental paid sick leave in accordance with California State Senate Bill 95 (SB95) for COVID-19 qualifying events through September 30, 2021.

¹<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

²<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Faculty that are absent from service or instruction for reasons not related to COVID-19 must use their personal leave balances.

Accommodations for Dependent Care:

The District shall follow state and federal obligations regarding dependent care. Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children.

The district shall provide access to 80 hours of supplemental paid sick leave in accordance with California State Senate Bill 95 (SB95) for COVID-19 qualifying events through September 30, 2021.

Faculty that are absent from service or instruction for reasons not related to COVID-19 must use their personal leave balances.

4. Reporting Unsafe Conditions

In the interest of protecting community and workplace health, any employee shall report, in writing, any unsafe condition in the working environment to their immediate supervisor.

All employees shall have the right, without retaliation, to request reasonable workplace accommodations should working conditions be considered unsafe. Employees shall notify their supervisor in writing of such request, and the basis therefore in accordance with the Collective Bargaining Agreement Article 9. Employees may be assigned to complete alternate work if available, or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification reasonably addresses safety concern(s).

If a faculty member is told by a student that they have contracted COVID-19 or were in recent close contact with someone who has, the faculty member is asked to report this information to Human Resources using this email contact:

covidresponseteam@hancockcollege.onmicrosoft.com

5. Modality Selection

1. Faculty, with input from their dean will select the modality of their fall 2021 courses and scheduled service hours and complete the modality reporting document. Faculty are requested to choose modality based on pedagogical considerations.
2. Modalities
3. A. Instructional Modalities to be offered will include
 - i. in-person (traditional face to face)
 - ii. hybrid (mix of face to face and other modality; each student must be scheduled for at least 50% of the contact hours face-to-face.)
 - iii. emergency remote teaching ERT (Synchronous, live-on-line)
 - iv. DL, (traditional distance learning)*

*Courses currently scheduled as DL for the fall will remain as such.

B. Service modalities to be offered are:

- i. In person (traditional face-to-face)
- ii. Remote (live-on-line)
- iii. Phone

- 4. The modality schedule developed according to this MOU will be implemented for fall of 2021 unless either the District-declared emergency has ended by Board of Trustee ratification, at which time we revert to a pre-pandemic schedule of face-to-face, or new restrictions are put in place due to a resurgence in the pandemic requiring the continuation of ERT delivery.
- 5. The Faculty Association agrees to be available to meet with the District to assess the current conditions on June 30, 2021.
- 6. No change will be made in the modality schedule developed in accordance with this agreement after July 1, 2021.
- 7. Full time faculty will not be penalized or required to replace the lost load for a load of less than .80 created by the rescheduling of the modalities of courses or services after May 21, 2021.
- 8. Faculty who commit to planning a face-to-face or hybrid modality before May 21, 2021 will receive the agreed-upon stipend no matter the decision made on July 1 2021.

6. Evaluation

Probationary faculty will be evaluated using the emergency process outlined in the previous MOU (ERT Evaluations F2020). Tenured faculty will be evaluated using the existing process, but substituting the student feedback form from the previous MOU (ERT Evaluations F2020)

7. Compensation for Hybrid and Face-to-Face Course Development

Instructional Faculty who elect to prepare their course(s) to teach face-to-face or to convert to a hybrid taught on campus that allows students to meet 50% of the contact time as face-to-face shall receive \$1250 per course up to two courses, for a total of \$2500.

8. Information and Further Negotiation

The parties acknowledge that the guidance from Public Health and other government agencies has been and continues to be fluid. The District will inform the Faculty Association of any changes in operations that reasonably affect terms and conditions of employment, including occupational health and safety.

9. Compliance with further governmental orders

The District shall comply with local, state and federal Executive Orders related to COVID-19.

Duration of Agreement: This agreement shall remain in effect through December 10, 2021 or when the District state of emergency is lifted, whichever comes first and shall become effective upon ratification by the parties.

This agreement is non-precedent setting for either party.

Roger Hall

Roger Hall (May 24, 2021 12:17 PDT)

FA President/Professor



Robert Curry (May 24, 2021 12:32 PDT)

Vice President, Academic Affairs

CONSENT ITEM

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	10.O.
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, Coronavirus (COVID-19) Response/Return to Campus for fall 2021	Enclosures:	Page 1 of 6

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” represents mutual agreement to the coronavirus (COVID-19) Response/Return to Campus for fall 2021.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 “Part-Time Faculty Association” regarding the coronavirus (COVID-19) Response/Return to Campus for fall 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

MEMORANDUM OF UNDERSTANDING

between

Allan Hancock Joint Community College District and

California Federation of Teachers/Part-Time Faculty Association

of Allan Hancock College Local 6185

This memorandum is agreed between Allan Hancock Joint Community College District (District) and the Part-Time Faculty Association concerning the impacts and effects of a return to classroom instruction under

The District and the Part-Time Faculty Association recognize the changing nature of the COVID-19 pandemic. As the public health guidance for COVID-19 safety and prevention continue to develop and mature, the District and the Part-Time Faculty Association recognize the ongoing need to adapt operations and protocols to meet current conditions and reflect the current understanding and will meet through the summer to apprise the situation.

Amidst these changing conditions, the District and the Part-Time Faculty Association affirm the importance of maintaining safe facilities and operations for the benefit of the students and communities served by the District as well as its employees. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, the District and Part-Time Faculty Association agree as follows:

1. **Safety and Training:**

The District shall follow the Allan Hancock College Pandemic Response Plan related to safety and training, with the understanding the plan is a living document subject to change with or without notice as Centers for Disease Control and Prevention (CDC) guidance evolves for the duration of the COVID-19 pandemic. The District will alert the Part-Time Faculty Association to changes in the Response Plan when they occur. If the changes are within the scope of bargaining as defined by government code 3543.2, contract, or the conditions outlined in this MOU, the District and Part-Time Faculty Association shall meet to bargain the impact on bargaining unit members. Should the District develop a policy or procedure related to COVID-19 that does not currently exist in the Pandemic Response Plan, the District shall provide that information to the Part-Time Faculty Association. The plan and all updates will be posted on the District's COVID resources website at <https://www.hancockcollege.edu/covid/>. CDC guidance for Colleges and Universities can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>.

The District will continue to provide training to bargaining-unit employees on COVID-19 information and prevention.

Some specific protocols that relate to part-time faculty and students in the classroom are as follows:

- a) Part-time Faculty and students will be required to wear a face covering at all times in the classrooms and the District will provide a face covering if they do not have one.
 - i. Part-time Faculty with medical exemptions to face coverings must work with the Human Resources Department for accommodations.
 - ii. Student failure to wear a face covering is a disciplinary issue: part-time faculty are responsible to ask student not following this rule to don covering or leave the classroom.
- b) The District will provide a safety and prevention video before the start of the semester. The video will be available online for students to view before attending classes. In addition, part-time faculty may show it in class and or provide a link to the video on Canvas and/or in the course syllabus.
- c) Students and part-time faculty are asked to complete a COVID-19 district-provided self-screening prior to entering the class site; if they fail the screening, they agree not to attend class in person.
- d) Students and part-time faculty must adhere to the guidelines for social distancing that are active at the time, as approved by the Centers for Disease Control and Prevention (CDC).
- e) All campus personnel will follow the quarantine protocols identified by the Centers for Disease Control and Prevention (CDC) that are active at the time of their exposure to COVID-19¹.
- f) While part-time faculty are not required to solicit information from students about exposure or infection, they should report student-disclosed exposure or infection information to this email address: covidresponseteam@hancockcollege.onmicrosoft.com.

2. Instructional Facilities:

The District agrees to follow the Allan Hancock College Pandemic Response Plan with regard to the use and cleaning of instructional spaces.

Some specific facilities protocols that relate to instruction are as follows:

- a) High touch surfaces and shared objects will be cleaned and disinfected daily². For protocols related to cleaning of classrooms and facilities, see Section 2.K. of the Pandemic Response Plan, Cleaning Disinfecting, and Prevention Protocols.
- b) All classrooms will have safety and prevention signage.
- c) Classroom capacities will reflect CDC guidelines that are active at the time.
- d) The District will provide appropriate ventilation in every instructional space, MERV filtration will be upgraded as possible, and each classroom will be assessed to maximize air exchange and ventilation. This may include freestanding HEPA filtration as needed.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

² <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- e) Cleaning supplies will be available in each classroom.

3. Leaves and Accommodations:

The district shall follow state and federal obligations regarding leaves of absence for reasons related to COVID-19, and in accommodating employees with disabilities.

The district shall provide access to 80 hours of supplemental paid sick leave in accordance with California State Senate Bill 95 (SB95) for COVID-19 qualifying events through September 30, 2021.

Part-time faculty that are absent from service or instruction for reasons not related to COVID-19 must use their personal leave balances.

Accommodations for Dependent Care:

The District shall follow state and federal obligations regarding dependent care. Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children.

The district shall provide access to 80 hours of supplemental paid sick leave in accordance with California State Senate Bill 95 (SB95) for COVID-19 qualifying events through September 30, 2021.

Part-time faculty that are absent from service or instruction for reasons not related to COVID-19 must use their personal leave balances.

4. Reporting Unsafe Conditions

In the interest of protecting community and workplace health, any employee shall report, in writing, any unsafe condition in the working environment to their immediate supervisor.

All employees shall have the right, without retaliation, to request reasonable workplace accommodations should working conditions be considered unsafe. Employees shall notify their supervisor in writing of such request, and the basis therefore in accordance with the Collective Bargaining Agreement Article 9. Employees may be assigned to complete alternate work if available, or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification reasonably addresses safety concern(s).

If a part-time faculty member is told by a student that they have contracted COVID-19 or were in recent close contact with someone who has, the member is asked to report this information to Human Resources using this email contact:

covidresponseteam@hancockcollege.onmicrosoft.com

5. Compensation for Hybrid Course Development

Part-time faculty asked to develop hybrid courses to be taught on campus that allows students to meet 50% of the contact time as face-to-face shall receive \$1250 per course up to two courses, for a total of \$2500.

6. Information and Further Negotiation

The parties acknowledge that the guidance from Public Health and other government agencies has been and continues to be fluid. The District will inform the Part-Time Faculty Association of any changes in operations that reasonably affect terms and conditions of employment, including occupational health and safety.

7. Compliance with further governmental orders

The District shall comply with local, state and federal Executive Orders related to COVID-19.

Duration of Agreement: This agreement shall remain in effect through December 10, 2021 or when the District state of emergency is lifted, whichever comes first and shall become effective upon ratification by the parties.

This agreement non-precedent setting for either party.


Mark James Miller (May 24, 2021 08:53 PDT)

President, Part-Time Faculty Association


Robert Curry (May 24, 2021 03:55 PDT)

Vice President, Academic Affairs

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.P.
Subject: New and/or Revised Classified Bargaining Unit Job Descriptions	Enclosures: Page 1 of 13

BACKGROUND

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

Revised

Coordinator, Facilities

Replaces: Coordinator, Plant Services

Classified- Professional - Range 29

Classified - Professional – Range 24

Reason: Revision to job description and range change.

Extended Opportunity Programs and Services (EOPS) Assistant

Replaces: Extended Opportunity Programs and Services (EOPS) Assistant

Classified- Technical - Range 24

Classified – Technical – Range 18

Reason: Revision to job description and range change.

Veronica Reyes FROM Extended Opportunity Programs and Services (EOPS) Assistant, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55 TO Extended Opportunity Programs and Services (EOPS) Assistant, full time, 12 months, 37 hours weekly, range 24-C, classified bargaining unit salary schedule 55, effective July 1, 2021.

New

Veteran's Services Center Specialist

Classified- Technical -Range 25

FISCAL IMPACT

1. To be determined when the position is filled for Coordinator, Facilities
2. The cost to the EOPS categorical fund is approximately \$2,297 for the 2021-2022 fiscal year and unrestricted general fund is approximately \$2,919 and CalWORKs approximately \$635.
3. To be determined when the position is filled for Veteran's Services Center Specialist

RECOMMENDATION

Staff recommends that the board of trustees approve the revised classified bargaining unit job descriptions, coordinator, facilities; Extended Opportunity Program and Services Assistant; and the new approved classified job description, Veteran's Services Center Specialist.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

COORDINATOR, PLANT SERVICES FACILITIES**DEFINITION:**

Under direction, ~~to of the Director of, Facilities, plan~~[JH1], [VR2]organize, coordinate, facilitate, and oversee a wide range of activities in support of the ~~Plant Services~~Facilities DivisionDepartment and, including the department director and all department supervisors. ~~to Assist in the implementation and success of facilities and capital projects; to performing~~ related work as required and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position assumes responsibility for facilitating projects and independently performs professional work in support of maintenance, grounds, custodial, transportation, hazmat, and safety activities. ~~The coordinator reports to and is under the direction of the director, plant services.~~ The incumbent will work independently to perform various administrative, clerical, and technical ~~details~~duties of facilities, maintenance, and ~~capital~~ construction administration, and will perform other duties to support facilities and construction projects. The position requires independent judgment in the comprehension and application of college policies and procedures, and the incumbent will ~~as well as~~ have frequent interaction with ~~plant services~~facilities personnel, architects, contractors, faculty, support staff, administration, state agencies, and the general public. The incumbent will be self-directed and able to work with minimal supervision.

ESSENTIAL FUNCTIONS:

1. Facilitates and assists in planning, organizing, and coordinating ~~plant services~~of facilities projects, including aspects of capital projects.
2. ~~Assumes the responsibility to coordinate~~Coordinate, schedule, facilitate, and monitor vendor quotes for maintenance and grounds projects.
3. ~~Assist director and department supervisors and department leadership in the acquisition of furniture and equipment.~~
- 2.4.Independently compiles and composes correspondence, memoranda, transmittals, reports, equipment list, and other materials relating to ~~plant services~~the Facilities Department.
- 3.5.Coordinates, compiles, writes, edits, and facilitates submission of documents such as the Integrated Waste Management plan, Hazardous Waste permitting, Santa Barbara Air Pollution Control Board permits, and reports to the state or county for approval.
- 4.6.Prepare Process or Facilitates contracts relating to ~~plant services~~facilities projects[JH3][YD4].[VR5]
- 5.7.Recommends ~~procedures, and changes to~~ policies and procedures, for internal documentation processing.
- 6.8.Independently resolves, coordinates, or facilitates~~Assist director and supervisors to facilitate~~ the resolution of routine complaints relating to ~~plant services~~District Facilities issues.
7. ~~Coordinates and maintains the district's safety awards program.~~
9. ~~Coordinates plant services personnel for training. Examples of training included employee safety, SIPE or CALOSHA, HAZWOPER, or related to building systems, tools, and~~

- equipment. Coordinate, organize and process facilities use requests for the college programs and outside entities utilizing district facilities use forms and the District's online rental program, including processing charges when incurred[JH6]. [VR7]
10. Ensure all insurance and required paperwork is processed and submitted properly by outside entities requesting use of facilities, and that the facilities department staff and campus police are notified of upcoming events[JH8]. [VR9]
11. Coordinate facilities personnel's completion of professional development training including, but not limited to, campus training, safety training, hazardous materials training, any other specific training required for facilities positions, etc[JH10]. [VR11]
- 8:12. ~~Coordinates, schedules~~ Coordinate, schedule, and attends ~~attend~~ meetings, as well as ~~facilitates follow up for~~ including take meeting minutes, [VR12] ~~and or other documents as well as provide~~ support for appropriate committees, and taskforces as required. [JH13]
- 9:13. Coordinates and schedules planning, pre-construction, and construction meetings with required facilities personnel and outside agencies[JH14]. [VR15]
- 10:14. Establishes and maintains filing systems relating to the Facilities Department ~~plant services.~~
11. ~~Explains college policies and procedures to staff~~ the facilities division.
15. Designs forms relating to plant services ~~facilities~~ and maintains and updates ~~plant services~~ Facilities web pages.
16. Work with tranportaion department lead worker to maintain ~~Maintain and update vehicle inventory list for all district vehicles.~~
17. Attends meetings, conferences and trainings as required or requested and approved[JH16]. [VR17]
18. Provides administrative and budget support to facilities division department and projects, including project planning, purchase orders, money transfers, receiving, ordering supplies, etc.
19. Work closely with business services and the office of the Vice President of Finance and Administration to ensure all transactions are completed[JH18]. [VR19]
- 12:20. Performs related duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. ~~Attends meetings, conferences, and training as required.~~

MINIMUM QUALIFICATIONS

Knowledge of:

Computer programs including Microsoft ~~Projects, Exeel,~~ Office and ~~Word~~ purchasing systems;
 Records and database management;
 Correct usage of spelling, grammar, and punctuation;
 Office methods, procedures, and equipment, including record keeping and filing systems;
 Organizational skills and office management techniques;
 Business/construction communications, correspondence and report writing;
~~Record-keeping.~~
Budget management techniques including budget tracking, reporting, and purchasing systems;
Basic accounting principles[JH20]. [VR21]

Demonstrated ability to:

Be self-directed and able to work with minimal supervision;

Have sound judgment, tact, and excellent oral and written communication skills
 Evaluate work priorities and maintain flexible schedule;
 Analyze operational and procedural problems and develop effective solutions;
 Work with a high level of accuracy and great attention to detail;
 Independently interpret, explain, and apply complex policies and procedures;
 Apply skills to achieve results and expedite project. Handle a complex[JH22][VR23], fast-paced work schedule with frequent interruptions;
 Plan deadlines and keep director, supervisors, and staff informed of them;
 Analyze document process needs and recommend changes to improve efficiency;
 Communicate effectively, both orally and in writing;
 Develop and maintain cooperative working relationships with those contacted during the course of work[JH24][VR25]
 Operate a personal computer/word processor with speed and accuracy;
 Operate other standard office equipment.

Education and Experience:

~~A bachelor's degree or equivalency in business administration or a related area and three to five years' experience in contract administration (construction contract administration preferred).~~

Associate's degree and five years of related experience, or an equivalent combination of education and responsible experience as an administrative assistance or any equivalent combination of training and experience. Possession of a bachelor's degree preferred.

Other Requirements:

Possession of a valid California, Class C driver's license.

Physical Demands:

Typically sits for extended periods of time.
 Operates a computer keyboard.
 Communicates electronically and in person.
 Regularly lifts, carries and/or moves objects weighing up to 10 pounds.
 May be required to attend off campus meetings or conferences.

Working Conditions:

Duties primarily performed in an office environment at a desk or personal computer and attending meetings in a construction trailer and other on/off campus buildings.
 The incumbent will experience interruptions while performing normal duties during the regular workday.
 The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic, classified staff, students, outside agencies, design professionals, architects, project managers, and the general public.
 Work requires travel to off campus meetings or conferences.

Special Qualification:

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

R 01/2107/12

Range 25

37 hours, FT, \$47400-57624**Veteran's Services Center Specialist Support Professional Coordinator****Definition**

Under minimal supervision, plans, organizes, coordinates, facilitates, and oversees a wide range of activities in support of the Veteran's Success Center. Serves as a technical resource for student veterans working with the Department of Veterans Affairs (VA). Acts as a certifying official in the Veteran Success Center. Provides non-instructional services to eligible veterans, reservists, and dependents/spouses. Promotes the retention and completion of student veterans by reaching out to students and informing them of their status and any needed documents. Serves as liaison between students, the College, and the Veteran's Administration.

Class Characteristics

The incumbent reports to and is under the direction of the ~~Director of Veterans Success Center~~ Director, LAP/Student Health Service/Veteran's Success Center, relieving the supervisor of various administrative and technical details of program administration. The position requires independent judgment in the interpretation and application of College policies and procedures and the Department of Veterans Affairs policies and procedures as they relate to the various chapters for education benefit, frequent interaction with faculty, support staff, administration, and professionals from community-based organizations, state and federal agencies, and the general public. The responsibilities require sound judgment, tact, and excellent oral and written communication skills. The ~~coordinator~~ incumbent will be self-directed and able to work with minimal supervision.

Essential Functions^[VR3]

- ~~Participates in the~~ Processes of VA certifications for student eligibility for VA benefits.
- Researches, interprets, clarifies, and resolves issues related to student veterans concerning, but not limited to, admissions, matriculation, academic status, and fees
- Assists with compiling data, research, writing and editing documents for grant proposals and reports.
- Recommends policies and procedures for the Veterans program.
- Oversees subordinate staff and daily office activities for the Veterans program.
- ~~Promotes and coordinates outreach for the Veterans program and negotiates appropriate community-wide co-sponsorships and partnerships~~ Assists with outreach efforts and provides administrative support in coordinating veteran activities during the year;^[VR4]^[VR5]
-
- Collaborates on Veterans Student Learning Outcomes with staff and ~~VSC~~ director overseeing the Veteran Success Center^[VR6].
- Plans, coordinates, schedules, and attends meetings on and off-campus.
- Monitors master calendar for all Veterans activities and reporting as necessary.

- Serve as liaison with external community and state and federal agencies.
- ~~Coordinates, oversees and supervises the process for collecting and tracking data for each student-recipient in accordance with state policies and procedures[VR7][SC8].~~ Assists program director in tracking direct aid for student veterans in accordance with state policies and grant requirements.
- Plans, organizes, coordinates and facilitates Veteran students' intake, orientation, and needs assessment as well as connecting students to resources for student educational plan development and other counseling and matriculation related activities.
- Maintains student veteran records. ~~Enters data into a computer system with data entry screens[VR9].~~
- Extracts and downloads information to prepare reports and audit accuracy of data.
- Maintains electronic records for student veteran contacts ensuring privacy of confidential student information[VR10][SC11][SC12].
- Maintains priority registration lists[VR13];
- Prepares and conducts orientation to student Veterans;
- Assists with preparing informational materials;
- Refers veterans to various district resources, community resources, and social service organizations;
- Assists student veterans in navigating college support services; [VR14]
- ~~Assists with outreach efforts and provides administrative support in coordinating veteran activities during the year.[VR15]~~
- Fosters cooperative working relationships with college employees and community members and maintains professional and appropriate boundaries with students[VR16][SC17][SC18];
- Assists in overseeing the Veterans Administration work study program;
- Composes general office correspondence and performs other administrative assistant type services of a routine nature including, but not limited to, filing, data entry, processing of mail, and completing forms;
- Performs other duties as assigned that support the overall objective of the position.[VR19]

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community resources and services;
- Processes, procedures, and requirements of the Veteran's Administration related to education
- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Records and database management
- Military culture
- Office technology, email, and video conferencing

Demonstrated ability to:

- ~~Work with minimal supervision[VR20];~~
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Update information in computer database programs;
- Evaluate work priorities ~~and maintain flexible schedule;~~

- Analyze operational and procedural problems and develop effective solutions;
- Work with a high level of accuracy and great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- Investigate, research, and analyze problems, develop solutions and present recommendations;
- Handle a complex, fast-paced work schedule with constant deadlines;
- Maintain composure in difficult situations;
- Communicate effectively, both orally and in writing;
- Learn, understand, interpret, and apply laws, regulations, policies, guidelines and procedures;
- Plan, organize, and conduct group functions and meetings;
- Investigate and research problems, devise solutions and present recommendations;
- Present oral and written reports clearly and concisely;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with faculty, staff, students and the community.
- Effectively communicate in various platforms, including online, through video chat, and on the phone

Education and Experience: [VR21]

A bachelor's degree in a related area and two years of increasingly responsible experience as an administrative assistant OR any equivalent combination of education and experience may be substituted whereby an individual has attained the above knowledge and abilities. Experience with military culture and providing service to veterans.

