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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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## Agenda Regular Board Meeting Tuesday, December 14, 2021

Jeffery C. Hall, President  
Gregory A. Pensa, Vice President  
Suzanne Levy, Ed.D.  
Alejandra Enciso Medina  
Hilda Zacarías  
Jacqlyn Rayas, Student Trustee

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

On September 16, 2021, Governor Newsom signed Assembly Bill 361 extending 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.

**CLOSED Session will be conducted via Zoom: <https://hancockcollege.zoom.us/j/98154672077>**  
**OPEN Session will be conducted via Zoom: <https://hancockcollege.zoom.us/j/96535627127>**

*Please note the meetings may be recorded for future viewing.*

- |   | <u>Page</u> | <u>Tent.<br/>Time</u> |
|---|-------------|-----------------------|
| 1. Call to Order  |             | 5:00 PM               |
| 2. Public Comment to Closed Session and <u>Agenda Item 3.</u> |             |                       |

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 and board item 3 Implementation of Teleconferencing Requirements under Government Code Section 54953. *Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.*

### Procedures

Please register to provide a public comment via email to [ccamacho@hancockcollege.edu](mailto:ccamacho@hancockcollege.edu). Comments will be accepted until the end of the public comment section to closed session. Public comment is limited to three minutes per speaker.

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|--|----|
| 3. Implementation of Teleconferencing Requirements under Government Code Section 54953 | 11 |
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A recommendation the board of trustees find the need to continue to operate under social distancing guidelines and mask requirements in indoor settings as recommended by the Santa Barbara County Health Department

- |   |         |
|---|---------|
| 4. Adjourn to Closed Session  | 5:10 PM |
| 4.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957) |         |

	<u>Page</u>	<u>Tent. Time</u>
4.B. Conference with Labor Negotiator – (Government Code §54957.6)		
Agency designated representatives: Dr. Robert Curry Employee Association: Faculty Association		
Agency designated representative: Dr. Robert Curry Employee Association: Part-Time Faculty Association		
Agency designated representative: Dr. Kevin Walthers Unrepresented Employees: Management		
Agency designated representative: Dr. Kevin Walthers Unrepresented Employees: Supervisory/Confidential		
Agency designated representative: Ruben Ramirez Employee Organization: California School Employees Association (CSEA) Chapter #25		
Agency designated representative: Ruben Ramirez Unrepresented Employee: Superintendent/President		
5. Reconvene to Open Session		6:00 PM
6. Action taken before and during Closed Session.		
7. Approval of Agenda as Presented		
8. Organizational Meeting		
8.A. Election of Board of Trustees Officers	12	
A recommendation to elect a president and vice president of the board of trustees.		
8.B. Determination of Date, Time, and Place of Regular Board Meetings in 2022.	13	
A recommendation that the board of trustees continue holding board meetings on the second Tuesday of each month at 6:00 p.m. except in February and April.		
8.C. County Committee on School District Organization	15	
A recommendation that the board of trustees appoint a representative and alternate to the County Committee on School District Organization.		

8.D. Appointment of Trustees to Boards and Committees 16

A recommendation that the board of trustees appoint trustee representatives to boards and committees.

9. Public Comment to Open Session

Members of the audience may address the Board of Trustees on any topic that is not on the agenda so long as the topic is within the jurisdiction of the district. *Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

Procedures

Please register to provide a public comment via email to [ccamacho@hancockcollege.edu](mailto:ccamacho@hancockcollege.edu). Comments will be accepted until the end of the public comment section to open session. Public comment is limited to three minutes per speaker.

10. Approval of Minutes

10.A. Approval of Minutes from the November 9, 2021 regular board meeting. 18

11. Presentation

11.A. Career Center and Path to Promise

Tom Lamica will provide an update on the services the programs offer.

11.B. Changing the Odds

Dr. Walthers will share a Changing the Odds moment.

12. 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.