Working Conditions:

- The incumbent's assignment is the Veteran Success Center on the Santa Maria campus, the [VR22] Lompoc Valley Campus Center, and on occasion Vandenburg Airforce base.
- May be required to work a flexible workweek which [VR23][SC24][SC25] includes day and evening hours and occasional weekend assignments ~~and may be assigned to any district location~~ [VR26][SC27];
- 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, on the telephone, by computer, and by virtual technology systems with executive, management, supervisory, academic and classified staff and the general public;
- Work may require travel to other offices or locations to attend meetings or conduct work both within the district and outside the district;
- A valid California driver's license and ability to qualify for district vehicle insurance coverage;

Physical Demands:

- Typically, may sit for extended periods of time.
- Operates a computer keyboard
- Communicates over the telephone by email and in person. (see above)

- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualifications:

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

-

[VR28][VR29][SC30][SC31]

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) ASSISTANT**DEFINITION:**

Under general the supervision of the Director, EOPS/CARE/NextUp & CalWORKs, the incumbent is to perform a wide variety of responsible and comprehensive secretarial and accounting assistance in support of the Extended Opportunity Programs and Services (EOPS); to interpret budgetary grant program policies, including Cooperative Agencies Resources for Education (CARE), Cooperative Agencies for Foster Youth Education Support (CAFYES/NextUp) and California Work Opportunity and Responsibility to Kids (CalWORKs) while valuing and promoting the mission of the college programs, procedures and regulation; and to do related work as required.

CLASS CHARACTERISTICS:

The incumbent in this position, under minimal supervision, performs para-professional and technical duties required in support of the management of accounting functions and record keeping needs; database and spreadsheet design and support; English grammar, usage and style in a business/educational environment; Internet classroom systems administration. The incumbent ~~reports to the director, EOPS, and also assists with the budgetary functions of the~~ EOPS, CARE, NextUp and CalWORKs programs. The incumbent must relate a broad knowledge of the functions of the organizational unit. The incumbent will have a substantial amount of administrative detail and non-routine work delegated to her/him and will explain policies, procedures, and precedence to other staff and to faculty and students. The incumbent must exercise considerable independence of action and ~~are~~ is expected to make independent decisions concerning appropriate policies and procedures of the organizational unit. The incumbent will have responsible contact with students, staff and/or the public requiring tact and good communication skills. The incumbent requires excellent word processing, program data database design and maintenance, general accounting, Blackboard design Canvas, program design, and general knowledge of Microsoft Suite and Teams.

ESSENTIAL FUNCTIONS:

1. Maintain current knowledge of state, local and institutional guidelines and regulations related to the EOPS, CARE, NextUp and CalWORKs programs; interpret and apply the guidelines and regulations for all four programs.
- 1-2. Establishes and maintains divisional departmental electronic budget records and assist in preparing the annual departmental budget; coordinates budget requests; maintains appropriate budget files; monitor expenditures against budget; verify funds available funds; and reconciles discrepancies; and researches budget allocations.
3. Prepare purchase requisitions/orders, contracts, and requests for payment.
4. Assist with direct student aid, including EOPS emergency loans.
2. ~~1. Informs staff of current budget status; assist with budget planning; research vendor and pricing; verifies total classified and student help amounts from final approved budget printout.~~

- 3.5. Supply data for annual and end of year reports; Ccompiles and prepares budgetary and statistical reports; gathers departmental data base information,including attrition ratios, and enrollment for all four programs; and assist with the preparation of grant proposals, and budget expenditures.
- 4.6. Composes, and prepares and keyboards-correspondence, memorandums, reports, and other materials from rough draft or general instruction; and edits all written materials as required.
5. Serves as liaison with external agencies.
7. Oversight of all forms and departmental website to ensure ADA/508 Compliance. Proofread, verify, and review website and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures.
- 6.8. Assists with EOPS student registration and orientation.
- 7.9. Establishes and maintains electronic department filing systems.
8. Provides and gathers information from the grants analyst, payroll, and from various departments.
9. Designs forms, reports, queries, tables and macros in an Access database.
10. Orients and trains support and temporary staff with office procedures as needed. May provide instructions and/or guidance to other clerical support staff including student workers.
11. Coordinates and assists with the preparation for special events.
12. May provide instructions and/or guidance to other clerical support staff including student workers.
12. Collect leave requests for departmental personnel.
13. Prepare and process extra assignments for full-time faculty (non-instructional) and matrices/Notice of Assignments for part-time faculty (non-instructional).
14. Prepare and process personnel action requests, employment authorizations (PAR/NE) and assist with processing of department volunteers. Prepare and process new hire documentation for onboarding of new hires.
15. Assist with and process documentation for faculty evaluations including scheduling meetings and may process documentation for part-time faculty and classified evaluations.
16. Serve as liaison with internal and external agencies to assist with student services and coordinate office functions with other departments. Works with the other departments to assist with student needs.
17. Maintain inventory/equipment logs to trackmatch categorical funding guidelines.
18. Coordinate department calendars; attends a variety of meetings as assigned; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information and materials for meetings and other events; take, transcribe, and distribute minutes as directed.
19. Coordinate travel arrangements; compile expense reports, and process conference reimbursement and other requests.
20. Serve as office manager for fourall EOPS programs, including guidinghandling the public in difficult situations to resolve them in a timely and professional manner.
21. Coordination and communication of all events, work orders, and requests to maintenance, facilities, IT Services, Campus Graphics, and other campus departments

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- Budget management techniques, including tracking, reporting and purchasing systems;
- Principles, methods and practices of financial accounting and record keeping;

Written business communications;
 Word/Information processing and spreadsheet applications production and design;
 Records management;
 Correct English usage, spelling, grammar, and punctuation;
 Formatting;
 Office methods, procedures, and equipment, including filing systems, receptionist, and telephone techniques.

Demonstrated ability to:

~~Design Database systems;~~
 Perform financial and statistical clerical work;
 Prepare clear and accurate financial statements and reports and analyze accounting data;
 Demonstrate high level skills of Excel and Word/Information processing and production;
 Design and utilize Adobe Pro forms;
Operate a computer with accuracy and speed;
Establish and maintain office records and files
~~Design and maintain Blackboard classrooms~~Canvas account;
~~Utilize the Internet;~~
 Understand principles, methods and practices of financial accounting and record keeping;
 Understand and utilize computer and mainframe applications;
 Develop and maintain cooperative working relationships with those contacted during the course of work;
 Understand and carry out oral and written directions;
 Work independently, organize workload and establish priorities;
~~Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;~~
 Operate a word processor and computer terminal with accuracy and speed;
 Perform secretarial work of above average difficulty;
 Keyboard at a rate of 50 wpm with skill and accuracy;
 Establish and maintain office records and files;
 Compose correspondence independently.
Handle difficult situations with tact and professionalism

Education and Experience:

An associate of science degree, or higher, in word/information processing systems and a certificate in accounting or related subject matter and two years of increasingly responsible related experience OR the equivalent to completion of the 12th grade and three years of increasingly responsible related experience, one year of which must be with either EOPS or CARE or NextUp or CalWORKs OR any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

~~Typically~~Typically, may sit for extended periods of time.

Operates a computer ~~keyboard~~

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

11/07

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.Q.
Subject: Appointment of Management Employees	Enclosures: Page 1 of 1

BACKGROUND**Appointment:**

1. Mary Sherman, basic needs project director, full time, 12 months, range 18-A, management salary schedule, effective June 9, 2021.

Reason: Ms. Sherman fills the vacancy of Andrea Figueroa Zamora, who resigned, effective June 1, 2021.

Ms. Sherman earned a Master of Arts degree in Higher & Postsecondary Education at Teachers College, Columbia University in New York, New York; she earned a Bachelor of Arts degree in Sustainable Agriculture & Food Systems with a concentration in Community Development at University of New Hampshire, Durham, New Hampshire. Ms. Sherman has been a VISTA Leader at Campus Compact of New York, AmeriCorps VISTA since July 2020. Concurrently, Ms. Sherman was a basic needs response coordinator at Mercy College, AmeriCorps VISTA from June 2018 to July 2020, and then Ms. Sherman was the resident assistant for UNH Housing and Residential Life from August 2016 to May 2018

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

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

FISCAL IMPACT

1. The cost to the SEAP fund is approximately \$9,926 for the 2020-2021 fiscal year, which includes up to a \$2,000 relocation reimbursement.

RECOMMENDATION

Staff recommends that the board of trustees approve the classified management appointment of Mary Sherman, basic needs project director, effective June 9, 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.R.
Subject: Reclassification of Classified Bargaining Unit Positions and/or New Revised Classified Bargaining Unit Job Description	Enclosures: Page 1 of 33

BACKGROUND

A reclassification task force was established in accordance with article 17 of the Agreement between the District and the California School Employees Association, Allan Hancock College Chapter #251 (CSEA). The reclassification task force committee conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. This concludes the final reclassification task force process as it was negotiated out of the 2020-2023 successor agreement. The recommendations are as follows:

(Continued)

FISCAL IMPACT

The fiscal impact for the 2021-2022 fiscal year is \$61,663 to the unrestricted general fund and \$6,691 to SEAP funds.

RECOMMENDATION

Staff recommends that the board of trustees approve the recommended the revised classified bargaining unit job descriptions and reclassification, as presented, effective July 1, 2021, for the following: **Catalina Armijo-Staugaard, coordinator, student accounts, auxiliary accounting services; Bruce Wade, auxiliary accounting specialist, auxiliary accounting services; Anel Drake, auxiliary accounting technician, auxiliary accounting services; Jamie Zamudio, auxiliary accounting specialist, auxiliary accounting services; Chris McGuiness, public affairs and communications analyst, public affairs and communications; Sean Maddox, tutorial/open access computer lab technician (OACL), academic resource center; Mary Jean Abatti, academic resource assistant, academic resource center; Kelsie Pike, tutorial/open access computer lab technician, academic resource center; Julia Sokoloska, enrollment/articulation specialist/early college coordinator, career center and K-12 partnerships; Pam Storie, transfer technician, student services; and Monica Maldonado, counseling assistant, counseling.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

1. **Catalina Armijo-Staugaard FROM coordinator, cashier services and student accounts, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 30-E, classified bargaining unit salary schedule 55 TO coordinator, student accounts, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 32-E, classified bargaining unit salary schedule 55, effective July 1, 2021.**
2. **Bruce Wade FROM auxiliary accounting specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule 55 TO auxiliary accounting specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule 55, effective July 1, 2021.**

Reason: Correction to salary placement.

3. **Anel Drake FROM auxiliary accounting technician, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 18-E, classified bargaining unit salary schedule 55 TO auxiliary accounting technician, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 23-D, classified bargaining unit salary schedule 55, effective July 1, 2021.**

Reason: Correction to job title.

4. **Jamie Zamudio FROM auxiliary accounting specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 26-C, classified bargaining unit salary schedule 55 TO auxiliary accounting specialist, auxiliary accounting services, full time, 12 months, 37 hours weekly, range 29-C, classified bargaining unit salary schedule 55, effective July 1, 2021.**

Reason: Correction to job title.

5. **Chris McGuiness FROM public information specialist, public affairs and communications, full time, 12 months, 37 hours weekly, range 23-E, classified bargaining unit salary schedule 55 TO public affairs and communications analyst, public affairs and communications, full time, 12 months, 37 hours weekly, range 33-A, classified bargaining unit salary schedule 55, effective July 1, 2021.**
6. **Sean Maddox FROM tutorial/open access computer lab technician (OACL), academic resource center, full time, 11 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule 55 TO tutorial/open access computer lab technician (OACL), academic resource center, full time, 11 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55, effective July 1, 2021.**
7. **Mary Jean Abatti (MJ) FROM laboratory assistant, writing center, academic resource center, full time, 10 months, 37 hours weekly, range 13-E, classified bargaining unit salary schedule 55 TO academic resource assistant, academic resource center, full time, 10 months, 37 hours weekly, range 22-A, classified bargaining unit salary schedule 55, effective July 1, 2021.**
8. **Kelsie Pike FROM laboratory assistant, tutorial/OACL, academic resource center, full time, 10 months, 37 hours weekly, range 13-E, classified bargaining unit salary schedule 55 TO tutorial/open access computer lab technician, academic resource center, full time, 10 months, 37 hours weekly, range 20-B, classified bargaining unit salary schedule 55, effective July 1, 2021.**
9. **Julia Sokoloska FROM enrollment/articulation specialist, career center and K-12 partnerships, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule 55 TO enrollment/articulation specialist/early college coordinator, career center and K-12 partnerships, full time, 12 months, 37 hours weekly, range 26-E, classified bargaining unit salary schedule 55, effective July 1, 2021.**

Reason: Correction to job title.

- 10. Pam Storie FROM transfer and career/job placement technician, student services, full time, 12 months, 37 hours weekly, range 19-E, classified bargaining unit salary schedule 55 TO FROM transfer technician, student services, full time, 12 months, 37 hours weekly, range 22-E, classified bargaining unity salary schedule 55, effective July 1, 2021.**

Reason: Correction to job title.

11. Monica Maldonado FROM counseling assistant, counseling, full time, 12 months, 37 hours weekly, range 24-C, classified bargaining unit salary schedule 55 TO FROM counseling assistant, counseling full time, 12 months, 37 hours weekly, range 26-C, classified bargaining unity salary schedule 55, effective July 1, 2021.

Allan Hancock College
Human Resources

Classified-Fiscal
Range ~~30~~32

COORDINATOR, CASHIER SERVICES AND STUDENT ACCOUNTS

DEFINITION:

Under the supervision of the Auxiliary Accounting Supervisor, plan, organize, and coordinate the operations, activities, and work of the cashiering services department; train and coordinate the work of cashiering staff; value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent performs a variety of difficult and technical cashiering and accounts receivable duties that require a good working knowledge of all aspects of the cashiering cycle necessary for daily operations of the cashiering department including a substantial amount of administrative detail and non-routine work. The incumbent assists in the oversight of coordination of all cashiering services and student account activities, coordinates the work of staff, ensures that the instructions of the Supervisor are carried out efficiently and serves on various committees as directed. The incumbent serves as a lead worker over entry-level incumbents and student help. The incumbent has a high frequency of contact with students, staff, and/or the public which requires sensitivity and good communication skills. The incumbent resolves conflicts related to collection of student fees.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and coordinates the operations and activities of the cashiering services department in accordance with appropriate regulations and established District policies and procedures; plans and coordinates the daily scheduling of cashiering services staff.
2. Reviews and distributes daily cash journal entries to financial system; reconciles online and in-person registration credit card transactions.
3. Research, test and implement all board of trustee newly approved or adjustments to student fees and waivers.
- ~~3~~4. Ensures proper recording and accountability of financial transactions for registration fees, refunds, billings, waivers, student/vendor accounts receivable, collections, and student payment plans.
- ~~4~~5. Plans for and implements necessary processes required for federally reported student tuition tax credit claims (Form 1098-T), clarifying information to students and staff including public website information; ensures accurate and timely submission of tax files to IRS and students.
- ~~5~~6. Coordinates with campus police department to ensure proper transfer of funds between college departments; oversees armored car service daily transports, invoice verifications and customer service contact when needed.
- ~~6~~7. Participates in and serves on various committees and meetings as lead for student accounts receivable system; attends training sessions and conferences on systems utilized by student accounts; serves as a liaison with other departments as needed.

- ~~7.8.~~ Creates and updates the cashiering office procedure manuals; initiates, maintains, and updates college publications and communications regarding cashiering fees, information, procedures, and processes located on the public website, portal and college catalog.
- ~~8.9.~~ Processes, evaluates, and submits online, manual, and exception refund requests; ~~manages refunds, parking permits, and credit card systems;~~ processes, audits reports and processes financial aid disbursements.
- ~~9.10.~~ Coordinates sale and validation dates of student and staff parking permits online and on-hand with ~~vendor parking~~ management system.
- ~~10.11.~~ Sets up, updates, enables, and maintains term dates in student accounts receivable system.
- ~~11.12.~~ Reviews application of payment reports and performs student queries routinely for accuracy.
- ~~12.13.~~ Performs student accounts receivable upgrades and customization testing prior to implementation in production database; initiates program request changes within the ~~cashiering~~ student accounts program.
- ~~13.14.~~ Performs student account software investigation, resolution, and testing in coordination with external consultants and IT Services staff.
- ~~14.15.~~ Prepares clear and accurate financial statements, spreadsheets, and reports based on system data for presentation to managers and/or at various meetings.
16. Maintain up to date written procedures for the position.
- ~~15.17.~~ Prepares necessary financial and narrative data in preparation for the annual audit.
- ~~16.18.~~ Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices of financial record keeping;
- Accounts receivable methods and practices;
- Cashiering policies and procedures;
- Bank deposit procedures;
- Organizational processes and procedures;
- Office equipment, procedures and practices;
- General office procedures, practices, and methods;
- District policies and procedures.

Demonstrated Ability to:

- Perform financial and statistical clerical work and analyze data;
- Make arithmetic computations quickly and accurately;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationships with others;
- Proper techniques of counting and receiving money;
- Post and maintain ledgers and journals;
- Operate a computer and 10-key calculator with speed and accuracy;
- Communicate effectively both orally and in writing;

- Maintain a variety of records and files both physically and electronically.

Education and Experience:

A Bachelor's degree in business administration or related field and three years of increasingly responsible financial record-keeping experience or any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

Reclass 7/18
Restructure 7/16
R 7/12
R 3/09
R 10/08

Allan Hancock College
Human Resources

Classified/Fiscal
Range 2629

AUXILIARY ACCOUNTING SPECIALIST

DEFINITION:

Under supervision of Auxiliary Accounting Supervisor, this position is to perform complex technical accounting duties involving responsibility for sets of homogeneous financial records, including reports; to prepare accounting data and analyze financial statements for multiple funds; and to value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent will provide accounting services to multiple programs and funds and accounting duties involving the interpretation and specific application of general accounting policies and procedures. The incumbent also performs the functions of basic accounting services.

ESSENTIAL FUNCTIONS:

1. Prepares, clear and reviews and analyzes accurate financial statements and reports and analyzes accounting data — for multiple funds, for a broad range of complex accounting and budgeting activities including state and federal regulatory reports.
2. Analyzes and resolves discrepancies in accounting data for multiple entities covering multiple funds; posts adjustments to general and operating ledgers.
- 1-3. Ensures compliance with all regulations, policies, and procedures for all entities managed by Auxiliary Accounting Services.
- 2-4. Prepares, and processes and verifies semi-monthly and monthly payroll; establishes and maintains detailed permanent employee records; inputs and updates a variety of payroll data including pay rates, tax status, new hires, terminations, deductions, voluntary deductions and data and other payroll related information; prepares and/or reviews federal and state payroll tax reports on a quarterly and annual basis; assists with distribution of W-2 Wage and Tax Statements, for multiple funds.
5. Reconciles bank statements monthly for multiple funds; monthly bank statements for multiple entities covering multiple bank accounts; troubleshoots and resolves any out of balance problems/issues; monitors, initiates and processes the cancellation of lost and cancelled checks; disencumbers funds related to lost or cancelled checks.
3. —
6. Receives, and receipts and posts a variety of payments and other cash-related transactions; verifies and prepares cash deposits to appropriate banks and bank accounts; imports donor database gift transactions into financial system for review, editing, and completion to post cash, revenue, receivables, and fees to general ledger; monitors, compiles, reconciles, and posts daily wine sales using multiple sales platforms.

4. ~~R~~Prepares sales and use tax returns monthly, quarterly, and annually for multiple funds and ~~r~~Responsible for timely preparation and submission of sales and use tax returns monthly, quarterly, and annually for multiple entities.
5. Prepares and/or reviews federal and state payroll tax reports on a quarterly and annual basis; assist with distribution of W-2 Wage and Tax Statements for multiple funds.
6. Reconciles stock portfolio statements monthly; prepares and posts resulting journal entries — Responsible for timely reconciliation and posting of complex investment accounting transactions related to multiple investment accounts held by multiple investment firms; — Provides accurate reporting of investment data and performance measurements to administrators, committees, and board members; — Responsible for accurately calculating and posting pooled investment gains, losses and fees to pooled endowment funds.
7. ~~Responsible for preparing and providing the UPMIFA analysis of endowments to auditors.~~
8. ~~Processes and prepares for mailing annual~~Monitors the vendor database to ensure data is properly recorded in preparation of filing the Internal Revenue Service-IRS Form 1099 for multiple entities; responsible for timely distribution of IRS Form 1099 to vendors, and W-2 forms — for multiple funds.
9. ~~Generates computerized~~Responsible for reviewing, completing and assigning purchase order numbers to all funds managed by Auxiliary Accounting Services-related purchase requisitions; responsible for reviewing and completing all Auxiliary Accounting Services purchase orders; prints purchase orders and remits to vendors for multiple funds; batches for multiple funds; imports donor database gift transactions into financial system for review, editing, and completion to post cash, revenue, receivables, and fees to general ledger.
10. ~~Generates invoices for~~Responsible for all accounts receivable related functions and reporting billings for multiple entities covering multiple funds.
11. Checks and verifies accounting work of lower level accounting staff; cConsults with, assists, and supports immediate supervisor and other staff.
- 12.
13. ~~Makes~~Performs online and telephone banking transfers for within or between multiple bank accounts; posts transactions to general ledgerAuxiliary and District funds.
- 12.
- 14.13. Facilitates and participates in the development and utilization of grant budgets and related fund accounts for multiple entities; maintains and verifies financial, statistical, or other fiscal records in connection with various grants; guides department staff on grant regulations and use of grant funds; complies with periodic financial reporting and reimbursement submittal requirements.
14. Monitors and performs complex inventory control work for regular physical inventory counts and budgets; assembles and posts inventory transactions to the general ledger; places and tracks orders and records receipt of goods in financial system, and responsible for proper recording and reporting of inventory to appropriate department or program.

15. Performs interim, weekly, quarterly, semi-annual and annual audits and reconciliations; prepares for and participates in annual independent audits for multiple entities.
- ~~15. Monitors, complies, reconciles, and posts daily wine sales using multiple sales platforms.~~
16. Prepares ~~Assists~~ supervisor with the development and posting of fund budgets for multiple entities; researches and prepares budget expenditure projections; guides department staff with budget transfer requests and adjustments; verifies and makes budget adjustments. ~~specialized reports upon request.~~
17. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General full charge bookkeeping, record keeping, and reporting;
- Accounting software systems, spreadsheets, and databases;
- Payroll reporting, tax laws and procedures;
- Sales tax laws and reporting procedures;
- Federal and state tax laws and forms where applicable;
- Inventory procedures and reporting for financial statements;
- Fixed assets reporting for financial reports;
- Modern office practices, procedures and equipment;
- Oral and written communication skills;
- Governmental accounting practices and laws.

Demonstrated ability to:

- Prepare clear and accurate financial statements and reports;
- Analyze accounting data for multiple funds;
- Make arithmetic calculations quickly and accurately;
- Read, interpret, apply, and explain laws, regulations, policies, and procedures;
- Operate a computer to process and retrieve data;
- Operate a 10-key calculator with speed and accuracy;
- Communicate effectively both orally and in writing;
- Maintain records and prepare reports;
- Plan and organize work;
- Type correspondence.

Education and Experience:

An associate of science or higher degree or certificate in accounting and five years of increasingly responsible financial record keeping experience or any equivalent combination of training and experience. Bachelor's degree preferred.

Working Conditions:

- Duties are primarily in an office environment, at a desk or at a computer.

- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, via email, or on the telephone, with staff, students, and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

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

Special Qualification:

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

07/2016

4/02

Allan Hancock College
Human Resources

Classified-Fiscal
Range 1823

AUXILIARY ACCOUNTING TECHNICIAN

DEFINITION:

Under supervision by Auxiliary Accounting Supervisor, the incumbent is to perform clerical and technical accounting functions for multiple funds and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

Under limited supervision, the incumbent is assigned clerical and technical accounting duties and functions that require a good working knowledge of subject matter for the assigned office. The incumbent in this position will work with multiple programs and funds and implement the policies, practices and procedures that govern them.

ESSENTIAL FUNCTIONS:

1. Accepts, verifies, and prepares cash receipts for deposit to appropriate bank accounts.
- ~~2. Prepares, posts, and generates invoices from accounts receivable batches for multiple funds.~~
- ~~3.2. Examines, analyzes, and approves departmental purchase requisitions for compliance with fund policies and procedures, completeness, and accuracy of information; audits for errors and contacts department or initiator to clarify or complete information. Reviews cash disbursement requests for accuracy, completeness, and compliance with fund guidelines.~~
- ~~4.3. Prepares invoices for payment; inputs and distributes accounts payable batches in financial system for multiple entities covering multiple funds; processes check runs; distributes checks to vendors, staff, and students.~~
- ~~5.4. Monitors cash balances related to expenditure of funds; monitors and reports on fund balances for District trust and agency funds. Prepares inter-fund cash transfer requests.~~
- ~~6.5. Prepares regulatory agency reports and submits as required.~~
- ~~7.6. Processes invoices from AHC District for auxiliary funds; coordinates payment of AHC District invoices with various program administrators. Monitors AHC District chargeback fund for Auxiliary programs; responsible for gathering backup support and requesting AHC District invoices related to charges; coordinates payment of AHC District invoices with various program administrators and staff; processes AHC District invoices and payments for Auxiliary funds.~~
- ~~8.7. Inputs prepared - Ensures correct posting and usage of expenditure advances. Requests adjusting journal entries be posted into financial system for general ledger- as necessary and job ledger.~~

8. Reconciles cash drawer balances on weekly basis for internal controls. Analyzes winery purchase requests and reimbursements to ensure proper coding to appropriate inventory cost center.
9. Organize, prepare, distribute and reconcile cashboxes and game bags for various Auxiliary fund events; train users to properly complete deposit and reconciliation forms and resolve any discrepancies
10. Utilize and maintain POS software for the access, item entry, device assignment for various trust, club, ASB and athletics events; provide user training and support related to use of POS software and related hardware.
11. Interprets and communicates Auxiliary purchasing procedures to faculty and staff related to their specific fund; provides training and support for users of financial software system related to Auxiliary funds; assists departments in initiating requisitions
12. Resolves challenges associated with purchase orders, shipping, receiving, price changes, and product changes. Communicates with personnel, vendors, and various outside agencies to exchange information and resolve issues or concerns.
13. Informs staff regarding procedural requirements for the purpose of facilitating the purchasing and payment process related to the specific fund.
14. Provides support toward establishing vendor/contractor accounts. Secures appropriate signatures and other supporting information contained in files.
15. Provides technical guidance and advice to management, faculty, and classified staff regarding Auxiliary funds budget issues; assists supervisor with development of Auxiliary fund budgets.
16. Participates in system upgrade testing prior to implementation in production database; works with IT Department staff to troubleshoot and resolve issues with financial software related to accounts payable and check processing.
17. Ensures that necessary information is obtained and entered into financial system to comply with proper IRS Form 1099 reporting guidelines
18. Assist supervisor in compiling financial information for the annual audit.
- 9.19. Responsible for updating and maintaining employee resource information and forms for the Auxiliary Accounting Services department on the myHancock portal.
- 10.20. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices of financial record keeping;
- General office equipment, procedures and practices;

- Bank deposit procedures.

Demonstrates ability to:

- Make arithmetical computations quickly and accurately;
- Operate a computer with speed and accuracy;
- Count and receive money;
- Operate a 10-key calculator with speed and accuracy;
- Understand and carry out oral and written directions.

Education and Experience:

Equivalent to completion of the 12th grade or higher; two years of increasingly responsible financial record keeping experience or one year of experience in performing accounting clerical duties. An associate degree in business or accounting can be substituted for one year of general accounting clerk experience.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact in person, on the telephone, or by e-mail with college staff and the general public.
- Duties may require travel to other offices or locations to conduct work or attend meetings.

Physical Demands:

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

07/2016

Allan Hancock College
Human Resources

Classified-Professional
Range ~~23-33~~

PUBLIC INFORMATION SPECIALIST AFFAIRS and COMMUNICATIONS ANALYST

DEFINITION:

Under the direction of the appropriate administrator, provides assistance related to planning and executing the college's comprehensive public relations and marketing plan, and valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent in this position practices journalism techniques and principles by means of disseminating public information, marketing, media relations, and electronic communications. The incumbent implements community relations strategies.

ESSENTIAL FUNCTIONS:

1. Assists the supervisor with the coordination and development of the college-wide marketing and public relations program, as well as the preparation, design, printing and distribution of college documents and other communication instruments.
2. Plans, develops and produces printed collateral material, including flyers, brochures, newsletters, and other products to publicize and market college programs.
3. Reviews printed and electronic communications for clarity of format, content, and conformity to college's printing/graphic standards including brochures, reports, catalog, direct mailings, web pages, social media, advertising promotions (including film, video, and paid advertising), as well as other materials;
4. Working in various media such as photography, video and web-based platforms, develops and produces electronic and web communications ("new media") to current and future students including but not limited to web page development and maintenance, blogs, podcasts, e-advocacy, social networking, etc.
5. Assists the supervisor with managing the content development of non-instructional information for the Allan Hancock College website; interface with Information Technology Services.
6. Works closely with members of the deans, department supervisors, senior administrators, and other designated staff and, at the direction of the supervisor, collaborates with College employees in the development and implementation of promotional and public relations goals, objectives, strategies, timelines and priorities.
7. Works with Community Education to plan, design and produce informational, advertising and marketing materials for Community Education and place Community Education Division advertisements with various media.
8. Conducts research to write public service announcements, news releases and feature stories as well as informational materials, correspondence, talking points, announcements, and other oral and written communications for internal and external print, the campus websites, and electronic publications,

9. Executes appropriate and well-researched media buys as part of the college's marketing plan.
10. At supervisor's direction, researches, recommends, implements, and, if directed, maintains new, tools, and technology related to marketing, communications, and social media functions.
11. Writes and edits copy.
12. Coordinates distribution of print/graphic/electronic materials.
13. Responds to or arranges for responses to media inquiries, arrange media interviews; establishes and maintains effective media relations; serves as media liaison.
14. Collects, compiles, and monitors data analytics regarding the effectiveness of outbound/inbound marketing, communications, and social media activities.
15. Provides for the acquisition and dissemination of all information concerning the assigned program(s). Manages the appropriate website(s).
16. Writes, edits, prepares and distributes press releases to appropriate media, identified agencies and district representatives.
17. Plans, writes and supervises the production of brochures, booklets, media guides, and other communication materials and assists in the solicitation of program ads.
18. Participate on select college committees.
19. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Techniques of writing, editing, and reporting news;
- Principles and techniques of presenting information and securing optimum media coverage using broadcast, social, electronic and print media;
- Marketing and advertising techniques;
- Public speaking and strong interpersonal skills;
- Graphic design and print productions;
- Newspaper, television, and radio industry practices for written and oral material

Demonstrated Ability to:

- Prepare, produce, and disseminate public information; conduct an effective communication program and help plan and coordinate marketing and student recruitment campaigns;
- Use proper English usage, grammar, vocabulary, and spelling; and ability to prepare business correspondence and detailed knowledge of AP style;
- Operate a computer; experience with various software packages such as Microsoft Office Suite and web content management systems;
- Effectively use web techniques, vehicles, and formats to achieve communication goals;
- Plan, organize, and conduct an effective communication program;
- Exercise good judgment when dealing with members of the media, and develop, foster, and maintain positive working relationships with and between the college (staff) and local media representatives and external organizations and provide guidance and direction to staff in meeting with and responding to the media;

- Communicate effectively both orally and in writing;
- Organize and coordinate special events;
- Use initiative and judgment in working independently while recognizing matters which should be referred to supervisor;
- Maintain a responsible contact with administrative and professional staff, students, and other public and private agencies;
- Multi-task while maintaining a high level of excellence, accuracy, and timeliness;
- Write copy for newsletters, brochures, campaigns, etc.

Other Requirements:

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

Education and Experience:

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

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

- ~~12.~~16. Develops and disseminates publicity regarding services of the tutorial/open access computer lab.
- ~~13.~~17. Assists in the planning and management of the tutorial program budget.
- ~~14.~~18. Prepares and updates forms as necessary.
- ~~15.~~19. Acquires and stocks materials.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Tutorial and study skill techniques;
- Computers and related software;
- Modern office practices and procedures;
- Tracking and maintaining accurate and confidential records.

Demonstrates ability to:

- Analyze student needs for tutorial assistance;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationships;
- Supervise and train tutors and student assistants;
- Analyze situations accurately, make independent decisions and work with minimum supervision;
- Maintain a high level of accuracy in records management;
- Operate and maintain basic computer lab equipment;
- Learn AHC policies and procedures.
- Keep accurate and confidential records.

Education and Experience:

- An associate of arts degree, or higher, in a related area field, and two years experience providing tutorial services to students, OR any equivalent combination of education and experience.

Special Qualification:

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

8/10
7/85

Allan Hancock College
Human Resources
~~1920~~

Classified-Technical
Range

TUTORIAL/OPEN ACCESS COMPUTER LAB TECHNICIAN

DEFINITION:

Under general supervision, performs and oversees a wide variety of specialized clerical and technical duties involved in implementing the district's onsite and online tutorial services, to oversee the daily operations of the open access computer lab, and to do related work as required.

CLASS CHARACTERISTICS:

Incumbents report directly to the associate dean, learning resources. Incumbents will perform and oversee responsible clerical and technical routines of the tutorial center onsite and online tutoring and open access computer lab. Incumbents serve as a liaison between faculty, the tutorial center, and the open access computer lab. Incumbents are required to have broad and extensive clerical and technical skills, knowledge of district's tutorial practices and operations, to work with minimum supervision, to make independent decisions concerning daily operations, and supervise the work of staff in lower classifications, student workers, and tutors. Incumbents are delegated a substantial amount of administrative detail and non-routine work with a high degree of visibility and contact with faculty, academic support services staff, and students.

ESSENTIAL FUNCTIONS:

1. Assists the Coordinator with implementing policies and procedures related to tutorial and OACI functions, utilizing online systems as needed.
2. Assists Coordinator with budget and payroll functions, including reports.
3. Assists students and other users with tutorial applications and other tutorial functions, utilizing online systems as needed.
4. Assists with room reservation and usage.
- 4.5. Interviews, hires, schedules and evaluates tutors and student assistants.
- 2.6. Provides tutors with training as necessary, including training in the use of study skill material.
- 3.7. Interviews, hires, schedules and evaluates tutors and student assistants.
- 4.8. Assigns students to specific tutors; schedules tutoring appointments.
- 5.9. Supervises tutors and student assistants in the performance of their duties.
- 6.10. Provides an ongoing evaluation of individual student progress and refers students to other appropriate college services, as necessary.
- 7.11. Assists in developing and enforcing student computer lab usage policies and guidelines.
- 8.12. Maintains computer lab equipment; manages computer lab software.
- 9.13. Researches, develops, and implements new educational technology to meet student, staff, and faculty needs.
- 10.14. Maintains financial records, maintains audit information appropriate to each fund as directed, prepares monthly payroll reports, and maintains other records as required.
- 14.15. Maintains records for appointments, financial purposes and usage statistics.

~~42.16.~~ Develops and disseminates publicity regarding services of the tutorial/open access computer lab.

~~43.17.~~ Assists in the planning and management of the tutorial program budget.

~~44.18.~~ Prepares and updates forms as necessary.

~~45.19.~~ Acquires and stocks materials.

MINIMUM QUALIFICATIONS:

Knowledge of:

Tutorial and study skill techniques;
Computers and related software;
Modern office practices and procedures;
Tracking and maintaining accurate and confidential records.

Demonstrates ability to:

Analyze student needs for tutorial assistance;
Understand and carry out oral and written directions;
Develop and maintain cooperative relationships;
Supervise and train tutors and student assistants;
Analyze situations accurately, make independent decisions and work with minimum supervision;
Maintain a high level of accuracy in records management;
Operate and maintain basic computer lab equipment;
Learn AHC policies and procedures.
Keep accurate and confidential records.

Education and Experience:

An associate of arts degree, or higher, in a related area field, and two years experience providing tutorial services to students, OR any equivalent combination of education and experience.

Special Qualification:

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

8/10
7/85

Allan Hancock College
Clerical
 Human Resources

Classified —~~Technical~~

Range 13 2022

**LABORATORY ASSISTANT, WRITING CENTER ACADEMIC RESOURCE CENTER
 ASSISTANT**

DEFINITION

Under supervision of the Dean of Academic Affairs, performs a wide range of responsible instructional support, tutorial, and clerical duties related to the operation of the ARC; value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

Under general supervision, incumbents in this position work closely with faculty members and classified staff in providing instructional assistance for students enrolled in programs of study. The incumbent must have knowledge of basic computer usage and must demonstrate competency in English grammar. In addition, the incumbent must exercise sound judgment and demonstrate initiative in aiding and tutoring students. It is important that the incumbent provides a calm, efficient, and effective lab environment.

ESSENTIAL FUNCTIONS

1. Assists students individually with computer use, lab sign-in procedures, technical problems, and resolving conflicts related to the ARC policies and guidelines, and distributes and explains instructor and staff prepared directions and instructions.
2. Tutors students and assists in checking students' written and computer work and in identifying sources where a student can obtain help through computer aided software tutorial applications, and other appropriate college services, as needed.
3. Maintains ARC materials and instructs students in word processing and computer-assisted learning.
4. Assists in maintaining orderly conduct in the ARC.
5. Assists with and presents group orientations.
6. ~~Enters data, including attendance, and m~~ Maintains files and records for program reporting and development as required.
7. Tallies student surveys and end of semester data for the ~~laboratory~~ ARC.
8. May develop posters, handouts, and other informational materials regarding the ~~laboratory~~ ARC and its services.
9. Performs clerical functions as receptionist for lab environment as necessary.
10. Assists with coordinating, ~~and directing, and overseeing~~ the work for student workers.
11. Perform other related duties as assigned.
12. Acts as a point person for tutorial/OACL staff when tutorial/OACL lab assistant is not available.
13. Opens and closes the ARC/Tutorial/OACL Center and the Ann Foxworthy Art Gallery when the Tutorial/OACL Technician is not available. This is not an essential function to the job.
14. Assists with the ARC/Tutorial/OACL front counter during busy times or when the Tutorial/OACL Technician is not available. ? I question this-is it part of the same area or do we need to overlap some jobs? How often? Does the other person cover for this job?
15. Assigns students to specific tutors, schedules and maintains tutoring appointments using tutoring appointment software.
16. Performs cash register transactions, prepares and maintains cash register deposit records, and makes deposits.

17. Assists ARC Coordinator with program budgetary needs by performing budget inquiries, transferring funds, requesting new vendors, creating purchase requisitions, making and receiving purchases to maintain supplies in the ARC, maintaining budget records, and keeping appropriate personnel advised as to the status of the budget(s).
18. Process and Create stipends for ARC faculty extra assignments, ensuring correct information and budget numbers are included on the stipends, processes and facilitates faculty signatures, collects, logs and tracks stipends before submitting to ARC Coordinator or Academic Affairs Dean.
19. Assists ARC Coordinator with clerical tasks such as proofreading materials and emails prior to submission.
20. Maintains ARC computer lab equipment by submitting work orders as needed.
21. Coordinates, arranges, reserves and set up facilities, services, supplies and equipment for various ARC meetings and events as needed.
—Contacts faculty as necessary concerning signature items or other ARC related issues.
22. Assists new faculty with on-boarding information related to the ARC.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Computer hardware and software as appropriate for the lab.

Demonstrated ability to:

- Assist and tutor students in English and Reading;
- Exercise initiative and sound judgement in a variety of procedural situations;
- Communicate effectively, orally and in writing;
- Locate resource materials;
- Keyboard at 40 words per minute;
- Work closely with students and faculty in a lab setting.

Education and Experience:

Associate degree or higher with experience relevant to English, English As A Second Language, or foreign languages, or graduation from high school, and three years of responsible experience relevant to the position.

Working Conditions:

- Duties are primarily performed at the front counter, 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 staff and the general public.

Physical Demands:

- Typically sits for extended periods of time;
- Operates a computer;
- Communicates over the telephone, via email, and in person;
- Regularly lift, carry and/or move objects weighing up to 15-20 pounds.

Special Qualification:

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

Updated 7/19

R 7/17

12/15

03/13

10/00

Allan Hancock College
Human Resources

Classified - Professional
Range 26

ENROLLMENT/ARTICULATION SPECIALIST
EARLY COLLEGE COORDINATOR

DEFINITION:

Under supervision of the Project Director, K-12 Partnerships, CWE and Career Development, ~~performs~~coordinates a variety of clerical, technical and student services related functions and serve as first point of contact with K-12 partners students, faculty and the general public. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

This position, under minimal supervision, is responsible for coordinating ~~the enrollment/articulation~~all early college academic credit programs (concurrent enrollment, articulation, College Now!) by performing varied and responsible clerical, technical, and functions requiring a broad knowledge of the program. The incumbent will perform a substantial amount of administrative detail and provide support for early college academic credit ~~the concurrent enrollment/articulation~~ programs.

ESSENTIAL FUNCTIONS:

1. Coordinates with appropriate department chair and dean to facilitate the production of the enrollment schedule of classes, monitors concurrent faculty teaching schedules, loads, and assignments; confirms faculty availability.
2. Works as a liaison with academic departments and K-12 partners, academic support services, and student services to provide centralized information and resources for early college programs and students.
3. Provides information to the campus community about early college options including, but not limited to, presenting at faculty meetings, council and committee meetings, and advertising in college publications or via email.
- ~~1-4.~~ Coordinates the response to requests from other disciplines for early college options and assists faculty from different disciplines to develop solutions for student issues.
- ~~2-5.~~ Facilitates and coordinates the appropriate department chair and dean the workflow for high school concurrent enrollment/articulation faculty and course requests.
- ~~3-6.~~ Plan, Schedules and supports K-12 collaboration meetings including but not limited to concurrent enrollment/articulation meetings; prepares agendas, takes notes, and posts online.
- ~~4-7.~~ Schedules appointments and maintains calendar and itinerary, prepares travel arrangements and documentation; assists with employee reimbursements.
- ~~8. Assists administrator and w~~ Works with the appropriate faculty, counselors, deans, and committees to facilitate the development of early college initiatives and articulation

agreements.