	<u>Page</u>	<u>Tent. Time</u>
12.A. Register of Warrants and Payroll Summary 10/01/21 through 10/31/21	25	
A recommendation that the board of trustees approve commercial warrants.		
12.B. Authorization to Declare District Property as Surplus	28	
A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal of the items through the appropriate procedures.		
12.C. Review of Grant Proposals Submitted	32	
A recommendation to review grant proposals submitted.		
12.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	33	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
12.E.1. Appointment of Department Chair	46	
A recommendation that the board of trustees approve the department chair appointments of various faculty for academic years 2022-2023, 2023-2024, and 2024-2025.		
12.E.2. Out-of-State Travel Request	47	
A recommendation that the board of trustees authorize out-of-state travel for Alex Frapart, part-time faculty/assistant baseball coach to attend the National Baseball Coaches Association convention in Chicago, IL on January 6-9, 2022.		
12.F. Academic Policy and Planning Committee Curriculum Summary	48	
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.		

	<u>Page</u>	<u>Tent. Time</u>
12.G. California State Preschool Program Continued Funding Application 2022-2023, Delegation of Signature Authorization	87	
Staff recommends that the board of trustees, delegate Dr. Kevin Walthers as the authorizing signature on the California State Preschool Program Continued Funding 2022-2023 application.		
12.H. Second Reading: New Board Policy 3715, Intellectual Property	88	
Staff recommends that the board of trustees adopt new Board Policy 3715, Intellectual Property.		
12.I. Second Reading: Board Policy 4010, Academic Calendar	90	
A recommendation to adopt Board Policy 4010, Academic Calendar.		
12.J. Second Reading: Review Board Policy 4240, Academic Renewal	92	
A recommendation to adopt the revised Board Policy 4240, Academic Renewal.		
12.K. Second Reading: Revised Board Policy 4222, Remedial Coursework	94	
Staff recommends that the board of trustees adopt revised Board Policy 4222, Remedial Coursework		
12.L. Second Reading: Revised Board Policy 5010, Admissions	96	
A recommendation to adopt the revised Board Policy 5010, Admissions.		
12.M. Second Reading: Board Policy 5070, Attendance Accounting	99	
A recommendation to adopt Board Policy 5070, Attendance Accounting.		
12.N. Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	101	
A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		

	<u>Page</u>	<u>Tent. Time</u>
12.O. Appointments, Transfers, and Promotions of Classified Service Employees	102	
<p>A recommendation that the board of trustees approve the appointments of Melissa Sierra, student account technician, auxiliary accounting services, effective December 2, 2021; Ivet Escobar, campus safety officer, campus police, effective December 1, 2021; Brent Dionisio, office service technician I, counseling, effective December 6, 2021; and the promotions of Patricia Prado-Rios, outreach coordinator, student activities and outreach, effective January 3, 2022; Salvador Perez, maintenance lead worker, facilities, effective December 15, 2021.</p>		
12.P. Out-of-Classification Assignment of Classified Service Employee	104	
<p>A recommendation that the board of trustees approve the out-of-classification assignments of Victoria Rivas, office service technician, counseling, retroactive to September 17, 2021 through December 10, 2021, or earlier per district need; Stacy Krelle, EOPS specialist, Extended Opportunity Program and Services (EOPS), retroactive October 4, 2021 through January 31, 2022, or earlier per district need; Erica Biely, senior institutional effectiveness analyst, retroactive July 1, 2021 through June 30, 2022, or earlier per district need; Lillian Edmondson, tutorial /OACL technician, learning resource center, effective January 24, 2022 through May 3, 2022, or earlier per district need; Gemma Garcia, student retention outreach specialist, counseling, retroactive September 17, 2021 through December 10, 2021, or earlier, per district need; and Miguel Gutierrez, instructional assistant, writing center, retroactive July 1, 2021 through June 30, 2022, or earlier per district need.</p>		
12.Q. New and/or Revised Classified Bargaining Job Descriptions	106	
<p>A recommendation may be made that the board of trustees approve the classified bargaining unit job description, administrative assistant II; human resources. If a recommendation is made, a revised board item will be presented.</p>		
12.R. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Vaccine and Testing Mandate	110	

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<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding vaccine and testing mandate.</p>		
12.S.	New and/or Revised Supervisory/Confidential Job Descriptions	115
<p>A recommendation may be made that the board of trustees approve a new confidential job description, human resources technician. If a recommendation is made, a revised board item will be presented.</p>		
12.T.	Appointment of Temporary Nontenure-Track Faculty Member	120
<p>A recommendation that the board of trustees approve the appointment of Anjali Misra, temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, January 3, 2022 through May 31, 2022, or earlier per district need, and contingent upon continued funding.</p>		
13.	Oral Reports	6:50 PM
13.A.	Superintendent/President’s Report	
13.B.	Board Member Reports	
13.C.	Association Reports	7:00 PM
	1) Associated Student Body Government	
	2) AHC Foundation	
	3) Management Association	
	4) Part-Time Faculty Association	
	5) Faculty Association	
	6) Academic Senate	
	7) California School Employees Association	
14.	Action Items	7:25 PM
14.A.	Award of Contract to Omnia Partners/Garland Utilizing Piggy-Back Contract #PW1925 with Racine County, WI for the Reroofing of Buildings G and L (including Additive Alternates #1 and #2) and the Refurbishment of Roofs for Buildings M300 and M400	121
<p>A recommendation that the board of trustees award the contract to Omnia Partners/Garland Utilizing Piggy-Back Contract #PW1925 with Racine County, WI for the reroofing of buildings G and L (including Additive Alternates #1 and #2) and the refurbishment of roofs for buildings M300 and M400 in the amount of \$2,199,802.</p>		

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14.B. Resolution 21-26, Emergency Procurement of Heating Ventilation and Air Conditioning Upgrades and Authorize the Agreement for Furnishing and Installing Heating, Ventilation and Cooling System Upgrades with SitelogIQ, Inc.	126	
<p>A recommendation that the board of trustees adopt Resolution 21-26, Emergency Procurement of Heating Ventilation and Air Conditioning Upgrades and Authorize the Agreement for Furnishing and Installing Heating, Ventilation and Cooling System Upgrades with SitelogIQ, Inc. in the amount of \$3,455,126.</p>		
14.C. Resolution 21-27, Pension Rate Stabilization Program	185	
<p>A recommendation that the board of trustees adopt Resolution 21-27, Pension Rate Stabilization Program.</p>		
15. Information		7:35 PM
15.A Board Self-Evaluation	188	
<p>Pursuant to board policy 2745, Board Self-Evaluation, the board of trustees will conduct an annual review of its performance.</p>		
15.B. Redistricting Update	192	
<p>An update on the college's redistricting process.</p>		
15.C. Progress Report of District Accomplishments for 2020-2021	193	
<p>A report of the accomplishment of the college during the 2020-21 academic year.</p>		
15.D. Brown Act Guidelines	194	
<p>An update on board meeting guidelines.</p>		
15.E. Faculty Hiring Plans	202	
<p>An update on upcoming faculty hiring plans.</p>		

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15.F. Employee Retirements and Resignations	203	
<p>The superintendent/president has accepted the resignation of Erick Alvarado Lopez, community education technician, effective October 28, 2021; Mayra Marquez, community education technician, effective November 8, 2021; and XiXi Zhai, wellness programs specialist, student health services, effective December 9, 2021.</p>		
15.G. First Reading: Revised Board Policy 4030, Academic Freedom	204	
<p>A recommendation to review revised Board Policy 4030, Academic Freedom.</p>		
15.H. First Reading: Revised Board Policy and Administrative Procedure 4102, Career and Technical Education Programs	207	
<p>A recommendation to review revised Board Policy and Administrative Procedure 4102, Career and Technical Education Programs.</p>		
15.I. First Reading: Review Administrative Procedure 4103, Work Experience	213	
<p>A recommendation to review Administrative Procedure 4103, Work Experience.</p>		
15.J. First Reading: Review Board Policy and Revised Administrative Procedure 4225, Course Repetition	216	
<p>A recommendation to review Board Policy and revised Administrative Procedure 4225, Course Repetition.</p>		
15.K. First Reading: Board Policy and Revised Administrative Procedure 4226, Multiple and Overlapping Enrollments	220	
<p>A recommendation to review Board Policy and revised Administrative Procedure 4226, Multiple and Overlapping Enrollments.</p>		
15.L. First Reading: Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students	224	
<p>A recommendation to review the Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students.</p>		