- ~~5-9.~~ Reviews and initiates updates to local board policies and procedures to ensure compliance with state requirements.
- ~~6-10.~~ Monitors and processes facilities use requests from external entities, to comply with all required documentation and guidelines.
- ~~11.~~ Plans, ~~C~~oordinates, and facilities -concurrent enrollment/articulation faculty orientation and ~~collaboration meetings~~professional development workshops.
- ~~7-12.~~ Designs and distributes faculty resource guide and other informational materials about early college programs.
- ~~13.~~ ~~C~~oordinates and ~~assists with~~on campus program events ~~planning~~ and tours, ~~marketing~~, and communications that support early college academic credit programs.
- ~~14.~~ Plans, develops, and promotes early college options at college and K-12 events.
- ~~15.~~ Participates in regional and state partnerships and workshops and provides data and informational support to regional and local constituents.
- ~~8-16.~~ Serves as a designee and liaison for Get Focused Stay Focused and other statewide early college initiatives.
- ~~9-17.~~ Supports high schools offering concurrent enrollment with confirmation and notification of required texts as identified in the Course Outline of Record (COR).
- ~~10-18.~~ ~~Creates~~Assists contract education coordinator and business services with concurrent enrollment vouchers for distribution to individual high schools and auxiliary accounting.
- ~~11-19.~~ ~~Develops~~Assists with budgets, processing records, purchases, and transfers within early college programs.
- ~~12-20.~~ Drafts reports, correspondence, and other written materials; compiles statistics and ~~may~~ develops databases and utilize other tools to assist the administrator regarding projects and programs.
- ~~13-21.~~ ~~Assists with the d~~Development and designs and implementation of webpage(s) related to early college programs, ~~coordinates and participates in orientation sessions.~~
- ~~14-22.~~ ~~Creates.~~ Maintains and updates concurrent enrollment/articulation procedural manuals, including but not limited to, the faculty, student and parent handbooks.
- ~~15-23.~~ ~~Schedules and provides data input training and technical assistance on the Career and Technical Education Management Application (CATEMA) system for the articulated agreements, collaborates with Information Technology Services staff to ensure proper functioning of hardware and software.~~
- ~~16-24.~~ Performs related functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Coordination techniques and organizational skills;
- Scheduling and tracking facilities use and maintenance;

- Word/Information processing, spreadsheets, records and database management, software applications including constructing electronic databases to collect, store, and retrieve data;
- Communicate effectively both orally and in writing;
- Compose written communications from draft and prepare various reports;
- Office methods, procedures, and equipment, including computers, software, and electronic filing systems;
- Familiar with state and federal laws, regulations, and mandates that govern higher education, personnel, and the workplace;
- Learn, understand, interpret, and apply Education Code and other college regulations, policies and guidelines, and procedures.

Demonstrated ability to:

- Work with a high degree of independence and with minimal supervision;
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- Analyze operational and procedural problems and develop effective solutions;
- Work with a high level of accuracy and with great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- Establish and maintain well-organized filing systems;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines.
- Work confidentially with discretion;
- Learn software necessary for overseeing the district's courseware management systems and online academic support resources.

Education and Experience:

A bachelor's degree and at least two years of related experience or any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.

- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries, and/or moves objects weighing up to 10 pounds.

Special Qualification

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

Allan Hancock College
Human Resources

Classified-Technical
Range 19-22

TRANSFER AND CAREER/JOB PLACEMENT TECHNICIAN

DEFINITION

Under the supervision of Dean Student Services, the incumbent ~~helps to plan, will~~ coordinates, organizes, develops, and implements transfer and job placement functions and activities ~~of the University Transfer Center.~~

CLASS CHARACTERISTICS

The incumbent, under limited supervision, performs paraprofessional and technical duties ~~routine administrative duties~~ required in support of the University Transfer Center (UTC) including event planning, budget oversight, coordinate workshops, UTC activities as well as the routine day-to-day operation of the center. ~~The initial assignment will be at the Lompoc Valley Center, but the location of the assignment may change to meet the needs of the district.~~ The incumbent in this position will have a substantial amount of administrative detail, has a high frequency of contact with students and considerable contact with members of the college faculty and staff requiring tact and excellent oral communications skills. The incumbent may serve as an in-charge or lead person over office staff.

ESSENTIAL FUNCTIONS

1. Maintains department electronic budget records; ~~coordinates~~ processes purchase requests; verifies funds available and reconciles discrepancies; researches budget allocations; research and verify vendor(s).
2. Plans and organize special events for the UTC on a regular basis; prepares travel arrangements and documentation for the department.
3. Composes correspondence, memorandums, reports and a variety of written materials from rough draft or general instructions; creates and edits spreadsheets, records, and other written material as required.
4. Provides classroom presentation and/or trainings explaining the functions and structure of the UTC.
5. ~~Coordinates~~ Initiate the production and the development of brochures, news releases, and emails; update and maintain the UTC website.
6. Serves as first point of contact to provide general and specific transfer information to students; assist students with locating transfer resources and informational resources to students, faculty, staff and the general public.
7. Prepares personnel action requests, employment authorizations, and requests to hire and supervise student workers and transfer ambassadors.
- ~~7.8.~~ Coordinates and implements projects, meetings, field trips, special services and events and/or other related functions including travel liability forms
9. Develops, maintains, and updates transfer and career/job placement resources for UC, CSU and independent universities; services; ~~Provides general and specific transfer information to students; assist students with locating transfer resources; m~~
- ~~8.10.~~ Manages monthly reports for student contact.
- ~~9.11.~~ Provides general and specific transfer, job placement information to students including maintaining university transfer center information and files for CSU, UC and independent universities.
- ~~10.~~ Provides general university transfer information.

- ~~11. Assists students with locating transfer resources; manages monthly reports for student contact.~~
- ~~12. Works with counseling secretary to eCoordinates field trips and visits to, and from colleges/universities; coordinates visits from four year college/university.~~
- ~~13. Assists Coordinates in the and management of the Transfer Recognition Award program including compiling documents and providing information for inclusion in the commencement brochure.~~
- ~~14. Coordinates application workshops and other transfer related activities.~~
- ~~15. Interviews students to obtain information necessary for career searches and assists students with computerized career information systems and refers students to employers for job opportunities.~~
- ~~16. Advises students about enrollment in personal development classes, career searches, and majors related to their respective careers goals.~~
- ~~17. Assists in reviewing and analyzing resource material for the transfer and career/job placement centers.~~
- ~~18.14. Develops brochures and flyers promoting services of the transfer and career/job placement centers.~~
- ~~19.15. Conducts orientation sessions to inform students of job placement career services and other student services programs available at Allan Hancock College.~~
- ~~20.16. Maintains and updates job listings and job board of available opportunities and assists students in preparation for employment interview.~~
- ~~21.17. Participates in the planning of Career Exploration Day.~~
- ~~22. Oversees and managecoordinates the student worker hiring process at LVC for the UTC.~~
- ~~23.18. Assists with CJPC website and conduct website maintenance as needed.~~
- ~~24.19. Performs other related duties functions as assigned required.~~

MINIMUM QUALIFICATIONS

Knowledge of:

Office management techniques and organizational skills
 Correct English usage, spelling, grammar, and punctuation;
 Written business communications;
 Fundamentals of career advisement and interviewing higher education and the transfer process;
 Occupations information and resources;
 Local job market;
 Public and human relations techniques;
 General Office procedures, methods, equipment, record management, receptionist and telephone techniques; General office procedures, practices and methods practices and protocols; and methods.

Demonstrated ability to:

Develop and maintain cooperative working relationships with those contacted during the course of work;
 Understand and carry out oral and written directions;
 Work independently, organize workload, and establish priorities;
 Learn and interpret specific college policies and procedures and apply them with good judgment;
 Use a word processor;
 Establish and maintain office records and files;

Delivers effective oral presentations in public settings.

Education and Experience:

~~Bachelor's degree preferred or An associate degree or higher or equivalent with two years of increasingly responsible experience in higher education. Two years of increasingly responsible experience in career and/or job placement or development advising, planning, and organization with a community or industry based service organization or any equivalent combination of training and experience.~~

Working Conditions:

Duties are primarily performed in an office environment at a desk or computer.
The incumbent is subject to interruptions while performing normal duties during the regular work day. ~~and contact in person and on the telephone.~~
Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

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

Special Qualification:

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

R 06/13
10/00

Allan Hancock College
Counseling

Classified-Professional
Range 2426

COUNSELING ASSISTANT

DEFINITION

Under the supervision of the Dean, Student Services, this position is to assist ~~provide leadership with the implementation of the college's matriculation plan and student equity plan, with the operation and~~ This position is to provide leadership with the coordination of the college's counseling policies, procedures, and events ~~routines~~ including Hancock Promise related ~~transfer~~ activities; The incumbent will adhere to the values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS

~~This position, under minimal supervision, will assume overall responsibility for technical academic advisement functions and are thereby required to perform at a skilled level with a considerable degree of independence. Under minimal supervision, the incumbent will be~~ coordinating a variety of events, including coordinating the involvement of student workers and staff. This will require planning with a considerable judgment in the interpretation and application of policy and procedures. Incumbents must be willing to work a workweek which may include evenings, Saturdays and satellite campus assignments and may vary as the semester and/or program changes. Positions in this class will require a sensitivity to a variety of cultural backgrounds.

ESSENTIAL FUNCTIONS

1. Implement policies and procedures for high school programs (including College Now students).
2. ~~Provide academic advisement for general information on~~ transfer and non-transfer programs; assist with matriculation activities and events including but not limited to orientation, academic advising New Student Orientation workshops, advising, statistical follow up, and collaborating with institutional research on surveys and data analysis, individual education plans.
3. Advise student regarding career and life goals, general education requirements, ~~specific~~ general transfer four-year majors transfer requirements, two-year majors, and certificates.
4. Participate in outreach activities including Career Day, area high school visits, and four-year college workshops.
5. ~~Assist~~ Assist Lead in the ~~Facilitates orientations offor~~ students with understanding the policies and procedures of Allan Hancock College regarding timelines, registration, financial aid, grading, graduation, petitions, appeals, etc.
6. Assess and refer students to campus resources that address academic and non-academic problems (e.g. Early Alert, Learning Assistance, tutorial services, text anxiety, child care, financial aid, physical, and mental health services).
7. ~~Help students develop planning, problem-solving, and decision-making skills.~~ Serve as a point of contact in the counseling department.
8. Assist and ensure students complete necessary documentation accurately.
9. Perform other related work as required. Coordinate Promise events to help incoming first-time students complete their Promise Steps and make a successful transition to the college
10. ~~Lead eCoordinator for~~ the annual Equity Summit; Serve as a liaison between the college and presenters/ agencies.

- Collaborate with the Student Activities Office to coordinate the New Student Orientation Hancock Hello event
- 11. ~~Assist Provide leadership with processing~~Leads the process for Pre-Requisite, Excessive Course Attempts, Requesting Excessive Units, and College Now appeals for the College; which includes collaborating with department chairs and academic deans
~~unseling Department~~
- ~~Schedule events and track event data through surveys and evaluations, for overall event/program improvement institutional effectiveness. I would like to ask about this?~~
- 12. Drafts reports, correspondence, and other written materials; compiles statistics and may develop databases and utilize other tools to assist the Counseling Department regarding projects and programs.
- 9.13. ~~Provides leadership Assists~~Collaborates with technical support withon the development and content implementation of webpage(s) for events as appropriate—by collaborating with ITS.
- 10.14. Coordinate distribution of various print/graphic/electronic promotional event materials; working closely with Public Affairs for event promotion when appropriate.
- 15. Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Socioeconomic conditions;
- Fundamentals of interviewing;
- Allan Hancock District community resources and services;
- Fundamentals of human behavior and the psychosocial factors underlying human behavior;
- Basic statistics, research methods, and reporting;
- Understand processes, procedures, and requirements of AHC matriculation process;
- Office management techniques and organizational skills with emphasis on event management
 - Word/Information processing, spreadsheets, records and database management, software applications including constructing electronic databases to collect, store, and retrieve data;

Demonstrates Ability to:

- Learn, understand, interpret, and apply laws, regulations, policies, guidelines and procedures;
- Plan, organize, - and conduct group functions, meetings, and large-scale special events within established time deadlines
- ~~Coordinate the involvement of student workers and staff in support of events~~
- Investigate and research problems, devise solutions and present recommendations;
- Present oral and written reports in a clear and concise manner;
- Converse fluently in English; Spanish speaking preferred
- Understand and carry out oral and written directions;
- Create and maintain spreadsheets;
- Use appropriate software programs.
 - Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Education and Experience:

Bachelor's degree in Sociology, Psychology, Education, Communication Studies, or related field, *OR* any equivalent combination of training and experience. (Qualifying experience performing duties closely related to this position may be substituted for the required education on the basis of two years of experience for one year of education.)

Working Conditions:

- Duties are primarily performed in an office environment at a desk or at a computer;
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- This person will have high frequency of contact with staff, students, the general public, social service agencies and other educational institutions.

Physical Demands:

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

Special Qualification:

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

Reclass 7/18
R 7/91

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.S.
Subject: Salary Schedule Transition for California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185	Enclosures: Page 1 of 4

BACKGROUND

A recommendation that the board of trustees approve salary schedule transition previously negotiated per article 11.1.1 of part-time faculty association collective bargaining agreement, which states:

Effective when the statutory COLA is fully funded and all state reductions to the Student Center Funding Formula (or its successor) are completely restored; salary schedules 70-73 shall be eliminated and all bargaining unit members on those schedules shall be placed on salary schedules 76-79. In doing so, Associate Faculty status will be fully eliminated.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$331,315 for the 2021-2022 fiscal year and to the restricted general fund approximately \$28,810 for the 2021-2022 fiscal with a total of \$360,125 315 for the 2021-2022 fiscal year will be included in the 2021-2022 fiscal year budget.

**Actual fiscal impact is dependent on part-time faculty staffing levels.*

RECOMMENDATION

Staff recommends that the board of trustees approve the salary schedule transition previously negotiated per article 11.1.1 of PFA/CFT contract whereby schedules 70-73 shall be eliminated and affected members will be placed on schedules 76-79.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

ASSOCIATE-PART-TIME FACULTY SALARY SCHEDULES

(Credit and Service)

Effective ~~Fall 2019 Term~~ July 1, 2021

Lecture Rates							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	50.41	54.26	55.91	58.70	61.63	64.70	68.61
2	52.85	56.77	58.48	61.37	64.46	67.66	71.73
3	55.32	59.20	60.97	64.03	67.22	70.56	74.83
4	57.72	61.62	63.47	66.64	69.95	73.48	77.18
5	60.27	64.12	66.05	69.35	72.84	76.45	81.04
6	62.71	66.61	68.61	72.02	75.65	79.47	84.19
7	64.97	68.97	71.06	74.60	78.34	82.25	87.20
8	67.63	71.81	73.98	77.69	81.56	85.64	90.79

SS-7670

Lab Rates							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	43.90	47.29	48.68	51.13	53.66	56.34	59.77
2	46.01	49.43	50.92	53.44	56.14	58.93	62.47
3	48.19	51.57	53.11	55.74	58.52	61.45	65.16
4	50.28	53.65	55.30	58.04	60.93	63.97	67.20
5	52.50	55.84	57.49	60.38	63.40	66.58	70.57
6	54.57	58.02	59.77	63.13	65.89	69.17	73.30
7	56.57	60.08	61.86	64.95	68.17	71.63	75.94
8	58.90	62.56	64.41	67.63	70.98	74.58	79.07

SS-7771

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available.
(B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN IV (A) Master's degree from an accredited institution.
(B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
(1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available
OR
(2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree.
(B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree.

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree.
(B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree.
(1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available.
OR
(2) plus an appropriate and valid California community college credential in a specific vocational subject matter.

COLUMN VII (A) Doctoral degree from an accredited institution.

PROCEDURES FOR INITIAL COLUMN AND STEP PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.

STEP ADVANCEMENT

1. ~~Associate-Part-Time~~ Faculty shall advance to step 2 through step 7-8 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes they have been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academicspecialist.

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.T.
Subject: Acceptance of Grants Approved and Review of Grant Proposal Submitted	Enclosures: Page 1 of 2

BACKGROUND**Acceptance of Grants Approved**

Institutional Grants has been notified of funding for the following grants in the amount of \$54,620.18.

1. National Science Foundation: Advanced Technological Education (ATE) Program Extension (\$44,220.18)

The college has been awarded an extension for \$44,220.18 from the National Science Foundation, Advanced Technological Education (ATE) Program. Requested funding will be used for curriculum development, a student farm manager to oversee the needs of the farm while the program is being established, and the purchase of supplies and equipment such as: more sophisticated tools and plants, trees, shrubs, ground cover for establishment of an agricultural food forest.

No matching funds are required. The project period is July 1, 2021 to June 30, 2022. (Submitted by Erin Krier)

(continued)

FISCAL IMPACT

1. National Science Foundation: Advanced Technological Education (ATE) Program Extension, in the amount of \$44,220.18.
2. First 5 of Santa Barbara County, Children and Families Commission: Dual Language Learning Pilot Expansion, in the amount of \$10,400.

RECOMMENDATION

Staff recommends the board of trustees accept these contracts for a total of \$54,620.18 in restricted funds to the district, and review the grant proposal as submitted.

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

2. First 5 Santa Barbara County, Children and Families Commission: Dual Language Learning Pilot Expansion (\$10,400)

The college has been awarded \$10,400 in funding from the First 5 Santa Barbara County, Children and Families Commission. The funds will be used to support teacher/workforce knowledge and use of instructional strategies that effectively support Dual Language Learning (DLL) children's learning and development. Additionally, this project will create systemic change to support DLLs and cross-agency planning for supporting DLL learning and development.

No matching funds are required. The project period is January 1, 2021 to December 2021. (Submitted by Thesa Roepke)

Review of Grant Proposal Submitted

Institutional Grants has submitted the following grant application for a total of \$5,000 in requested funds.

1. John Burton Advocates for Youth: 2021 Burton Book Fund (\$5,000)

The college applied for \$5,000 in funding from John Burton Advocates for Youth (JBAY) to support 25 former foster youth (now postsecondary students) in their endeavor of college completion through the award of \$200/per year per student towards the purchase of textbooks. The college has 250 self-identified former foster youth students and two-thirds are not eligible for the NextUP Program. AHC is a current partner with JBAY through their basic needs grant to support housing for low income students.

No matching funds are required. The project period is July 1, 2021 to June 30, 2022. (Submitted by Alexandra Spiess)

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.U.
Subject: Privileges of the Student Trustee	Enclosures: Page 1 of 1

BACKGROUND

Board policy 2015, Student Member addresses how many semester units the student trustee must maintain, required grade point average, and mileage reimbursement. The policy also specifies that on or before May 15 of each year, the board of trustees shall consider whether to afford the student member the privileges referenced in Education Code 72023.5.

The board of trustees currently grants the student member the privilege to make and second motions; receive compensation for meeting attendance at a level of \$250 (in bookstore supplies) per semester; serve a term commencing on July 1; and the privilege to cast an advisory vote. The advisory vote shall not be included in determining the vote required to carry any measure before the board of trustees.

FISCAL IMPACT

The estimated expense is \$500 to be included in the budget in fiscal year 2021-2022.

RECOMMENDATION

Staff recommends that the board of trustees maintain the college's current practice.

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

CONSENT ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 10.V.
Subject: Out-of-State Travel Request	Enclosures: Page 1 of 1

BACKGROUND

Assistant Football Coach Robert Fukuhara would like to attend the All-Poly Camp in Sandy, Utah on 16-21, 2021. This is an instructional Football Camp for school athletes. This will serve as an opportunity to work, learn and network with other college coaches. In accordance with Board Policy 4300, authorization for out-of-state travel is requested for this professional development opportunity.

FISCAL IMPACT

The estimated cost for travel is \$700.00, to be funded by the Academic Senate Professional Development Committee.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for Assistant Football Coach Robert Fukuhara to attend the All-Poly Camp in Sandy, Utah on June 16-21, 2021.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

**ACTION ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 12.A.
Subject: Resolution 21-19, Honoring Student Trustee	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. Ana Rosas Pacheco was elected to serve as the student trustee for the 2020-21 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 21-19 honoring Student Trustee Ana Rosas Pacheco for her exemplary service.

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

RESOLUTION 21-19

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALLAN
HANCOCK JOINT COMMUNITY COLLEGE DISTRICT COMMENDING
STUDENT TRUSTEE ANA ROSAS PACHECO

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 Ana Rosas Pacheco as the official student representative to serve on the Allan Hancock College Board of Trustees for the 2020-2021 academic year; and

Whereas, Ana Rosas Pacheco 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, Ana Rosas Pacheco has so many people extremely proud; including her family, friends, fellow ambassadors and supervisor/advisor; by being a first-generation college student and graduate; and

Whereas, Ana Rosas Pacheco 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, Ana Rosas Pacheco was also a valued and respected Student Ambassador where she was an essential part of the team; and

Whereas, Ana Rosas Pacheco 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, Ana Rosas Pacheco competed in Skills USA and received a gold medal in the “Job Demonstration” category at the Skills USA state and regional competition; and

Whereas, Ana Rosas Pacheco chartered the Black Student Union (BSU) club and served as president of the club and she chaired the ASBG sponsored Black History Celebration in February 2021 via Zoom; and,

Now, therefore, be it resolved that the Allan Hancock College Board of Trustees commends Ana Rosas Pacheco for her outstanding service performed as student trustee during the 2020-2021 academic year and wishes her success in her next step in pursuing her academic goals at Fresno State University and beyond in her career goals where she will no doubt be successful and continue to make us all proud.

**ACTION ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 12.B.
Subject: Adoption of the 2021-2022 Tentative Budget	Enclosures: Page 1 of 30

BACKGROUND

Attached is the 2021-2022 Allan Hancock Joint Community College District tentative budget. The budget document is submitted for review and adoption.

Section 58196 of Title 5 of the California Code of Regulations requires that each district develop a tentative budget and forward an information copy to the appropriate county officer on or before the first day of July in each year.

The budgets presented are only tentative and subject to further review and revision. Included are initial projections of income and expenditures for fiscal year 2021-2022. Further adjustments will be made as the district ledgers are closed for fiscal year 2020-2021, as the State of California's budget is finalized, and as refinements in expenditure projections are completed.

A proposed budget will be available for public inspection September 6 through 10, 2021. The district is required to hold a public hearing and adopt the 2021-2022 budget on or before the 15th day of September. The board of trustees is required to establish a date for the public hearing.

(continued)

FISCAL IMPACT

The tentative budget provides the initial estimate of funding available for fiscal year 2021-2022.

RECOMMENDATION

Staff recommends that the board of trustees adopt the 2021-2022 tentative budget and establish a public hearing on the final budget, at 6:00 p.m. on September 14, 2021, in the Allan Hancock College Boardroom (B 100).

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

The following budgets and funds are included for review and adoption.

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

THE MAY REVISE

The May Revise to the Governor's proposed 2021-2022 budget reflects the state's remarkable economic recovery, swinging from a \$54.0 billion deficit a year ago to a current-year surplus of \$75.7 billion. Most of this increase is attributable to gains in the "Big Three" taxes (i.e. personal income, sales and use, and corporations). As a result, Proposition 98 is estimated to increase by \$17.7 billion above Governor's January estimates.