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15.M. Fiscal Crisis and Management Association Team (FCMAT) Community College Fiscal Health Risk Assessment Tool	227	
An update will be provided regarding to the FCMAT Fiscal Health Risk Assessment Tool for Community Colleges.		
15.N. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	228	
15.O. Monthly Report, Associate Superintendent/Vice President, Student Services	229	
15.P. Monthly Report, Vice President, Institutional Effectiveness	230	
15.Q. Monthly Report, Executive Director, College Advancement	232	
15.R. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	233	
15.S. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	234	
16. New Business		8:30 PM
17. Calendar	256	
18. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, January 11, 2022. Closed and a brief open 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](mailto: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

**ACTION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 3
Subject: Implementation of Teleconferencing Requirements under Government Code Section 54953	Enclosures: Page 1 of 1

On September 16, 2021, Governor Newsom signed Assembly Bill 361. This bill, until January 1, 2024, authorizes a local agency to employ modified teleconferencing requirements and still meet the spirit of the Ralph M. Brown Act. These modifications are permitted when a legislative body of a local agency holds a meeting while state or local health officials have imposed or recommended measures to promote social distancing and if meeting in person would present imminent risks to the health or safety of attendees.

The bill requires the legislative body to postpone action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings.

This bill also requires a legislative body to make specified findings of a need for modification no later than 30 days after the first teleconferenced meeting pursuant to these provisions. Findings must be renewed every 30 days thereafter in order to continue to meet under these modified teleconferencing procedures.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees find the need to continue to operate under social distancing guidelines and mask requirements in indoor settings as recommended by the Santa Barbara County Health Department.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 8.A.
Subject: Election of Board of Trustees Officers	Enclosures: Page 1 of 1

BACKGROUND

In accordance with Education Code 72000, the governing board of each community college district shall hold an annual organizational meeting. At this organizational meeting the board of trustees shall elect the officers of the board. The current officers are the president and vice president. The superintendent/president serves as secretary to the board, in accordance with board policy 2305.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2022.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 8.B.
Subject: Determination of Date, Time, and Place for Regular Board Meetings in 2022	Enclosures: Page 1 of 2

BACKGROUND

The purpose of the annual organizational meeting is to elect officers and to set the date, time, and place for all regular board meetings in the subsequent year.

For 2022, staff recommends that the board of trustees continue to hold its regular meetings on the second Tuesday of each month with the exception of February and April. Meetings will be held virtually, with limited in-person attendance, until county health officials deem it is safe to open the meetings to the public safely. At that time, on site meetings will be held in the boardroom, room B-100 at 6:00 p.m. unless otherwise noted on the attached schedule. Closed session would be held prior to the 6:00 p.m. open session as needed.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees continue holding board meetings on the second Tuesday of month, with the exception of February and April, at 6:00 p.m.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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## BOARD OF TRUSTEES MEETING SCHEDULE FOR 2022

<u>DATE</u>	<u>LOCATION</u>
<b>January 11</b>	All meetings will be held in the boardroom with limited attendance to observe social distancing guidelines. Everyone is invited to attend virtually via Zoom.
<b>February 15</b>	
<b>March 8</b>	
<b>April 19</b>	
<b>May 10</b>	
<b>June 14</b>	
<b>July 12</b>	
<b>August 9</b>	
<b>September 13</b>	
<b>October 11*</b>	
<b>November 8</b>	
<b>December 13</b>	

The board of trustees meet on the second Tuesday (exception in February and April) of the month.

\*If meeting restrictions are lifted, meetings may not be held on the Santa Maria campus.

**ACTION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 8.C.
Subject: County Committee on School District Organization	Enclosures: Page 1 of 1

BACKGROUND

Pursuant to Education Code 72403, the governing board of each community college district, at its annual organizational meeting, selects one of its members as its representative to nominate and elect members to the County Committee on School District Organization. The representative has one vote for each member to be elected to the committee, pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3 of the California Education Code. Trustee Levy served as representative and Trustee Pensa as alternate in 2021.

The County Committee on School District Organization is comprised of eleven elected members, two from each of the five supervisorial districts and one member at-large.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees appoint one trustee to serve as a member and an alternate on the County Committee on School District Organization.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 8.D.
Subject: Appointment of Trustees to Board and Committees	Enclosures: Page 1 of 2

BACKGROUND

- A. The bylaws of the Allan Hancock College Foundation specify that two of its directors shall be members of the district board of trustees, and each shall be appointed annually by the board of trustees for a one-year term. Trustee Hall served from 2017 through 2021. Trustee Pensa served from 2011 through 2021.
- B. The bylaws of the PCPA Foundation specify that one of the directors of the foundation shall be designated by the district board of trustees. Trustee Levy served in 2021.
- C. The agreement between Allan Hancock College and Solvang Theaterfest includes the establishment of a coordinating committee composed of three representatives from Solvang Theaterfest and three representatives from the college. Trustees Pensa served as representative from 2011 through 2021. Trustee Hall served from 2017 through 2021. The district superintendent/president serves as the third college representative. The board may appoint two board representatives for one year or for a specified period of time.
- D. The bylaws of the Allan Hancock College Auxiliary Programs Corporation specify that a college trustee serve as a non-voting member of its board of directors. Trustee Hall served from 2017 through 2021.
- E. The operating agreement between the district and Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the Boosters board of directors. Trustee Zacarias served from 2017 through 2021.

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2022.
- B. Select one trustee to serve on the PCPA Foundation Board for 2022.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2022.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2022.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2022.
- F. Select one trustee to serve on the Retirement Board of Authority for 2022.
- G. Select one trustee to serve on the Allan Hancock College Viticulture & Enology Foundation to serve a three-year term.
- H. Select one trustee to serve on the County School Boards Committee for 2022.

Administrator Initiating Item:

Kevin G. Walthers

Final Disposition:

- F. Resolution 14-25 specifies one trustee will serve on the Retirement Board of Authority. On May 11, 2021 board meeting, Trustee Zacarias was appointed to complete Trustee Lahr's term, after his resignation from the board of trustees, on the Retirement Board of Authority.
- G. The bylaws of the Allan Hancock College Viticulture & Enology Foundation indicate one trustee shall be elected to serve a three-year term on its foundation board. On May 11, 2021, Trustee Levy was appointed to complete Trustee Lahr's appointment ending on June 2021.
- H. The county superintendent of schools meets with a representative group of college trustees and school board members on a regular basis. Trustee Pensa has attended the County School Boards Committee meetings over the last few years and has represented the needs of Hancock College.

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## ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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Minutes  
Regular Board Meeting  
Meeting was held via Zoom Webinar  
Tuesday, November 9, 2021

Jeffery C. Hall, President  
Gregory A. Pensa, Vice President  
Suzanne Levy, Ed.D.  
Alejandra Enciso Medina  
Hilda Zacarías

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

Due to the Coronavirus crisis and Brown Act modifications approved by Governor Newsom, the board meeting was held via Zoom webinar and very limited in-person attendance.

1. Call to Order

Trustee Hall called the meeting to order at 5:00 p.m. with the following trustees present:  
Hall, Levy (remotely), Medina, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session and Agenda Item 3

No public comment was made.

3. Implementation of Teleconferencing Requirements under Government Code Section 54953

On a motion by Trustee Pensa, seconded by Trustee Medina, the board of trustees voted unanimously to continue to operate under social distancing guidelines and mask requirements in indoor settings as recommended by the Santa Barbara County Health Department, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

4. Adjourn to Closed Session

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

5. Reconvene to Open Session

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

6. Action Taken in Closed Session

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

7. Approval of Agenda as Presented

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

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Scott Fina, Orcutt resident, submitted a written public comment explaining why he and other community members want to remove the Columbus ship logo from the city and the high school district. He requested the board of trustees adopt a resolution and agree, among other points, to recommend to the City of Santa Maria to replace its Columbus ship logo with a more appropriate one that does not disrespect indigenous community members.