Student Centered Funding Formula, Cost-of-Living Adjustment, and Deferrals

The May Revise does not propose any programmatic changes to the Student-Centered Funding Formula (SCFF) but does propose \$185.4 million in ongoing funding to reflect a compounded cost-of-living adjustment (COLA) of 4.01 percent, which represents a 2020-2021 COLA of 2.31 percent and a revised 2021-2022 COLA of 1.7 percent. No fee changes are proposed.

The funded 2.31 percent COLA for fiscal year 2020-2021 results in an increase of \$1.4 million to the unrestricted general fund in the current year which is in addition to the 1.7 percent funded COLA already budgeted for the 2021-2022 fiscal year.

The May Revise also deletes the January budget proposal requiring actionable plans to close equity gaps as a condition for receiving the COLA, and instead makes the receipt of Student Equity and Achievement program funds contingent on those plans.

Additionally, programs slated to receive the 1.7 percent statutory COLA in fiscal year 2021-2022 include: Disabled Students Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), CalWORKs Student Services, Cooperative Agencies Resources for Education (CARE), and the Childcare tax bailout.

Lastly, the May Revise proposes \$326.5 million to fully retire deferrals from the 2021-2022 fiscal year to the 2022–2023 fiscal year.

Deferred Maintenance

The May Revise proposes a huge infusion of deferred maintenance funding: \$314.1 million in one-time Proposition 98 funds and \$250 million in one-time federal funds from the American Rescue Plan. The exact amount that the district will receive is still to be determined.

Student Focused Program Investments

The May Revise proposes a number of ongoing student-focused investments for California Community Colleges:

- \$50.0 million to expand vocational training opportunities and English as a Second Language (ESL) programs for ESL students at the community colleges
- \$30.0 million for colleges to establish basic needs centers and hire basic needs coordinators

- \$27.2 million to support revised estimates of students eligible for the Student Success Completion Grant
- \$23.8 million to increase Student Equity and Achievement Program funding by 5percent
- \$5.8 million to further support Dreamer Resource Liaisons and student support services for immigrant students, including undocumented students in community colleges, pursuant to Assembly Bill (AB) 1645 (Chapter 788/2019)

The May Revision also proposes a number of mostly larger, one-time student-focused investments for California Community Colleges (CCC):

- \$150.0 million to further support colleges' efforts to implement Guided Pathways programs
- \$100.0 million to support efforts to bolster CCC student retention rates and enrollment, consistent with funds approved for this purpose pursuant to AB 85 (Chapter 4/2021)
- \$75.0 million to expand new and existing College and Career Access Pathways agreements
- \$20.0 million to support the implementation of Equal Employment Opportunity Programs best practices

Zero-Textbook-Cost Degrees

Starting out with an initial investment in 2016 of just \$6 million, the May Revision is significantly increasing the funding provided to develop and implement zero-textbook-cost degrees and open educational resources. Building on the \$15 million provided in the January Budget, the May Revision adds \$100 million more, noting that significant cost savings to students.

Workforce Focused Investments

The May Revision proposes millions more in workforce-focused programs. Included in a package of proposals is \$12.4 million ongoing to increase program funding for the CCC Strong Workforce Program by five percent and several onetime investments:

- \$20.0 million to support CCC participation in High Road Training Partnerships and regional partnerships developed by the California Workforce Development Board
- \$10.0 million to develop work-based learning opportunities in cloud computing and zero emissions and supply chain fields
- \$10.0 million to pilot implementation of competency-based education at select community colleges

Technology Investments

The May Revision proposes several investments for technology, including \$10.0 million ongoing for the systemwide acquisition of software that visualizes and clearly maps out curricular pathways for students choosing their pathway and for students needing help to stay on their pathway, and \$4.0 million ongoing to support a systemwide technology platform for library services to better manage and deliver digital information to support teaching and learning. The May Revision also proposes \$10.0 million one-time to plan for and begin developing a common course numbering system throughout the community college system.

COVID-19 Response Block Grant

The May Revision proposes \$50 million (one-time) for the COVID-19 Response Block Grant to support grants to assist community colleges with responding to the pandemic and transitioning back toward in-person education.

Retirement Systems

The May Revision does not include any new funding for the California State Teachers' Retirement System (CalSTRS) or the California Public Employees' Retirement System (CalPERS). This reaffirms the current best CalSTRS employer rate estimate for 2021-2022 of 16.92 percent based on the latest recommendation to date from the actuary—a one percent increase compared to what LEAs are currently expecting at 15.92 percent. In contrast, the CalPERS Board approved the employer contribution rate at its April 2021 meeting for 2021-2022 at 22.91 percent—a 0.09 percent decrease compared to what LEAs are currently expecting at 23 percent.

GENERAL FUND UNRESTRICTED BUDGET

Budget development activities for fiscal year 2021-2022 have focused on maintaining fiscal stability, bolstering reserves, and preparing for a full return to campus in the fall of 2021. Our general-purpose apportionment has been adjusted upward by the compounded COLA of 4.01 percent and then revised downward through the application of a two percent local deficit factor. We have also adjusted interest income downward due to changes in investment earnings.

Based on information obtained from the release of the May Revise, the tentative budget is balanced with a reserve of 17.88 percent.

	2020-21 Revised Adopted Budget	2021-22 Tentative Budget
Revenue	\$67,501,541	\$69,699,739
Expense	\$67,583,710	\$68,263,425
Income	\$(82,169)	\$1,436,314
Unrestricted Reserve	\$12,019,131	\$12,205,121
Percent of Total Expenditure	17.78%	17.88%

INCOME

Notable changes to income include the following:

Student Centered Funding Formula including COLA	\$2,714,383
Projected Local Deficit @ 2%	\$(1,298,254)
Interest Revenue	\$(200,000)
Community Services Classes	\$90,000

EXPENDITURES

The tentative fiscal year 2021-2022 budgeted expenditures reflect continuation of existing programs and services at the 2020-2021 approved funding levels, with the addition of projected expenses for increases in salary schedule movement, new hires, departmental reorganizations, employee re-classes, increases in PERS/STRS, bargaining unit settlements and other significant changes known at this time. STRS decreased due to a decrease in the employer rate contribution. Unemployment Insurance increased due to unprecedented premium increase from the State's Employment Development Department. This increase will be mitigated by transferring the expense to HEERF II and HEERF III funds since the increased is believed to be pandemic-related. Other benefits decreased due to attrition savings. Other Operating Expenses increased due to adjustments in utility expenses, contracted instruction for the cosmetology program and miscellaneous programs. Other Outgo increased chiefly due to Facilities Council recommendation that an ongoing funding mechanism be established for the repainting and reroofing of district facilities.

Notable changes to expenditures include the following:

Salaries	\$728,253
STRS	\$340,320
PERS	\$594,334
Other Benefits	\$(65,697)
Supplies	\$9,114
Other Operating	\$859,707
Capital Outlay	\$141
Other Outgo	\$349,543

GENERAL FUND-RESTRICTED

The restricted general fund accounts for resources available for the operation and support of the educational programs that are specifically restricted by donors or other outside agencies as to their expenditure. Only the known or approved categorical programs have been included at this time. Categorical expenditure budgets are currently undergoing state and program review. Unbudgeted expenditures are reflected in the restricted reserve accounts pending final program approval. Expenditure budgets still reflect approximately 95 percent of prior year funding and will be adjusted to reflect approved funding levels upon action of the state legislature.

The most significant change to the restricted side of the general fund budget is the inclusion of federal HEERF II and HEERF III funds in the amounts of \$8,924,491 and \$15,886,332, respectively.

BOND INTEREST AND REDEMPTION FUND

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

CHILD DEVELOPMENT FUND

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

PCPA FUND

The PCPA fund is used to account for the district's vocational program for aspiring actors and theater technicians consisting of lecture, performance lab, and production lab elements. Graduates of the two-year program receive a certificate of completion.

As a program of Allan Hancock College, PCPA has historically received a transfer of funds from the college to support operational expenses, which includes among other items materials and salaries. PCPA uses a combination of revenue streams for budgeting including the transfer from AHC, earned revenue that includes ticket sales, concession sales, handling fees, etc. and contributed revenue which includes donations from individuals, corporations and foundation awards.

CAPITAL OUTLAY PROJECTS FUND

The capital outlay projects fund is used to account for the accumulation of money for the acquisition of capital outlay items or construction. Projects include scheduled maintenance and capital outlay projects. The current year budget

reflects an inter-fund transfer of \$4,000,000 to this fund from the unrestricted general fund to assist with future capital expenditures.

GENERAL OBLIGATION BOND BUILDING FUND

The general obligation bond building fund is used to account for the proceeds from the issuance of the election of 2006 general obligation bonds and for authorized expenditures related to those proceeds. The first series of general obligation bonds, in the amount of \$68 million, was issued during 2006-2007.

The second and third series in the amount of \$30 million were issued during 2009-2010. The fourth series was issued during 2012-2013 in the amount of approximately \$39 million. The fifth series in the amount of approximately \$8.8 million was issued during 2013-2014. General Obligation Refunding Bonds were issued during 2014-2015 (outstanding Series A bonds in the amount of \$52,260,000 were refinanced). General Obligation Refunding Bonds also were issued during 2015-2016 (outstanding series A, B-1, B, and C Bonds in the amount of \$ 36,704,916. These refundings resulted in cash flow savings to the taxpayers of \$12 million. Measure I, Series E was issued on May 7, 2019 and resulted in roughly \$23,000,000 in bonds being issued to satisfy the local match requirement on the Fine Arts Complex project. Measure I, Series F bonds in the amount of \$11.2 million were issued on May 13, 2020. The district also refunded existing capital appreciation bonds in the amount of \$12.8 million at this time.

DENTAL SELF-INSURANCE FUND

This fund is used to account for the income and expenditures of the dental self-insurance program. Based on the current fund balance and utilization data, it appears unlikely that a rate increase will be required.

PROPERTY AND LIABILITY SELF-INSURANCE FUND

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

POST-EMPLOYMENT BENEFITS FUND

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

ASSOCIATED STUDENTS TRUST FUND

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

STUDENT REPRESENTATION FEE TRUST FUND

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

STUDENT BODY CENTER FEE TRUST FUND

The student body center fee trust fund is designed to account for income and expenditure of moneys for fees collected pursuant to Education Code Section 76375, which provides for the building and operating fee for the purpose of

financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fund was established at the August 20, 1996 board meeting. The district began to collect the fees in spring 1997.

STUDENT FINANCIAL AID TRUST FUND

The student financial aid trust fund accounts for the deposit and direct payment of government-funded student aid. These moneys are restricted and may not be used for other purposes. The 2021-2022 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2021-2022 award year.

SCHOLARSHIP AND LOAN TRUST FUND

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

DISTRICT TRUST FUND

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

STUDENT CLUBS AGENCY FUND

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

FOUNDATION AGENCY FUND

The Allan Hancock College Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of operating to advance education, to promote and provide educational and recreational facilities, to receive gifts and bequests, and to expend moneys for the general welfare of the students and faculty. The Allan Hancock College Foundation Investment Committee and the Foundation Board will review components of the tentative budget prior to finalizing the adopted budget in September 2021.

AHC VITICULTURE & ENOLOGY FOUNDATION AGENCY FUND

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
	Unrestricted	\$ 10,291,618	\$ 10,291,618	\$ 12,205,122
	Restricted Reserves	5,613,209	5,613,209	5,063,770
	NET BEGINNING BALANCE JULY 1	15,904,827	15,904,827	17,268,891
	FEDERAL INCOME			
8110	Forest Reserve	4,200	4,200	4,200
8190	Other Federal Income	30,000	30,000	30,000
Total	Federal Income	34,200	34,200	34,200
	STATE INCOME			
8611	Apprenticeship	67,969	67,969	67,969
8612	State General Apportionment	28,765,162	30,171,954	31,394,770
8612	State General Apportionment - Prior Year		-	-
8613	Other General Apportionment	123,478	123,478	123,478
86133	Part Time Faculty Allocations	254,233	254,233	254,233
8630	Education Protection Account	10,007,764	10,007,764	10,007,764
8630	Education Protection Account - Prior Year		-	-
8671	Homeowners Property Tax Relief	71,000	71,000	71,000
8681	State Lottery Proceeds	1,200,000	1,200,000	1,188,889
8685	State Mandated Costs	268,525	268,525	268,525
8690	STRS On-Behalf Of Revenue/Other State Revenue	2,491,477	2,491,477	2,614,934
Total	State Income	43,249,608	44,656,400	45,991,562
	LOCAL INCOME			
8811	District Taxes - Secured Roll	15,531,458	15,531,458	15,500,000
8812	District Taxes - Supplemental Roll	300,000	300,000	300,000
8813	District Taxes - Unsecured Roll	600,000	600,000	600,000
8816	District Taxes - Prior Years	-	-	-
8817	District Taxes - ERAF	3,100,000	3,100,000	3,100,000
8818	Redevelopment Agency Funds	200,000	200,000	200,000
8820	Contributed Income	310,000	310,000	310,000
8830	Contract Instructional Services	195,000	195,000	200,000
8840	Sales	10,000	10,000	10,000
8850	Rentals and Leases	20,000	20,000	20,000
8860	Interest and Investment Income	600,000	184,000	200,000
8872	Community Services Classes	10,000	10,000	100,000
8874	Enrollment Fees	2,372,111	2,372,111	2,490,717
8875	Use of Nondistrict Facilities	-	-	-
8877	Sales, Instructional Materials	257,447	257,447	327,261
8879	Student Records	75,000	20,000	25,000
8880	Nonresident Tuition	200,000	200,000	200,000
8885	Student Fines/Fees	26,000	26,000	26,000
8890	Miscellaneous Income	103,557	103,557	20,000
8890	Prior Year Adjustment	-	-	-
8891	Parking Citations	45,000	45,000	45,000
Total	Local Income	23,955,573	23,484,573	23,673,978
	INCOMING TRANSFERS			
8980	Interfund Transfers	262,160	-	-
Total	Incoming Transfers	262,160	-	-
TOTAL	INCOME - ALL SOURCES	67,501,541	68,175,173	69,699,739
TOTAL	BEGINNING BALANCE AND INCOME	\$ 83,406,368	\$ 84,080,000	\$ 86,968,630

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	9,532,047	9,286,469	9,856,310
1200	Regular Non-Instructional Salaries	6,183,375	5,764,415	6,174,219
1300	Other Instructional Salaries	8,315,395	6,838,474	7,710,669
1400	Other Non-Instructional Salaries	816,366	777,501	1,019,537
Total	Academic Salaries	24,847,183	22,666,858	24,760,735
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	14,899,360	14,462,293	15,307,712
2200	Regular Inst Aide Salaries	1,129,747	1,081,564	1,142,320
2300	Other Classified Salaries	457,094	420,641	440,566
2400	Other Inst Aide Salaries	370,332	519,542	472,079
Total	Classified Salaries	16,856,532	16,484,041	17,362,678
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	4,714,566	4,457,530	5,051,832
3200	Public Employees' Retirement	3,119,223	3,204,933	3,638,389
3300	Social Security - OASDI	1,601,249	1,499,276	1,624,490
3400	Health and Welfare	3,558,307	2,796,327	3,458,433
3500	Unemployment Insurance	69,406	56,852	60,482
3600	Workers' Compensation Insurance	347,300	299,433	314,081
3700	Other Benefits Retirement	-	-	-
3900	Other Benefits	31,225	17,170	30,425
Total	Staff Benefits	13,441,276	12,331,522	14,178,133
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	467,832	186,947	514,941
4500	Non-Instructional Supplies	682,899	591,590	662,780
4600	Pupil Transportation Supplies	211,999	36,479	218,524
4700	Food Supplies	24,154	12,201	25,763
Total	Books, Supplies, and Materials	1,386,883	827,217	1,422,009
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	1,685,643	1,634,552	1,506,371
5200	Travel, Conf. and In-Service Training	44,627	24,106	64,957
5300	Dues, Memberships, and Licenses	611,107	560,442	529,939
5400	Insurance	357,871	356,967	518,580
5500	Utilities and Housekeeping Services	1,706,979	1,746,906	1,932,281
5600	Rents, Leases and Repairs	1,751,523	1,684,304	1,887,095
5700	Legal, Elections and Audit Expenses	531,421	481,880	471,059
5800	Other Services, Postage, Advertising	459,414	369,358	414,958
5900	Other Operating Expenses	(51,153)	(51,153)	(250,000)
Total	Operating Expenses & Services	7,097,432	6,807,363	7,075,241

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	36,467	24,899	36,467
6200	Buildings & Improvements	58,510	17,892	56,820
6300	Books and Media for Libraries	79,619	76,825	79,619
6400	Equipment	1,031,515	778,895	368,625
Total	Capital Outlay	1,206,111	898,511	541,531
7000	OTHER OUTGO			
7200	Intrafund Transfer - Restricted G/F	122,836	92,100	71,100
7300	Interfund Transfer - Capital Maintenance/Technology Rese	207,960	250,609	207,960
7300	Interfund Transfer - Scheduled Maintenance Prj	-	4,000,000	300,000
7300	Interfund Transfer - Technology Reserve	-	-	-
7300	Interfund Transfer - Cap Proj - Misc Projects	-	33,936	15,000
7300	Interfund Transfer - Co-curricular	127,047	127,047	127,047
7300	Interfund Transfer - Child Development	10,000	10,000	10,000
7300	Interfund Transfer - PCPA	2,031,949	2,031,949	2,066,492
7300	Interfund Transfer - P&L	-	-	-
7300	Interfund Transfer - ASBG	50,000	50,000	50,000
7400	Other Transfers	123,000	123,000	-
7500	Student Financial Aid	75,000	75,000	75,000
7600	Misc Payments to/for Students	500	1,957	500
Total	Other Outgo	2,748,292	6,795,598	2,923,099
Total	Expenditures and Other Outgo	67,583,710	66,811,109	68,263,425
7900	Appropriation for Contingencies	12,019,131	-	12,205,121
7922	Restricted Reserve-Other	110,257	-	1,436,314
7922	Restricted Reserve-Mandate Funds	850,966	850,966	850,966
7923	Reserve for One-Time Funds	1,219,156	2,510,026	2,510,026
7925	Restricted Reserve	1,402,778	1,402,778	1,402,778
7991	Reserve for Reallocation	220,371	300,000	300,000
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCIES	83,406,368	71,874,878	86,968,630
	General Reserve (Net Ending Balance)		12,205,122	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 83,406,368	\$ 84,080,000	\$ 86,968,630

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 15,359,464	\$ 15,359,464	\$ 16,463,284
	FEDERAL INCOME			
8120	College Work Study	240,918	240,918	245,021
8121	Higher Education Act/Title V	917,234	917,234	286,510
8133	Workforce Investment Act WIA	-	-	-
8140	TANF	60,650	60,650	-
8170	VTEA - Basic Grant	-	-	-
8170	VTEA - Special Projects	592,469	592,469	71,470
8170	Tech-Prep/CTE Grants	-	-	-
8199	Other Federal Income	13,106,620	13,106,620	23,927,645
Total	Federal Income	14,917,891	14,917,891	24,530,645
	STATE INCOME			
83132	Basic Skills Apportionment	15,428	15,428	-
86220	Extended Opportunity Program & Services	1,027,333	1,027,333	484,203
86230	Disabled Students Programs & Svc	810,290	810,290	823,168
86250	CalWORKS	377,418	377,418	-
86270	Other General Categorical Programs	1,646,893	1,646,893	945,911
86271	Cooperative Agencies Resources for Education CARE	254,021	254,021	188,709
86272	Student Success and Support Programs	4,148,581	4,148,581	2,833,808
86273	Block Grant/Instructional Equipment & Physical Plant	-	-	-
86274	Foster Parent Training Grant	91,252	91,252	-
86520	Other Reimbursable Categorical Programs	2,466,724	2,466,724	758,402
86521	Economic Development	3,928,508	3,928,508	821,831
86524	Child Dev Trng Consortium	13,868	13,868	-
86810	Lottery Proceeds	365,503	365,503	365,503
86900	Other State Revenues	2,170,591	2,170,591	472,827
Total	State Income	17,316,410	17,316,410	7,694,361
	LOCAL INCOME			
8820	Contributions	706,602	706,602	156,760
8830	Contracted Instruction	41,784	41,784	-
8840	Sales	90,000	90,000	96,000
8850	Leases and Rentals	24,592	24,592	13,500
8876	Health Fees	525,000	525,000	525,000
8877	Sales, Instr Mtl	249,685	249,685	249,685
8881	Parking Services Fees	116,500	116,500	284,445
8885	Other Student Fees	51,708	51,708	58,600
8890	Other Income	217,678	217,678	6,500
Total	Local Income	2,023,549	2,023,549	1,390,490
	INCOMING TRANSFERS			
8980	Interfund Transfers	109,765	109,765	71,100
TOTAL	INCOME - ALL SOURCES	34,367,614	34,367,614	33,686,596
TOTAL	BEGINNING BALANCE AND INCOME	\$ 49,727,077	\$ 49,727,078	\$ 50,149,881

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	110,914	110,914	70,646
1200	Regular Non-Instructional Salaries	1,932,623	1,932,623	1,985,780
1300	Other Instructional Salaries	73,805	73,805	-
1400	Other Non-Instructional Salaries	1,220,427	1,220,427	289,060
Total	Academic Salaries	3,337,769	3,337,769	2,345,487
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	3,510,201	3,510,201	3,140,187
2200	Regular Inst Aide Salaries	233,267	233,267	193,543
2300	Other Classified Salaries	2,436,010	2,436,010	1,188,593
2400	Other Inst Aide Salaries	686,668	686,668	-
Total	Classified Salaries	6,866,146	6,866,146	4,522,323
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	773,341	773,341	613,448
3200	Public Employees' Retirement	747,155	747,155	775,794
3300	Social Security - OASDI & Medicare	378,821	378,821	296,907
3400	Health & Welfare	697,694	697,694	617,380
3500	Unemployment Insurance	14,583	14,583	3,188
3600	Workers' Compensation Insurance	88,209	88,209	48,533
3700	Non-Academic STRS	-	-	-
3900	Other Benefits - Projects	-	-	-
Total	Staff Benefits	2,699,804	2,699,804	2,355,251
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	1,052,961	1,052,961	839,318
4500	Non-instructional Supplies	1,789,753	1,789,753	1,049,795
4600	Pupil Transportation Supplies	64,312	64,312	-
4700	Food Supplies	505,869	505,869	109,713
Total	Books, Supplies, and Materials	3,412,895	3,412,895	1,998,825
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	1,169,378	1,169,378	287,795
5200	Travel, Conf. & In-service Training	629,332	629,332	343,797
5300	Dues, Memberships, and Licenses	594,257	594,257	174,344
5400	Insurance	33,000	33,000	33,000
5500	Utilities and Housekeeping Services	124,527	124,527	35,000
5600	Rents, Leases and Repairs	1,114,569	1,114,569	399,706
5700	Legal, Elections and Audit Expenses	12,393	12,393	2,080
5800	Other Services, Postage, Advertising	363,593	363,593	51,284
5900	Indirect Support Charges	752,889	752,889	431,799
Total	Operating Expenses & Services	4,793,938	4,793,938	1,758,805