Ken George, full-time faculty and law enforcement academy coordinator, shared a concern regarding the required frequency of COVID-19 tests for non-vaccinated students and staff. He asked to have once-a-week testing as other colleges have mandated.

Lainey Campos, college counselor, shared her experience with in-person student service, the need to quarantine as result of exposure to infected students, and how the quarantine affected her and students. She thanked the board of trustees for reinstating the Memorandum of Understanding (MOU) and explained how modifying her schedule has helped her and her students. She hopes the college will continue hybrid practices in the spring.

Juanita Tuan, college counselor, also shared her counseling experience during the pandemic. She made in-person and on-line appointments available and had no more than six in-person meetings a week, the rest were zoom and phone request. She explained why in-person meetings were stressful and difficult. She is grateful for the MOU that allows her to adjust her schedule and meet student needs given the challenges of the pandemic

Ben Britten, college counselor, pointed out data does not tell the entire story. Since the beginning of the fall, he has chosen to be available to students in any modality they choose. He has offered phone, Zoom, email, chatbox, and in-person modalities and noted his appointments have been split. He said 36 percent of his appointments are being done remotely as requested by students. When he walks through the hallways of his department, he commonly sees students in counselors' offices who would otherwise be lost if they were not offered a place to talk. He stressed that students at Hancock College are being served.

9. Approval of Minutes

## 9.A. Approval of minutes from the October 12, 2021 regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees voted unanimously to approve the minutes for the October 12, 2021 regular board meeting, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

10. Presentation

## 10.A Changing the Odds

Dr. Walthers asked Ruby Estrada Ramirez to share her Skills USA speech.

Ms. Estrada Ramirez, student, shared her winning speech on how home cooks are able to sell food from their homes during the pandemic via Home Goodies online as made possible by Assembly Bill 626.

## 10.B Emergency Response and Preparedness - How AHC is Planning Towards the Future

Police Chief Farley shared a presentation on how emergency preparedness allowed staff to cope with the COVID-19 pandemic on campus and also help the community.

11. Consent Agenda

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

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

## 12.A. Superintendent/President's Report

Dr. Walthers announced Hancock College was again nominated for the Aspen Community College Excellence award. The college was also nominated for the Bellwether Innovation award for the auto-degree awarding program. In addition, Cal Poly invited Hancock to partner with them to work on building equity in transfer.

## 12.B. Board Member Reports

Trustee Hall attended a CALM event with Dr. Walthers and Chief Farley. He also attended the County of Santa Barbara re-districting meeting.

Trustee Pensa attended the Association of Community College Trustees conference in San Diego. He participated in a Hancock presentation on auto awards that was recognized for the Bellwether award. He'll attend the California Community College League conference the following week.

Trustee Zacarías attended the Santa Maria Community Policing Advisory Committee meeting. She shared they are very proud of their officer demographics which consists of 40 percent Latino, 40 percent White, and 20 percent Other.

Trustee Medina mentioned she toured the athletics department last month.

Trustee Levy also attended the ACCT conference in San Diego.

Student Trustee Rayas reported the student body held a Bulldog Bow-a-Ween drive-thru and gave candy out to kids. They are also planning a study-a-thon in Santa Maria and Lompoc to help students during finals.

## 12.C. Association Reports

### 1) AHC Foundation

Jon Hooten said the Foundation is helping raise money to be able to provide free turkey dinners for the CARE program. He said a \$40 donation provides a Thanksgiving meal to a single parent and their child.

### 2) Management Association

Holly Chavez reported the Financial Aid department collectively pulled resources and created a veteran scholarship through monthly payroll deductions. The first award was given to a Marine Corps veteran/student.

### 3) Part-Time Faculty Association

No report was given.

### 4) Faculty Association

Roger Hall reported he attended a California Community College Independents meeting in which an attorney said board members can make comments to public comments and other things said during a board meeting. He said counselors are serving students and doesn't think it is right to look at the numbers prior to the MOU and the pandemic. He reminded the board to realize what an unusual situation we are in.

## 5) Academic Senate

Alberto Restrepo said there was a discussion about counselors meeting students' needs and on-site counseling at the last board meeting that was not on the agenda. He shared a document titled *Local Senate Guidelines* and referred to a notation that suggests Senate members have breakfast or luncheon meetings with trustees. He believes some trustees in the state meet with their Senate leaders and invited the board of trustees to meet. He was invited to collaborate on hybrid modalities by Santa Barbara Community College faculty.

## 6) California School Employees Association

No report was given.

## 7) Associated Student Body Government

No report was given.

13. Action Items

## 13.A. Bond Measure I Citizens' Oversight Committee Representatives

On a motion by Trustee Pensa, seconded by Trustee Medina, the board of trustees approved the appointment of Sarai Gonzalez and Kristy Soriano as student representatives to the Bond Measure I Citizens' Oversight Committee for a one-year term, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

14. Information Items

## 14.A.1. COVID-19 Update

Ruben Ramirez noted that most of the students coming on campus are vaccinated and others have chosen Zoom instruction. At this point, there isn't a lot of need for vaccination. Due to low testing needs, we are reducing staffing at health checks and testing.

## 14.A.2. First Reading: New Board Policy and Administrative Procedure 3715, Intellectual Property

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

14.B. First Reading: Revised Board Policy and Administrative Procedure 4222, Remedial Coursework

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

14.C. First Reading: Board Policy and Revised Administrative Procedure 4010, Academic Calendar

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

14.D. First Reading: Revised Board Policy and Administrative Procedure 4240, Academic Renewal

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

14.E. First Reading: Revised Board Policy 5010, Admissions

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

14.F. First Reading: Board Policy and Revised Administrative Procedure 5070, Attendance Accounting

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

14.G. Employee Retirements and Resignations

Dr. Walthers acknowledged the resignations and retirements as reported.

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

Associate Superintendent Curry noted Hancock has a new program that offers a family childcare license and an entry level certificate to help meet that demand for childcare workers. He also shared the commercial truck driving course has been invited to register for a program to work within new federal driving regulations.

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

Associate Superintendent Ornelas emphasized all service faculty, classified staff, and administrators are putting students first. She shared a few examples including maximizing outreach efforts with universities and using technology to allow students to connect to one another.

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

Vice President Murphy shared some of his staff joined 16 faculty members at an annual Strengthening Student Success Conference that focused on identifying strategies that increase equitable outcomes.

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

Dr. Hooten is happy to be part of the Uplift Central Coast Coalition. The coalition applied for \$70 million to help create a workforce of entry-level and middle-skill training for the aerospace industry.

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

Associate Superintendent Smith gave a progress report on the new Student Health Center. He anticipates submitting plans in December to the Department of State Architect for approval.

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

Associate Superintendent Smith reported expenditure variances are under 90 percent.

## 15. New Business

Trustee Pensa requested an update on efforts and expenditures to support Diversity, Equity, and Inclusion at the college.

Trustee Zacarias Hilda requested an agenda item to address the board's response to public comments and Academic Senate's invitation to meet and how it relates to accreditation standards.

## 16. Calendar

Dr. Walthers said PCPA is launching *The Secret Garden* and invited everyone to attend.

## 17. Adjournment

Trustee Hall adjourned the meeting at 8:31 p.m.



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

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.A.
Subject: Register of Warrants and Payroll Summary 10/01/21 through 10/31/21	Enclosures: Page 1 of 3 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.

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$2,337,313.81	
Payroll 08/1/21 - 08/31/21	6,301,322.59	
Total General Fund		\$8,638,636.40
Child Development Fund 9433		
Invoice Warrants	17,564.93	
Payroll 08/1/21 - 08/31/21	74,596.52	
Total Child Development Fund		92,161.45
Capital Projects Fund 9440		
Invoice Warrants		
Payroll 08/1/21 - 08/31/21	3,206.17	
Total Capital Projects Fund		3,206.17
Capital Outlay Projects Fund 9441		
Invoice Warrants	4,697,401.98	
Total Capital Outlay Projects Fund		4,697,401.98
Go Bond Building Fund 9447		
Invoice Warrants	1,911,145.18	
Total Go Bond Building Fund		1,911,145.18
Self-Insurance Dental Fund 9461		
Invoice Warrants	52,005.00	
Total Self-Insurance Dental Fund		52,005.00
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	16,820.64	
Total Self-Insurance Property/Liability Fund		16,820.64
Post-Employment Benefits Fund 9469		
Invoice Warrants	4,670.44	
Total Post-Employment Benefits Fund 9469		4,670.44
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>\$15,416,047.26</u>