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	-	-	-
6200	Buildings & Improvement	157,410	157,410	-
6300	Books & Media for Libraries	93,352	93,352	5,000
6400	Equipment	3,965,274	3,965,274	985,358
6990	Construction Contingency	12,084	12,084	-
Total	Capital Outlay	4,228,121	4,228,121	990,358
7000	OTHER OUTGO			
7200	Intrafund Transfers	113,044	113,044	-
7300	Interfund Transfers	3,226,725	3,226,725	903,117
7500	Student Financial Aid	4,009,942	4,009,942	10,337,356
7600	Other Payments to Students	575,411	575,411	-
Total	Other Outgo	7,925,121	7,925,121	11,240,473
7922	Restricted Reserve	16,463,283.87	-	24,938,359
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCY	49,727,077	33,263,794	50,149,881
	General Reserve (Net Ending Balance)	-	16,463,284	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 49,727,077	\$ 49,727,078	\$50,149,881

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
CHILD DEVELOPMENT FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 336,452	\$ 336,452	\$ 331,512
	FEDERAL INCOME			
8100	Other Federal Income	551,361	551,361	39,909
	STATE INCOME			
8600	Other State Income	346,201	346,201	237,171
	LOCAL INCOME			
8820	Contributions	713,087	713,087	-
8860	Interest	8,000	8,000	-
8890	Other Local Revenue/Child Development Fees	40,000	40,000	45,000
Total	Local Income	761,087	761,087	45,000
	INCOMING TRANSFERS			
8980	Interfund Transfers	18,000	18,000	30,000
TOTAL	INCOME AND INCOMING TRANSFERS	1,676,649	1,676,649	352,080
TOTAL	BEGINNING BALANCE AND INCOME	\$ 2,013,101	\$ 2,013,101	\$ 683,592
	ACADEMIC SALARIES			
1000				
1200	Regular - Non-instructional Salaries	200,710	200,710	205,159
1300	Other Instructional Salaries	-	-	-
1400	Other - Non-instructional Salaries	43,956	43,956	-
Total	Academic Salaries	244,666	244,666	205,159
	CLASSIFIED SALARIES			
2000				
2000	All Classified Salaries	534,476	534,476	110,340
	STAFF BENEFITS			
3000				
3000	All Staff Benefits	128,914	128,914	82,192
	BOOKS, SUPPLIES & MATERIALS			
4000				
4000	All Books, Supplies & Materials	373,720	373,720	-
	OTHER OPERATING EXPENSES			
5000				
5100	Consultants	144,025	144,025	-
5200	Conferences	9,003	9,003	-
5300	Licenses and Permits	2,404	2,404	-
5600	Contracts, Repairs	1,020	1,020	-
5800	Other Services	125	125	-
5900	Other Expenses	7,918	7,918	-
Total	Other Operating Expenses	164,495	164,495	-
	CAPITAL OUTLAY			
6000				
6400	Equipment	235,319	235,319	-
TOTAL	EXPENDITURES	1,681,589	1,681,589	397,691
7900	Appropriations for Contingency	331,512	-	285,901
TOTAL	EXPENDITURES AND OTHER OUTGO	2,013,101	1,681,589	683,592
	NET ENDING BALANCE	-	331,512	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 2,013,101	\$ 2,013,101	\$ 683,592

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
PCPA**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 1,838,043	\$ 1,838,043	\$ 1,100,948
	FEDERAL INCOME			
8100	Other Federal Revenue	450,000	450,000	501,963
	LOCAL INCOME			
8830	Contribution from General Fund	2,031,949	2,031,949	2,562,428
8800	Ticket Revenue	222,400	222,400	626,487
8800	Other Revenue	503,284	503,284	1,126,456
TOTAL	INCOME	3,207,633	3,207,633	4,817,334
TOTAL	BEGINNING BALANCE AND INCOME	\$ 5,045,676	\$ 5,045,676	\$ 5,918,282
	EXPENDITURES			
1000	Academic Salaries	-	-	-
2000	Classified Salaries	2,504,117	2,504,117	2,712,527
3000	Staff Benefits	666,930	666,930	734,095
4000	Supplies and Materials	177,371	177,371	378,525
5000	Operating Expenses and Services	385,609	385,609	627,799
6000	Capital Outlay	20,500	20,500	40,000
7000	Other Outgo	190,201	190,201	324,388
TOTAL	EXPENDITURES	3,944,728	3,944,728	4,817,334
7900	Appropriation for Contingencies	1,100,948	-	1,100,948
TOTAL	EXPENDITURES AND CONTINGENCIES	5,045,676	3,944,728	5,918,282
	NET ENDING BALANCE		1,100,948	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 5,045,676	\$ 5,045,676	\$ 5,918,282

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 9,464,135	\$ 8,311,941	\$ 13,165,730
	STATE INCOME			
8650	Community College Construction	22,873,000	10,086,665	12,786,335
Total	State Income	22,873,000	10,086,665	12,786,335
	LOCAL INCOME			
8820	Contributions	-	-	-
8824	Foundation Contributions	-	50,000	-
8860	Interest	100,000	42,000	41,571
8890	Other Local Revenue	-	41,481	-
Total	Local Income	100,000	133,481	41,571
	INCOMING TRANSFERS			
8980	Interfund Transfers	12,165,285	4,241,896	12,180,285
Total	Incoming Transfers	12,165,285	4,241,896	12,180,285
TOTAL	INCOME	35,138,285	14,462,042	25,008,191
TOTAL	BEGINNING BALANCE AND INCOME	\$44,602,420	\$22,773,983	\$38,173,920

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
4000	BOOKS, SUPPLIES, & MATERIALS			
4500	Operational Supplies	4,000	23,359	11,211
Total	Total Books, Supplies, & Materials	4,000	23,359	11,211
5000	OTHER OPERATING EXPENSES			
5100	Consultant & Architectural Svc	-	17,500	-
5200	Conferences/Travel	-	-	-
5300	Licenses and Permits	500	8,934	791
5500	Utilities	-	-	-
5600	Contracts, Repairs	-	-	-
5700	Legal Fees	728	-	728
5800	Other Services	-	688	-
Total	Other Operating Expenses	1,228	27,122	1,518
6000	CAPITAL OUTLAY			
6100	Site Improvement	4,600	91,325	-
6200	Buildings	36,109,659	9,258,877	27,481,727
6400	Equipment	77,000	207,570	-
6900	Construction contingency	-	-	-
Total	Capital Outlay	36,191,259	9,557,772	27,481,727
7000	OTHER OUTGO			
7300	Intrafund Transfers	-	-	-
Total	Other Outgo	-	-	-
TOTAL	EXPENDITURES AND OTHER OUTGO	36,196,487	9,608,253	27,494,456
7900	Appropriations for Contingency	8,405,933	-	10,679,464
Total	Contingency and Reserves	8,405,933	-	10,679,464
	NET ENDING BALANCE		13,165,730	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$44,602,420	\$22,773,983	\$38,173,920

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
GENERAL OBLIGATION BOND BUILDING FUND

Account Number	Description	2020-21 Revised Adopted	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 32,552,259	\$ 32,552,259	\$ 16,089,443
	LOCAL INCOME			
88XX	Local Income	400,000	174,164	174,164
TOTAL	Local Income	400,000	174,164	174,164
	INCOMING TRANSFERS			
8940	Other Financing Sources	-	-	-
TOTAL	Incoming Transfers	-	-	-
TOTAL	BEGINNING BALANCE AND INCOME	\$ 32,952,259	\$ 32,726,423	\$ 16,263,607
	EXPENDITURES			
	CLASSIFIED SALARIES			
2000	All Classified Salaries	14,518	14,422	25,863
	STAFF BENEFITS			
3000	All Staff Benefits	10,833	7,983	13,981
	BOOKS, SUPPLIES, & MATERIALS			
4000	Operational Supplies	4,458	4,417	-
	OPERATING EXPENSES & SERVICES			
5000	Consultant & Architectural Svc	61,790	-	61,790
5100	Licenses and Permits	111,316	79,404	-
5300	Contracts, Repairs	-	861	-
5600	Audits/Legal Fees	7,770	3,885	7,770
5700	Other Services	957	(6,190)	-
5800				
TOTAL	Other Operating Expenses	181,832	77,960	69,560
	CAPITAL OUTLAY			
6000	Site Improvement	19,472	364,438	-
6100	Buildings	26,498,996	14,496,761	12,319,309
6200	Equipment	1,824,633	1,670,998	648,240
6400	Construction Contingency	4,397,517	-	3,172,549
6900				
TOTAL	Capital Outlay	32,740,617	16,532,197	16,140,098
TOTAL	EXPENDITURES	32,952,259	16,636,980	16,249,502
7900	Appropriation for Contingencies	0	-	14,105
TOTAL	EXPENDITURES AND CONTINGENCIES	32,952,259	16,636,980	16,263,607
	NET ENDING BALANCE	-	16,089,443	-
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 32,952,259	\$ 32,726,423	\$ 16,263,607

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
DENTAL SELF INSURANCE FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 1,694,838	\$ 1,525,543	\$ 1,550,698
	LOCAL INCOME			
8830	Contribution from General Fund	820,000	820,000	820,000
8860	Interest	20,000	20,000	20,000
8980	Transfers In	-	-	-
TOTAL	INCOME	840,000	840,000	840,000
TOTAL	BEGINNING BALANCE AND INCOME	\$ 2,534,838	\$ 2,365,543	\$ 2,390,698
	EXPENDITURES			
5430	Self Insurance Claims	814,845	814,845	814,845
5890	Miscellaneous Fees	-	-	-
TOTAL	EXPENDITURES	814,845	814,845	814,845
7900	Appropriation for Contingencies	1,719,993	-	1,575,853
TOTAL	EXPENDITURES AND CONTINGENCIES	2,534,838	814,845	2,390,698
	NET ENDING BALANCE		1,550,698	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 2,534,838	\$ 2,365,543	\$ 2,390,698

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
PROPERTY AND LIABILITY SELF INSURANCE FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	NET BEGINNING BALANCE JULY 1	\$ 1,139,447	\$ 1,181,851	\$ 1,002,139
	LOCAL INCOME			
8830	Contribution from General Fund	-	-	-
8860	Interest	18,000	5,412	6,000
TOTAL	INCOME	18,000	5,412	6,000
TOTAL	BEGINNING BALANCE AND INCOME	\$ 1,157,447	\$ 1,187,263	\$ 1,008,139
	EXPENDITURES			
4000	All Books, Supplies & Materials	5,000	-	-
5410	District Insurance	145,481	140,000	-
5430	Self-Insurance Claims	30,000	32,553	34,000
5650	Contracted Repairs	6,000	-	2,000
5830	Personal Property Damages	-	-	-
6000	Capital Outlay	3,000	12,570	3,000
TOTAL	EXPENDITURES	189,481	185,123	39,000
7900	Appropriation for Contingencies	967,966	-	969,139
TOTAL	EXPENDITURES AND CONTINGENCIES	1,157,447	185,123	1,008,139
	NET ENDING BALANCE	-	1,002,139	-
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 1,157,447	\$ 1,187,263	\$ 1,008,139

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
POST-EMPLOYMENT BENEFITS FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	Trust Reserve for GASB 45	\$ 999,925	\$ 999,925	\$ 1,005,265
	NET BEGINNING BALANCE JULY 1	999,925	999,925	1,005,265
	LOCAL INCOME			
8830	Contribution from General Fund	-	-	-
8860	Interest	18,000	5,340	6,000
8890	Other Local Income	-	-	-
	INCOMING TRANSFERS			
8980	Interfund/Intrafund Transfers	-	-	-
TOTAL	INCOME	18,000	5,340	6,000
TOTAL	BEGINNING BALANCE AND INCOME	\$ 1,017,925	\$ 1,005,265	\$ 1,011,265
	EXPENDITURES			
	STAFF BENEFITS			
3000	Retired/Active Health and Welfare	-	-	-
3440		-	-	-
TOTAL	EXPENDITURES	-	-	-
7900	Appropriation for Contingencies	1,017,925	-	1,011,265
TOTAL	EXPENDITURES AND CONTINGENCIES	1,017,925	-	1,011,265
	NET ENDING BALANCE		1,005,265	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 1,017,925	\$ 1,005,265	\$ 1,011,265

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
ASSOCIATED STUDENTS TRUST FUND**

Description		2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	Unrestricted (ASB)	\$ 136,612	\$ 136,611	\$ 140,882
	Restricted	45,642	45,642	137,140
	ADJUSTED NET BEGINNING BALANCE JULY 1	182,254	182,253	278,022
	INCOME			
	A.S.B.	200,900	125,005	140,000
	Athletics	24,252	-	15,702
	Transfer from District	177,047	177,047	177,047
	Interest	75	75	125
	Miscellaneous Income	-	-	-
TOTAL	INCOME - ALL SOURCES	402,274	302,127	332,874
TOTAL	BEGINNING BALANCE AND INCOME	\$ 584,528	\$ 484,380	\$ 610,896
	EXPENDITURES			
	Associated Students	39,234	34,805	35,344
	Athletics	151,299	32,853	142,749
	Clubs and Scholarships	204,500	138,700	143,750
TOTAL	EXPENDITURES	395,033	206,358	321,843
	Appropriation for Contingencies	146,549	-	146,563
TOTAL	EXPENDITURES & CONTINGENCIES	541,582	206,358	468,406
	Reserve for Athletics	42,946	137,140	137,140
	Net Ending Balance		140,882	
GRAND TOTAL	EXPENDITURES AND ENDING BALANCE	\$ 584,528	\$ 484,380	\$ 610,896

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
STUDENT REPRESENTATION FEE TRUST FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 30,346	\$ 30,345	\$ 49,645
	INCOME			
8860	Interest	10	10	10
8884	Student Representation Fee	30,614	30,614	36,000
8890	Other Local Revenue	-	-	-
8890	Interfund Transfer	-	-	-
Total	INCOME	30,624	30,624	36,010
TOTAL	BEGINNING BALANCE AND INCOME	\$ 60,970	\$ 60,969	\$ 85,655
	EXPENDITURES			
4000	Supplies & Other	-	-	-
5000	Operating Expenses & Services	20,000	11,324	19,600
6000	Equipment	-	-	-
TOTAL	EXPENDITURES	20,000	11,324	19,600
7000	OTHER OUTGO			
7300	Interfund Transfers	-	-	-
TOTAL	OTHER OUTGO	-	-	-
7900	Appropriation for Contingency	40,970	-	66,055
TOTAL	EXPENDITURES AND OTHER OUTGO	60,970	11,324	85,655
	NET ENDING BALANCE		49,645	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 60,970	\$ 60,969	\$ 85,655

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
STUDENT BODY CENTER FEE TRUST FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 212,840	\$ 212,840	\$ 229,030
	INCOME			
8860	Interest	2,800	2,800	2,800
8883	Student Fees	15,000	15,000	15,000
8980	Interfund Transfer	-	-	
TOTAL	INCOME	17,800	17,800	17,800
TOTAL	BEGINNING BALANCE AND INCOME	\$ 230,640	\$ 230,640	\$ 246,830
	EXPENDITURES			
4000	Supplies & Other	-	1,610	1,610
5000	Operating Expenses & Services	-	-	-
6000	Equipment	17,800	-	17,800
TOTAL	EXPENDITURES	-	1,610	19,410
7900	Appropriation for Contingency	230,640	-	227,420
TOTAL	EXPENDITURES AND OTHER OUTGO	230,640	1,610	246,830
	NET ENDING BALANCE		229,030	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 230,640	\$ 230,640	\$ 246,830

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
STUDENT FINANCIAL AID TRUST FUND

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 21,600	\$ 21,600	\$ 21,600
	FEDERAL INCOME			
8150	Supplemental Ed. Opportunity Grants Prog.	258,885	258,885	278,277
8153	Pell Grant Program	10,117,718	10,117,718	11,712,913
Total	Federal Income	10,376,603	10,376,603	11,991,190
	STATE INCOME			
8627	Other General Categorical Programs	1,100,000	965,986	1,100,000
8652	Other Reimbursable Categorical Programs	1,200,000	1,331,307	1,250,000
8690	Other State Revenues	-	-	-
Total	State Income	2,300,000	2,297,293	2,350,000
	LOCAL INCOME			
8890	Other	-	-	-
8980	Interfund Transfers	1,334,876	2,558,000	2,461,951
Total	Local Income	1,334,876	2,558,000	2,461,951
TOTAL	INCOME	14,011,479	15,231,896	16,803,141
TOTAL	BEGINNING BALANCE AND INCOME	\$ 14,033,079	\$ 15,253,496	\$ 16,824,741
	EXPENDITURES			
	OTHER OUTGO			
7000	Pell Grant Program	10,117,718	10,117,718	11,712,913
7510	CARES Act/HEERF II	1,209,876	1,974,387	1,926,951
7515	Supplemental Ed. Opportunity Grants Prog.	258,885	258,885	278,277
7520	FT Student Success Grant	1,100,000	965,986	1,100,000
7525	Extended Opportunity Prog. & Serv. Grants	-	436,212	400,000
7540	CARE Grants	125,000	147,401	135,000
7542	Cal Grant B	1,200,000	1,331,307	1,250,000
7550	Restricted Reserve	21,600	-	21,600
TOTAL	OTHER OUTGO	14,033,079	15,231,896	16,824,741
TOTAL	EXPENDITURES AND OTHER OUTGO	14,033,079	15,231,896	16,824,741
	General Reserve (Net Ending Balance)		21,600	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 14,033,079	\$ 15,253,496	\$ 16,824,741

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
SCHOLARSHIP AND LOAN TRUST FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 8,708	\$ 8,708	\$ 8,708
	INCOME			
8820	Donations	1,000	-	1,000
8860	Interest	-	-	-
8980	Interfund Transfer	-	-	-
TOTAL	INCOME	1,000	-	1,000
TOTAL	BEGINNING BALANCE AND INCOME	\$ 9,708	\$ 8,708	\$ 9,708
	EXPENDITURES			
4000	Supplies & Other	-	-	-
5000	Operating Expenses & Services	-	-	-
TOTAL	EXPENDITURES	-	-	-
	OTHER OUTGO			
7000				
7500	Student Financial Aid	1,000	-	1,000
TOTAL	OTHER OUTGO	1,000	-	1,000
7900	Appropriation for Contingency	8,708	-	8,708
TOTAL	EXPENDITURES AND OTHER OUTGO	9,708	-	9,708
	NET ENDING BALANCE		8,708	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 9,708	\$ 8,708	\$ 9,708

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
DISTRICT TRUST FUND**

Account Number	Description	2019-20 Actual Income & Expenditures	2020-21 Est. Income & Expenditures	2021-22 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 1,074,542	\$ 1,031,383	\$ 909,175
	INCOME			
8820	Donations	7,430	-	-
8840	Sales	106,389	1,229	20,429
8850	Leases and Rentals	3,500	-	-
8860	Interest	543	500	500
88XX	Miscellaneous Income	14,287	-	-
8980	Interfund Transfers	9,238	1,800	1,800
TOTAL	INCOME	141,387	3,529	22,729
TOTAL	BEGINNING BALANCE AND INCOME	\$ 1,215,929	\$ 1,034,912	\$ 931,904
	EXPENDITURES			
1000	Certificated Salaries	1,321	1,586	1,586
2000	Classified Salaries	22,752	8,706	8,706
3000	Benefits	-	-	-
4000	Supplies & Materials	69,530	69,005	50,681
5000	Other Operating Exp & Svcs	69,555	46,240	27,343
6000	Capital Outlay	4,134	-	-
TOTAL	EXPENDITURES	167,291	125,537	88,316
7000	OTHER OUTGO			
7300	Interfund Transfers	9,238	-	-
7600	Other Payments to/for Students	8,017	200	200
TOTAL	OTHER OUTGO	17,255	200	200
TOTAL	EXPENDITURES AND OTHER OUTGO	184,546	125,737	88,516
	NET ENDING BALANCE	1,031,383	909,175	843,388
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 1,215,929	\$ 1,034,912	\$ 931,904

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
STUDENT CLUBS AGENCY FUND**

Account Number	Description	2019-20 Actual Income & Expenditures	2020-21 Est. Income & Expenditures	2021-22 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	\$ 68,784	\$ 64,588	\$ 39,008
	INCOME			
8820	Donations	7,009	-	-
8840	Sales	12,107	-	-
8860	Interest	34	36	22
88XX	Miscellaneous Income	4,705	3,260	2,900
8980	Interfund Transfers	-	-	-
TOTAL	INCOME	23,855	3,296	2,922
TOTAL	BEGINNING BALANCE AND INCOME	\$ 92,639	\$ 67,884	\$ 41,930
	EXPENDITURES			
4000	Supplies & Materials	10,036	19,901	15,779
5000	Other Operating Exp & Svc	9,692	8,975	9,261
6000	Capital Outlay	-	-	-
TOTAL	EXPENDITURES	19,728	28,876	25,040
7000	OTHER OUTGO			
7300	Interfund Transfers	-	-	-
7500	Student Assistance	8,323	-	1,500
TOTAL	OTHER OUTGO	8,323	-	1,500
TOTAL	EXPENDITURES AND OTHER OUTGO	28,051	28,876	26,540
	NET ENDING BALANCE	64,588	39,008	15,390
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	\$ 92,639	\$ 67,884	\$ 41,930

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
FOUNDATION AGENCY FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	BEGINNING BALANCE JULY 1	\$ 29,979,941	\$ 29,979,941	\$ 29,979,941
	INCOME			
	PPP Loan Forgiveness	-	-	-
	Contributions	1,123,529	1,123,529	1,176,500
	District Grant Contributions	-	-	-
	Interest and Dividends	642,250	642,250	636,000
	Gain/Loss on Sale of investments	-	-	-
	Change in Asset Portfolio	-	-	-
	Royal/Other/Bad Debt Recovery	6,425	6,425	6,140
	Transfers in	965,626	965,626	975,710
TOTAL	INCOME	2,737,830	2,737,830	2,794,350
TOTAL	BEGINNING BALANCE AND INCOME	\$ 32,717,771	\$ 32,717,771	\$ 32,774,291
	EXPENDITURES			
2000	Salaries	261,863	261,863	265,000
3000	Employee Benefits	24,038	24,038	24,850
4000	Supplies and Materials	69,500	69,500	65,500
5000	Other Operating Exp. and Services	274,750	274,750	299,500
5XXX	District/College Support	650,000	650,000	650,000
5XXX	PCPA Support	50,000	50,000	76,000
6000	Capital Outlay	-	-	6,500
7000	Scholarships/Transfers Out/Other Outgo	1,407,679	1,407,679	1,407,000
TOTAL	EXPENDITURES	2,737,830	2,737,830	2,794,350
	Appropriation for Contingency	29,979,941	-	29,979,941
TOTAL	EXPENDITURES AND CONTINGENCY	32,717,771	2,737,830	32,774,291
	NET ENDING BALANCE	-	29,979,941	-
GRAND TOTAL	EXPENDITURES, CONTINGENCY AND ENDING BALANCE	\$ 32,717,771	\$ 32,717,771	\$ 32,774,291

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND**

Account Number	Description	2020-21 Adopted Budget	2020-21 Actual	2021-22 Tentative Budget
	Beginning Balance	\$ 60,316	\$ 60,316	\$ 44,549
	Reserve for Inventory	133,110	133,110	124,752
	NET BEGINNING BALANCE JULY 1	193,426	193,426	169,301
	REVENUE			
	Contributed Gifts/Grants	25	1,508	25
	Non-Cash Contributions	15,000	21,883	19,740
	Other Local Revenue	-	307	-
	Intrafund Transfer-In	-	-	-
	NET REVENUE	15,025	23,698	19,765
	WINE OPERATIONS			
	Sales & Commissions	91,250	90,048	87,900
	Less: Returns & Allowances	-	-	-
	Less: Sales Discounts	(36,685)	(38,833)	(35,145)
	NET SALES	54,565	51,215	52,755
	Less: Cost of Goods Sold	(37,295)	(42,008)	(35,100)
	GROSS PROFIT	17,270	9,207	17,655
TOTAL	REVENUE	32,295	32,905	37,420
TOTAL	BEGINNING BALANCE AND REVENUE	\$ 225,721	\$ 226,331	\$ 206,721
	EXPENDITURES			
1000	Academic Salaries	-	-	-
2000	Classified Salaries	-	-	-
4000	Supplies and Materials	44,630	32,037	23,050
5XXX	Inventory Allocation Expense	(74,430)	(57,609)	(51,300)
5000	Other Operating Exp. and Services	42,791	57,531	59,859
6000	Capital Outlay	21,672	25,071	-
TOTAL	EXPENDITURES	34,663	57,030	31,609
	Reserve for Inventory	133,110	124,752	124,752
	Appropriation for Contingency	57,948		50,360
	NET ENDING BALANCE		44,549	
TOTAL	EXPENDITURES AND NET ENDING BALANCE	\$ 225,721	\$ 226,331	\$ 206,721

**ACTION ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 12.C.
Subject: Trustee Area Vacancy	Enclosures: Page 1 of 1

BACKGROUND

At the May 11 board meeting, the board of trustees selected June 15, 2021 to hold a special board meeting to appoint a trustee to represent area 3. It is necessary for the board of trustees to determine the next steps to be taken to fill the vacancy as outlined in Education Code Sections 5090 – 5095.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees discuss the process of filling trustee area 3 vacancy and determine next steps to be taken.

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

**INFORMATION ITEM**

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	13.A.1.
Subject:	First Reading: Revised Administrative Procedure 6370, Contracts – Personal Services	Enclosures:	Page 1 of 4

BACKGROUND

Revised Administrative Procedure 6370, Contracts – Personal Services, was updated to add California Labor Code Sections 2750.3 and 3353, and California Public Contract Code Section 10335.5. The revisions have been vetted through the shared governance process.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 6 – Business and Fiscal Affairs

AP 6370 CONTRACTS – PERSONAL SERVICES

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- ~~The contract is awarded through a publicized, competitive bidding process~~
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm or individual; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors
- The services are not available within the District or cannot be satisfactorily performed by district employees
- The services are incidental to a purchase or lease contract
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process

- The work meets the criteria for emergency appointment
- Equipment, materials, facilities, or support services could not feasibly be provided by the District
- The services are of an urgent, temporary, or occasional nature

Professional Experts – Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

NOTE: AB 5, which went into effect on January 1, 2020, codified the “ABC” test for determining independent contractor status that the California Supreme Court adopted in its 2018 decision, *Dynamex Operations West, Inc. v. Superior Court* (2018) 4 Cal.5th 901. However, the longstanding multifactor test established in *S.G. Borello & Sons, Inc. v. Department of Industrial Relations* (1989) 48 Cal.3d 341, still applies to certain occupations. These occupations include: insurance agents; medical professionals such as physicians, dentists, podiatrists, psychologists, and veterinarians; licensed professionals such as attorneys, architects, engineers, private investigators, and accountants; financial advisers; direct sales salespersons; commercial fisherman; some contracts for professional services for marketing, human resources administrators, travel agents, graphic designers, grant writers, fine artists, freelance writers, photographers and photojournalists, and cosmetologists; licensed real estate agents; “business service providers”; construction contractors; construction trucking services; referral service providers; and motor club third party agents.

Independent Contractors – To be an independent contractor, substantial conformance with all of the following conditions must exist:

- ~~The contractor controls the way in which work is performed~~
- ~~The contractor sets his/her own hours~~
- ~~The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District~~
- ~~No District employees have duties similar to the independent contractor~~
- ~~The District does not provide assistants to the contractor~~
- ~~The duration of employment is for a specific job, not for a specified period of time~~
- ~~The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District’s facilities (e.g., equipment, office furniture, machinery)~~
- ~~The contractor’s investment in his/her trade must be real, essential, and adequate~~
- ~~The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages~~
- ~~The individual is not presently employed by the District to do the same type of work~~

- ~~Contractors are hired to provide a result and usually have the right to hire others to do the actual work~~
- ~~Contractors are hired for the final result, and therefore should not be asked for progress or interim reports~~
- ~~Contractors are generally responsible for their incidental expenses~~
- ~~Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:~~
 - ~~If the contractor hires and pays assistants~~
 - ~~If the contractor has his/her own office, equipment, materials, or facilities~~
 - ~~If the contractor has continuing and reoccurring liabilities~~
 - ~~If the contractor has agreed to perform specific jobs for prices agreed upon in advance~~
 - ~~If the contractor's services affect his own business reputation~~
- The contractor is free from the control and direction of the District in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- The contractor performs work that is outside the usual course of the District's business; and
- The contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

Contractors may not be ~~can't be~~ fired as ~~so~~ long as they produce a result that meets the contract specifications.

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants – Consulting services contracts refer to all services that:

- Are of an advisory nature
- Provide a recommended course of action or personal expertise
- Have an end product which is basically a transmittal of information either written or verbal
- Are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type
- The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract

References: Education Code Section 88003.1;
 Government Code Section 53060;
Labor Code Sections 2750.3 and 3353;
Public Contract Code Section 10335.5

Approved: 6/13/17

**INFORMATION ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.A.2.
Subject: Return to Campus Report	Enclosures: Page 1 of 1

BACKGROUND

Staff will provide an update on plans to return to onsite instruction in the fall and the possibility of lifting the Campus State of Emergency Proclamation dated March 16, 2020.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

INFORMATION ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.B.
Subject: Employee Resignations and Retirements	Enclosures: Page 1 of 1

BACKGROUND

The superintendent/president has accepted the following:

Retirement

1. Mark Ludvigson, custodian, facilities, effective July 6, 2021.

Mr. Ludvigson has been employed with the district since February 2, 2015.

*Correction from resignation to retirement.

Resignation

1. Andrea Figueroa Zamora, basic needs director, effective June 1, 2021.

Ms. Figueroa Zamora has been employed with the district since April 1, 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
---	--------------------

INFORMATION ITEM

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	13.C.
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Enclosures:	Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Academic Affairs will report on the items listed below in regards to academic affairs:

Public Safety Training Complex: Allan Hancock College’s Public Safety Training Complex houses an Accredited Regional Training Program (ARTP) certified by the California State Fire Marshal’s Office to train and award certificates to graduates who complete a grueling seventeen-week program. Every five years, the State Fire Marshal’s Office requires each ARTP academy to undergo an extensive re-accreditation process ensuring the quality of our program meets or exceeds state standards. Allan Hancock College’s Firefighter I course underwent this re-accreditation process beginning in September 2020 and for the successive five months, met or exceeded the requirements, culminating in our re-accreditation this spring. My thanks to former Fire Academy Coordinator Andy Densmore and current Coordinator Leonard Champion as well as the entire academy staff for their diligent efforts in keeping our program among the finest in the state.

Valley of Light: Allan Hancock College, the County of Santa Barbara, and the City of Santa Maria have partnered on a “Valley of Light” public art project that will be installed this summer at the Betteravia Government Campus. The project was designed by Nancy Jo Ward, professor, media arts at Allan Hancock College. The artwork, which will be installed at the intersection of South Miller Street and Betteravia Road in Santa Maria, will honor the Santa Maria Valley’s agricultural past and present. “Valley of Light” comprises seven tree-like sculptures made of branches punctuated with brightly-colored, translucent acrylic leaves. Inspired by Nancy Jo Ward’s own experience with vibrant outdoor light installations, the ecological design illuminates the way toward a sustainable future by featuring 100 percent solar-powered LED leaf lights, which will project kaleidoscopic fields of color into the space at night. Accessibility and relatability were key design points for Nancy Jo Ward, as the installation will be shared by diverse communities who use and move past the government campus on foot, car, bus, and bicycle.



Artist’s rendering of “Valley of Light.” Image Credit: Nancy Jo Ward, 2020.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

INFORMATION ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.D.
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Enclosures: Page 1 of 1

BACKGROUND

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

Commencement. On Friday, May 21, 2021, Allan Hancock College held its 100th commencement ceremony. The event was a drive-through, socially distanced event held in two sessions; 10 a.m. and 2 p.m. The 2021 class was comprised of a record-breaking 1,498 graduates, earning 2,742 degrees. Over 300 graduates were Hancock Promise students. Nearly 500 graduates participated in the commencement event.

Cal Grant Interface. Allan Hancock College, along with three other community colleges, was selected to work with Ellucian to develop, test, and implement new custom software to integrate the Cal Grant process into our Banner system. Previously, financial aid staff had to manually review and import over 200 fields of data from the California Student Aid Commission to award Cal Grants to our students. A team of financial aid and information technology staff have been hard at work on the project and hope to fully implement for the fall 2021 semester.

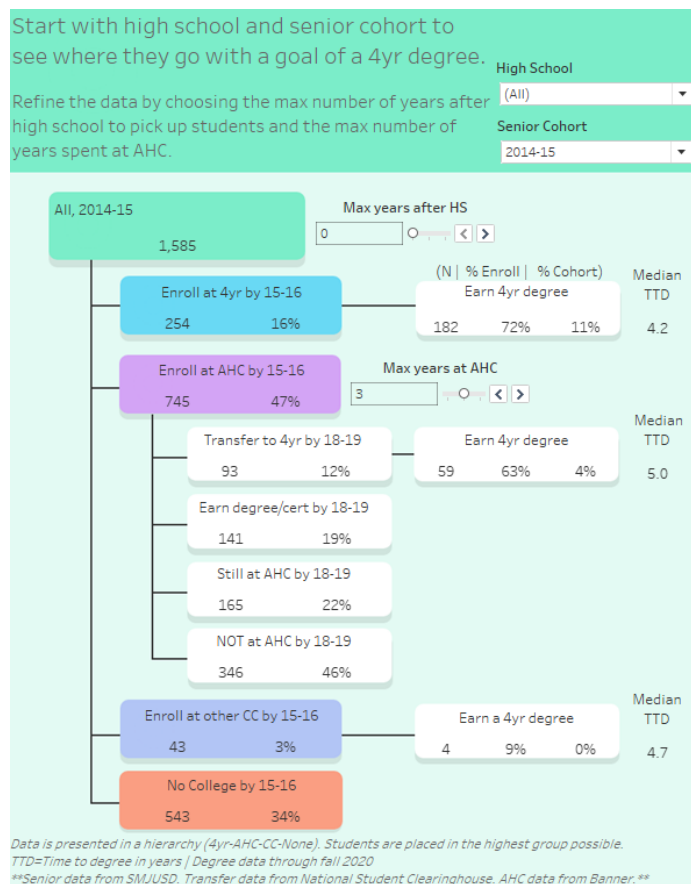
Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
--	--------------------

INFORMATION ITEM

To:	Board of Trustees	Date:	June 8, 2021
From:	Superintendent/President	Item Number:	13.E.
Subject:	Monthly Report, Vice President, Institutional Effectiveness	Enclosures:	Page 1 of 2

BACKGROUND
Data Sharing Pilot with Santa Maria Joint Union High School District (SMJUHSD)

Armando Cortez partnered with representatives from the Santa Maria Joint Union High School District (SMJUHSD) to assess the transition of high school seniors in the cohort years from 2009 to 2020. Armando matched data of graduating seniors from the high schools in the SMJUHSD to records in the National Student Clearinghouse to determine whether students transitioned directly to four-year colleges or to Allan Hancock College (AHC). For those students who matriculated directly to a four-year college, graduation rates and time to degree are measured. For those students who initially attend AHC, outcomes are provided for AA degrees, transfer to a four-year institution, and graduation from a four-year institution. The Institutional Effectiveness (IE) office hopes to partner in a similar data sharing exchange with the other local high school districts. The analysis is still in progress, but a sample dashboard is shown below. Currently no high school academic history is included in the data, so there are important caveats in the interpretation of outcomes. For example, without information about high school grade point averages (GPAs) or other metrics of academic achievement, one has to be cautious in comparing direct matriculants to four-year institutions with those who start at AHC.



Administrator Initiating Item: Paul M. Murphy	Final Disposition:
---	--------------------

Support of Institutional Learning Outcomes (ILO) Assessments

This year the Institutional Effectiveness office supported the development and analysis of two Institutional Learning Outcome (ILO) surveys. The surveys explored ILO3: *Global Awareness and Cultural Competence* along with ILO4: *Information and Technology Literacy*. Transition to remote operations last year delayed the ILO3 survey, therefore both surveys were combined into one survey this year. Each ILO survey was comprised of 20 to 22 statements about knowledge, skills or abilities to which students were asked to agree or disagree. All but two item responses indicated a lack of agreement with learning improvements. The assessment committees and IE staff are currently examining the data and developing recommendations for improvements.

Technology Master Plan Survey

Institutional Effectiveness worked with Technology Council to develop and administer a 20-question survey sent to AHC employees, with questions ranging from cyber security to the usefulness of classroom devices. The responses were then analyzed and broken down by employee classification. IE staff created a Tableau Dashboard to ease interpretation of the results. The results of the survey will be used in the development of the new Technology Master Plan.

**INFORMATION ITEM**

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.F.
Subject: Monthly Report, Executive Director, College Advancement	Enclosures: Page 1 of 1

BACKGROUND**“Hancock 100” Centennial Celebration**

During the month of May, College Advancement focused on final preparations for the college’s Centennial Celebration on May 22. The event was streamed online and re-broadcast on KCOY, while “watch parties” gathered throughout the district for the celebration. Fundraising for the event surpassed expectations, with over 75 donors contributing at the \$1,000 and above level — including a pledge of \$50,000 from the Murphy Foundation, which pushed the total raised for the evening to \$290,000.

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

INFORMATION ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.G.
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Finance and Administration will report on the items listed below in regards to administrative services:

Miscellaneous Construction Projects Being Completed

Miscellaneous projects, including the MESA/STEM Center for Academic Success, the Draeger Burn Building Props, and the Public Safety Training Complex Modular classroom installation are all nearing conclusion. Notices of completion for each of the projects will be brought to the board for approval in July or August.

Return to Campus

Our Facilities Department has been evaluating our heating, ventilation and air conditioning (HVAC) systems as it relates to the suppression of the COVID-19 virus. We are looking at replacing several of the HVAC systems to improve air flow and increase effectiveness. We have also distributed air purifiers to office spaces. We are using HEERF II dollars to fund these improvements.

Baseball/Softball Concession Stand

We are starting the initial design work on the baseball/softball concession stand, which is the companion project to the Baseball/Softball Restroom Project that the board recently authorized to bid. We hope to have the plans completed and submitted to the Division of the State Architect before the end of the calendar year.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
---	--------------------

INFORMATION ITEM

To: Board of Trustees	Date: June 8, 2021
From: Superintendent/President	Item Number: 13.H.
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Enclosures: Page 1 of 22

BACKGROUND

Attached are copies of financial statements for the following funds:

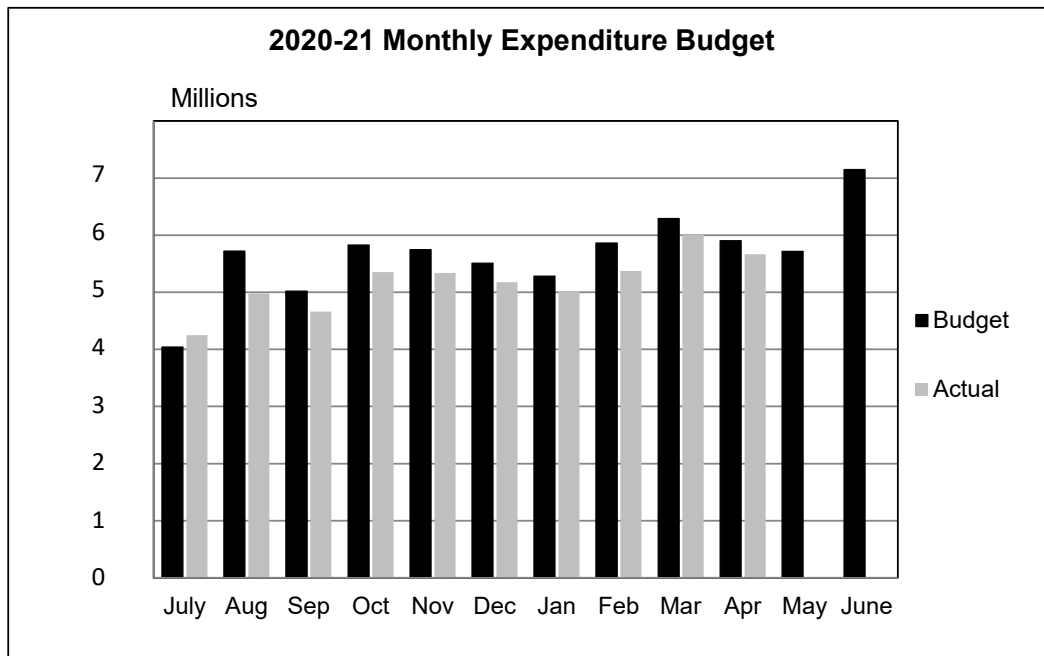
General Fund - Unrestricted
General Fund - Restricted
Child Development Fund
PCPA Fund
Capital Outlay Projects Fund
General Obligation Bond Building Fund
Dental Self-Insurance Fund
Property and Liability Self-Insurance Fund
Post-Employment Benefits Fund
Other Post-Employment Benefits (OPEB) Trust Summary
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:
---	--------------------

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

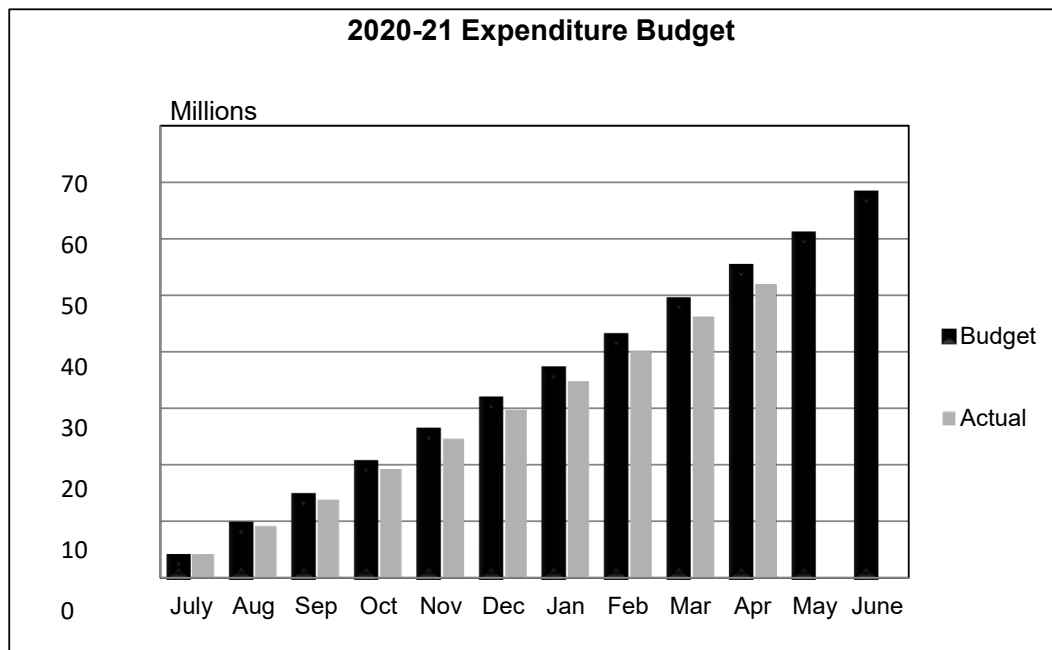
	April Budget	April Expenditures	Percentage Variance
Academic Salaries	2,250,683	2,087,497	92.75%
Classified Salaries	1,405,540	1,383,058	98.40%
Employee Benefits	1,108,624	1,099,043	99.14%
Supplies and Materials	116,716	96,343	82.54%
Other Operating Expenses	381,244	367,136	96.30%
Capital Outlay	140,550	136,841	97.36%
Other Outgo/Transfers	<u>498,939</u>	<u>496,223</u>	99.46%
	5,902,296	5,666,141	96.00%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-April Budget	July-April Year to Date	Percentage Variance
Academic Salaries	21,405,124	20,012,958	93.50%
Classified Salaries	14,193,713	13,809,785	97.30%
Employee Benefits	10,036,973	9,933,494	98.97%
Supplies and Materials	1,127,755	507,720	45.02%
Other Operating Expenses	5,618,542	4,943,062	87.98%
Capital Outlay	781,174	579,876	74.23%
Other Outgo/Transfers	<u>2,041,142</u>	<u>2,038,127</u>	99.85%
	55,204,423	51,825,022	93.88%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<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	\$ 28,526	83.41%	\$ 15,228,145	\$ 3,020,810	19.84%
State Revenues	43,249,608	27,859,281	64.42%	19,825,554	14,597,243	73.63%
Local Revenues	23,955,583	19,186,749	80.09%	2,077,105	1,208,263	58.17%
Total REVENUES	<u>67,239,391</u>	<u>47,074,556</u>	<u>70.01%</u>	<u>37,130,804</u>	<u>18,826,316</u>	<u>50.70%</u>
EXPENDITURES						
Academic Salaries	24,847,183	20,012,958	80.54%	3,421,136	2,566,753	75.03%
Classified Salaries	16,845,582	13,809,785	81.98%	7,207,504	3,664,163	50.84%
Employee Benefits	13,441,276	9,933,494	73.90%	2,813,239	1,634,162	58.09%
Supplies and Materials	1,411,156	507,720	35.98%	3,469,799	973,112	28.05%
Other Operating Exp. and Services	7,256,017	4,943,062	68.12%	4,989,063	2,031,053	40.71%
Capital Outlay	1,198,513	579,876	48.38%	5,235,543	2,056,546	39.28%
Total EXPENDITURES	<u>64,999,727</u>	<u>49,786,895</u>	<u>76.60%</u>	<u>27,136,284</u>	<u>12,925,789</u>	<u>47.63%</u>
Excess of Revenues Over/ (Under) Expenditures	2,239,664	(2,712,339)		9,994,520	5,900,527	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	262,160	262,708	100.21%	109,765	92,100	83.91%
Total OTHER FINANCING SOURCES (USES)	<u>262,160</u>	<u>262,708</u>	<u>100.21%</u>	<u>109,765</u>	<u>92,100</u>	<u>83.91%</u>
OPERATING TRANSFERS OUT						
Other Outgo	2,751,492	2,038,127	74.07%	8,867,883	3,446,591	38.87%
Total OPERATING TRANSFERS OUT	<u>2,751,492</u>	<u>2,038,127</u>	<u>74.07%</u>	<u>8,867,883</u>	<u>3,446,591</u>	<u>38.87%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(249,668)	(4,487,758)		1,236,402	2,546,036	
FUND BALANCE						
Fund balance, July 1	<u>15,904,827</u>	<u>15,904,827</u>		<u>15,359,463</u>	<u>15,359,463</u>	
Current Balance	<u>\$ 15,655,159</u>	<u>\$ 11,417,069</u>		<u>\$ 16,595,865</u>	<u>\$ 17,905,499</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 352,413	\$ 197,455	56.03%
State Revenues	641,279	618,723	96.48%
Local Revenues	761,087	81,050	10.65%
Total REVENUES	<u>1,754,779</u>	<u>897,228</u>	<u>51.13%</u>
EXPENDITURES			
Academic Salaries	245,664	180,721	73.56%
Classified Salaries	609,987	378,854	62.11%
Employee Benefits	136,302	91,046	66.80%
Supplies and Materials	353,265	35,917	10.17%
Other Operating Exp. and Services	176,176	12,550	7.12%
Capital Outlay	272,507	44,952	16.50%
Total EXPENDITURES	<u>1,793,901</u>	<u>744,040</u>	<u>41.48%</u>
Excess of Revenues Over/ (Under) Expenditures	(39,122)	153,188	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	<u>30,000</u>	<u>30,000</u>	<u>100.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>30,000</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(9,122)	183,188	
FUND BALANCE			
Fund balance, July 1	<u>336,452</u>	<u>336,452</u>	
Current Balance	<u>\$ 327,330</u>	<u>\$ 519,640</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenue	\$ 450,000	\$ -	0.00%
Local Revenues	725,684	572,685	78.92%
Total REVENUES	<u>1,175,684</u>	<u>572,685</u>	<u>78.92%</u>
EXPENDITURES			
Classified Salaries	2,504,117	1,858,199	74.21%
Employee Benefits	666,930	422,268	63.32%
Supplies and Materials	177,371	8,244	4.65%
Other Operating Exp. and Services	385,609	124,375	32.25%
Capital Outlay	20,500	284	1.39%
Total EXPENDITURES	<u>3,754,527</u>	<u>2,413,370</u>	<u>64.28%</u>
Excess of Revenues Over (Under) Expenditures	(2,578,843)	(1,840,685)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	2,031,949	1,354,632	66.67%
Total OTHER FINANCING SOURCES (USES)	<u>2,031,949</u>	<u>1,354,632</u>	<u>66.67%</u>
OPERATING TRANSFERS OUT			
Other Outgo	190,201	-	0.00%
Total OPERATING TRANSFERS OUT	<u>190,201</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(737,095)	(486,053)	
FUND BALANCE:			
Fund balance, July 1	<u>1,838,043</u>	<u>1,838,043</u>	
Current Balance	<u><u>\$ 1,100,948</u></u>	<u><u>\$ 1,351,990</u></u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	\$ 22,873,000	\$ 8,515,420	0.00%
Local Revenues	150,000	122,658	81.77%
Total REVENUES	<u>23,023,000</u>	<u>8,638,078</u>	<u>37.52%</u>
EXPENDITURES			
Supplies and Materials	34,571	10	0.00%
Other Operating Exp. and Services	24,778	10,412	42.02%
Capital Outlay	<u>36,769,417</u>	<u>7,594,592</u>	<u>20.65%</u>
Total EXPENDITURES	<u>36,828,766</u>	<u>7,605,014</u>	<u>20.65%</u>
Excess of Revenues Over/ (Under) Expenditures	(13,805,766)	1,033,064	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>12,199,221</u>	<u>241,896</u>	<u>1.98%</u>
Total OTHER FINANCING SOURCES (USES)	<u>12,199,221</u>	<u>241,896</u>	<u>1.98%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>-</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,606,545)	1,274,960	
FUND BALANCE			
Fund balance, July 1	<u>9,464,135</u>	<u>9,464,135</u>	
Current Balance	<u><u>\$ 7,857,590</u></u>	<u><u>\$ 10,739,095</u></u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 400,000	\$ 130,623	32.66%
Total REVENUES	<u>400,000</u>	<u>130,623</u>	<u>32.66%</u>
EXPENDITURES			
Classified Salaries	14,518	10,274	70.77%
Employee Benefits	10,833	5,820	53.72%
Supplies and Materials	4,458	1,966	44.10%
Other Operating Exp. and Services	181,832	80,241	44.13%
Capital Outlay	<u>32,740,618</u>	<u>4,744,631</u>	<u>14.49%</u>
Total EXPENDITURES	<u>32,952,259</u>	<u>4,842,932</u>	<u>14.70%</u>
Excess of Revenues Over/ (Under) Expenditures	(32,552,259)	(4,712,309)	
FUND BALANCE			
Fund balance, July 1	<u>32,552,259</u>	<u>32,552,259</u>	
Current Balance	<u>\$ -</u>	<u>\$ 27,839,950</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 840,000	\$ 129,490	15.42%
Total REVENUES	<u>840,000</u>	<u>129,490</u>	<u>15.42%</u>
EXPENDITURES			
Other Operating Exp. and Services	814,845	543,308	66.68%
Total EXPENDITURES	<u>814,845</u>	<u>543,308</u>	<u>66.68%</u>
 Excess of Revenues Over/ (Under) Expenditures	 25,155	 (413,818)	
FUND BALANCE			
Fund balance, July 1	<u>1,694,838</u>	<u>1,694,838</u>	
 Current Balance	 <u><u>\$1,719,993</u></u>	 <u><u>\$1,281,020</u></u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 18,000	\$ 4,059	22.55%
Total REVENUES	<u>18,000</u>	<u>4,059</u>	<u>22.55%</u>
EXPENDITURES			
Supplies and Materials	5,000	-	0.00%
Other Operating Exp. and Services	181,481	172,553	95.08%
Capital Outlay	16,000	-	0.00%
Total EXPENDITURES	<u>202,481</u>	<u>172,553</u>	<u>95.08%</u>
 Excess of Revenues Over/ (Under) Expenditures	 (184,481)	 (168,494)	
FUND BALANCE			
Fund balance, July 1	<u>1,139,447</u>	<u>1,139,447</u>	
 Current Balance	 <u><u>\$ 954,966</u></u>	 <u><u>\$ 970,953</u></u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 18,000	\$ 4,005	22.25%
Total REVENUES	<u>18,000</u>	<u>4,005</u>	<u>22.25%</u>
EXPENDITURES			
Employee Benefits	<u>-</u>	<u>-</u>	0.00%
Total EXPENDITURES	<u>-</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	18,000	4,005	
FUND BALANCE			
Fund balance, July 1	<u>999,925</u>	<u>999,925</u>	
Current Balance	<u><u>\$1,017,925</u></u>	<u><u>\$1,003,930</u></u>	

00005801
18- -01-B -61 -126-01
0101 -11-03818-01



RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from April 1, 2021 to April 30, 2021

MARKET AND COST RECONCILIATION

	04/30/2021 MARKET	04/30/2021 BOOK VALUE
Beginning Market And Cost	10,609,047.81	10,580,215.27
Investment Activity		
Interest	1.97	1.97
Dividends	7,925.48	7,925.48
Change In Unrealized Gain/Loss	267,933.16	.00
Net Accrued Income (Current-Prior)	-.44	-.44
Total Investment Activity	275,860.17	7,927.01
Other Activity		
Transfers In	4,926.02	4,926.02
Total Other Activity	4,926.02	4,926.02
Net Change In Market And Cost	280,786.19	12,853.03
Ending Market And Cost	10,889,834.00	10,593,068.30

00005801
18- -01-B -61 -126-01
0101 -11-03818-01



RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

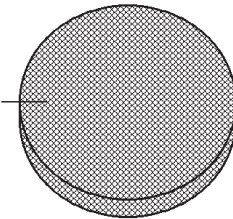
Period from April 1, 2021 to April 30, 2021

ASSET SUMMARY

ASSETS	04/30/2021 MARKET	04/30/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	71,863.38	71,863.38	0.66
Mutual Funds-Equity	4,976,883.37	4,717,928.40	45.70
Mutual Funds-Fixed Income	5,422,660.89	5,403,274.91	49.80
Mutual Funds-Balanced	418,424.75	400,000.00	3.84
Total Assets	10,889,832.39	10,593,066.69	100.00
Accrued Income	1.61	1.61	0.00
Grand Total	10,889,834.00	10,593,068.30	100.00

Estimated Annual Income **196,161.47**

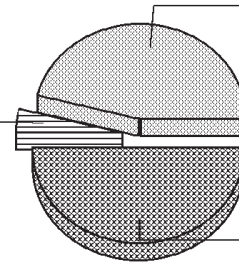
MUTUAL FUNDS



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

MUT FND-BALANCED



MUT FND-EQUITY

MUT FND-FIXED

Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 201,675	\$ 112,012	55.54%
Total REVENUES	<u>201,675</u>	<u>112,012</u>	<u>55.54%</u>
EXPENDITURES			
Supplies and Materials	101,955	22,252	21.83%
Other Operating Exp. and Services	64,057	26,080	40.71%
Capital Outlay	5,883	4,688	79.69%
Total EXPENDITURES	<u>171,895</u>	<u>53,020</u>	<u>30.84%</u>
Excess of Revenues Over/ (Under) Expenditures	29,780	58,992	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	177,047	178,810	101.00%
Total OTHER FINANCING SOURCES (USES)	<u>177,047</u>	<u>178,810</u>	<u>101.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	251,318	133,963	53.30%
Total OPERATING TRANSFERS OUT	<u>251,318</u>	<u>133,963</u>	<u>53.30%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(44,491)	103,839	
FUND BALANCE:			
Fund balance, July 1	<u>182,254</u>	<u>182,254</u>	
Current Balance	<u><u>\$ 137,763</u></u>	<u><u>\$ 286,093</u></u>	

Allan Hancock College
Student Representation Fee Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 30,624	\$ 43,033	140.52%
Total REVENUES	<u>30,624</u>	<u>43,033</u>	<u>140.52%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>20,000</u>	<u>1,324</u>	<u>6.62%</u>
Total EXPENDITURES	<u>20,000</u>	<u>1,324</u>	<u>6.62%</u>
Excess of Revenues Over/ (Under) Expenditures	10,624	41,709	
FUND BALANCE			
Fund balance, July 1	<u>30,345</u>	<u>30,345</u>	
Current Balance	<u><u>\$ 40,969</u></u>	<u><u>\$ 72,054</u></u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 17,800	\$ 9,842	55.29%
Total REVENUES	<u>17,800</u>	<u>9,842</u>	<u>55.29%</u>
EXPENDITURES			
Supplies and Materials	1,610	1,610	0.00%
Capital Outlay	<u>17,800</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>19,410</u>	<u>1,610</u>	<u>8.29%</u>
Excess of Revenues Over/ (Under) Expenditures	(1,610)	8,232	
FUND BALANCE			
Fund balance, July 1	<u>212,840</u>	<u>212,840</u>	
Current Balance	<u><u>\$211,230</u></u>	<u><u>\$221,072</u></u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 10,376,603	\$ 10,385,825	100.09%
State Revenues	2,300,000	2,261,968	98.35%
Local revenues	0	10	0.00%
Total REVENUES	<u>12,676,603</u>	<u>12,647,803</u>	<u>99.77%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	4,021,706	2,557,079	63.58%
Total OTHER FINANCING SOURCES(USES)	<u>4,021,706</u>	<u>2,557,079</u>	<u>63.58%</u>
OPERATING TRANSFERS OUT			
Other Outgo	16,698,309	15,096,674	90.41%
Total OPERATING TRANSFERS OUT	<u>16,698,309</u>	<u>15,096,674</u>	<u>90.41%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	108,208	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u>\$ 21,600</u>	<u>\$ 129,808</u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

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

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 3,529	\$ 37,220	1054.69%
Total REVENUES	<u>3,529</u>	<u>37,220</u>	<u>1054.69%</u>
EXPENDITURES			
Academic Salaries	1,586	0	0.00%
Classified Salaries	8,706	0	0.00%
Employee Benefits	0	0	0.00%
Supplies and Materials	69,005	8,157	11.82%
Other Operating Exp. and Services	46,240	1,637	3.54%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>125,537</u>	<u>9,794</u>	<u>7.80%</u>
Excess of Revenues Over/ (Under) Expenditures	(122,008)	27,426	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	300	100	33.33%
Total OPERATING TRANSFERS OUT	<u>300</u>	<u>100</u>	<u>33.33%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(122,308)	27,326	
FUND BALANCE			
Fund balance, July 1	<u>1,031,383</u>	<u>1,031,383</u>	
Current Balance	<u><u>\$909,075</u></u>	<u><u>\$1,058,709</u></u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 4/30/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 13,798	\$ 14,796	107.23%
Total REVENUES	<u>13,798</u>	<u>14,796</u>	<u>107.23%</u>
EXPENDITURES			
Supplies and Materials	25,918	7,269	28.05%
Other Operating Exp. and Services	<u>13,771</u>	<u>103</u>	<u>0.75%</u>
Total EXPENDITURES	<u>39,689</u>	<u>7,372</u>	<u>18.57%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,891)	7,424	
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>7,839</u>	<u>3,638</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>7,839</u>	<u>3,638</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(33,730)	3,786	
FUND BALANCE			
Fund balance, July 1	<u>64,588</u>	<u>64,588</u>	
Current Balance	<u><u>\$ 30,858</u></u>	<u><u>\$ 68,374</u></u>	

214
ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 04/30/2021

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
PPP Loan Forgiveness Income	0	12,998	0	0	0	0	12,998
Contributions,Gifts,Grants&Endwmnts	0	58,235	689,057	405,844	431,232	0	1,584,369
Sales and Commission	0	0	1,010	0	0	0	1,010
Interest and Investment Income	0	16,086	42	0	0	572,532	588,661
Realized Gain/Loss on Invest	0	6,606	0	0	0	800,994	807,599
Unrealized Gain/Loss on Invest	0	75,714	0	0	0	4,656,064	4,731,778
Other Local Revenues	0	60	0	0	0	0	60
Total Revenues	0	169,699	690,109	405,844	431,232	6,029,590	7,726,476
EXPENSES:							
Non Bargaining Unit	0	199,059	0	0	0	0	199,059
Payroll Expense/Other Forgivable Ex	0	12,998	0	0	0	0	12,998
Benefits	0	20,797	0	0	0	0	20,797
Public Relations/Recognitions	0	292	0	0	0	0	292
Office/Operational Supplies	0	2,654	7,862	438	0	0	10,953
In Kind Supply Expense	0	0	1,010	0	0	0	1,010
Non Instr Printing	0	7,154	3,917	0	0	0	11,071
Contest Prizes	0	0	200	0	0	0	200
Food - Business Meetings/Events	0	2,449	6,747	0	0	0	9,196
Indep Contractor (Individuals)	0	0	6,400	0	0	0	6,400
Service Contracts (Businesses)	0	2,774	4,303	0	0	0	7,077
Travel - All Travel Costs	0	1,938	204	0	0	0	2,142
On-Site-Prof. Develop/Webinars	0	1,327	0	0	0	0	1,327
Foundation Community Activities	0	1,477	10,870	0	0	0	12,346
Dues & Memberships	0	1,079	2,587	0	0	0	3,666
Non-Tech Licenses,Permits,Fees	0	2,383	2,043	0	0	0	4,426
Software/Technology Licenses	0	0	19,276	0	0	0	19,276
Software Maintenance Agreement	0	8,567	450	0	0	0	9,017
Equipment Rental	0	0	2,512	0	0	0	2,512
Misc Operating Expenses	0	0	5,000	0	0	0	5,000
District/College Support	0	0	162,684	0	0	0	162,684
Postage/Express Services	0	2,955	33	0	0	0	2,988
Advertising	0	1,440	4,000	0	0	0	5,440
Bank Service Charges	0	3,472	748	0	0	0	4,220
Investment Brokerage Fees	0	2,888	0	0	0	205,350	208,238
PCPA Support	0	0	12,850	76,990	0	0	89,840
Student Assistance	0	0	22,927	0	0	0	22,927
Scholarships	0	0	6,895	459,936	0	0	466,831
Misc Payments to/for Students	0	0	280	0	0	0	280
Total Expenses	0	275,704	283,797	537,364	0	205,350	1,302,214
Net Income (Loss)	0	(106,005)	406,313	(131,520)	431,232	5,824,241	6,424,261
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	132,571	94,614	313,217	1,118,524	17,262	1,676,187
Intrafund Transfers-Out	0	11,250	1,140,023	2,551	45,324	477,039	1,676,187
Other Transfer-In	0	183,706	0	0	0	0	183,706
Net Transfers	0	305,026	(1,045,409)	310,666	1,073,200	(459,777)	183,706
Net Inc/Dec in Fund Bal	0	199,021	(639,096)	179,146	1,504,432	5,364,463	6,607,967
FUND BALANCE:							
Fund Equity, July 1	0	389,170	2,841,568	589,105	22,344,971	3,839,151	30,003,966
Current Balance	0	588,192	2,202,472	768,251	23,849,403	9,203,614	36,611,933

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For The Period Ending 4/30/2021

REVENUES	Budget	Actual	% Budget
Contributed Gifts/Grants/Endw	\$ 1,508	\$ 1,508	100.01%
Non-Cash Contributions	31,740	21,883	68.94%
Other Local Revenues	300	307	
Intrafund Transfer-In	-	-	0.00%
Net Revenue	33,548	23,698	0.00%
WINE OPERATION			
Sales & Commissions	91,365	88,615	96.99%
Less: Returns & Allowances	-	-	0.00%
Less: Sales Discounts	(36,685)	(38,399)	104.67%
Net Sales	54,680	50,216	
Less: Cost of Goods Sold	(43,595)	(42,008)	96.36%
Gross Profit	11,085	8,208	
 Total REVENUES	 44,633	 31,906	 71.49%
EXPENDITURES			
Academic Salaries	-	-	0.00%
Classified Salaries	-	-	0.00%
Supplies and Materials	43,179	31,742	73.51%
Inventory Allocation Expense	(79,281)	(57,609)	72.66%
Other Operating Exp. and Services	69,145	56,585	81.84%
Capital Outlay	25,071	25,071	0.00%
Total EXPENDITURES	58,114	55,789	96.00%
 Excess of Revenues Over (Under) Expenditures	 (13,482)	 (23,883)	
OPERATING TRANSFERS OUT			
Other Outgo	-	-	0.00%
Total OPERATING TRANSFERS OUT	-	-	
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 (13,482)	 (23,883)	
FUND BALANCE			
Fund balance, July 1	193,426	193,426	
 Current Balance	 <u>\$179,944</u>	 <u>\$ 169,543</u>	



ALLAN HANCOCK COLLEGE

JUNE 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 11:30 a.m. <i>Community Food Share</i> every Tuesday	2 2:30 p.m. <i>Student Food Share</i> every Wednesday	3 11:30 a.m. <i>Community Food Share</i> every Thursday	4	5
6	7	8 6:00 p.m. Board of Trustees Meeting	9	10	11	12
13	14 Summer Classes Begin	15 5:00 p.m. Board of Trustees Special Meeting	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



ALLAN HANCOCK COLLEGE

JULY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 11:30 a.m. <i>Community Food Share</i> every Thursday	2	3
4	5 Independence Day College Closed	6 11:30 a.m. <i>Community Food Share</i> every Tuesday	7 2:30 pm. <i>Student Food Share</i> every Wednesday	8	9	10
11	12	13 6:00 p.m. Board of Trustees Meeting	14	15	16	17
18	19	20	21 Summer 6 Week Classes End	22 Summer 6 Week Classes Final Exams	23	24
25	26	27	28	29	30	31