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25027321 through 25028012 for a subtotal of \$9,036,921.98 and payroll warrants in the amount of \$6,379,125.28, for a grand total of \$15,416,047.26.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**10/01/2021 - 10/31/2021**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	1,924,720.27
1100B	Administrators (Cert.) Non Teaching	272,876.55
1100D	Part Time Faculty	803,339.91
<b>SUB TOTAL</b>		<b><u>\$3,000,936.73</u></b>

**200 Classified Salaries**

2000A	CSEA	1,231,295.23
2000B	Confidential/Supervisory	173,098.42
2000C	Classified Administrators	218,115.87
2000E	Classified Hourly	205,670.86
2000F	Student Workers	160,295.51
2000G	Board Member	1,200.00
<b>SUB TOTAL</b>		<b><u>\$1,989,675.89</u></b>

**300 Employee Benefits**

3000A	STRS	394,357.51
3000B	PERS	370,464.72
3000C	OASDHI-FICA	165,203.12
3000D	Health & Welfare	321,831.20
3000E	EDD-SUI	22,991.69
3000F	Workers Comp	35,861.73
<b>SUB TOTAL</b>		<b><u>\$1,310,709.97</u></b>

**TOTAL FUND 10** **\$6,301,322.59**

**Child Development Fund 33**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	18,940.17
1100D	Part Time Faculty	(1,086.61)
<b>SUB TOTAL</b>		<b><u>\$17,853.56</u></b>

**200 Classified Salaries**

2000A	CSEA	8,282.01
2000E	Classified Hourly	6,083.11
2000F	Student Workers	33,251.39
<b>SUB TOTAL</b>		<b><u>\$47,616.51</u></b>

**300 Employee Benefits**

3000A	STRS	3,118.05
3000B	PERS	1,736.86
3000C	OASDHI-FICA	1,095.68
3000D	Health & Welfare	2,537.98
3000E	EDD-SUI	166.13
3000F	Workers Comp	471.75
<b>SUB TOTAL</b>		<b><u>\$9,126.45</u></b>

**TOTAL FUND 33** **\$74,596.52**

**Capital Projects 40**

**200 Classified Salaries**

2000A	CSEA	2,074.00
<b>SUB TOTAL</b>		<b><u>2,074.00</u></b>

**300 Employee Benefits**

3000B	PERS	475.16
3000C	OASDHI-FICA	142.91
3000D	Health & Welfare	490.67
3000E	EDD-SUI	9.34
3000F	Workers Comp	14.09

<b>SUB TOTAL</b>		<b><u>1,132.17</u></b>
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<b>TOTAL FUND 40</b>		<b><u>3,206.17</u></b>
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<b>TOTAL DISTRICT PAYROLL</b>		<b><u>6,379,125.28</u></b>
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**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
AHC Foundation	Payroll Deduction for September 2021	\$2,943.96	
		<b>\$2,943.96</b>	CT 25027321
American Fidelity Assurance Co	Payroll Deduction for September 2021	\$23,678.25	
		<b>\$23,678.25</b>	CT 25027322
	Payroll Deduction for September 2021	\$11,637.19	
		<b>\$11,637.19</b>	CT 25027323
	Payroll Deduction for September 2021	\$3,075.00	
		<b>\$3,075.00</b>	CT 25027324
Assoc CA Community College Admin	Payroll Deduction for September 2021	\$97.74	
		<b>\$97.74</b>	CT 25027325
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction for September 2021	\$495.00	
		<b>\$495.00</b>	CT 25027326
CA School Employees Association	Payroll Deduction for September 2021	\$9,153.88	
		<b>\$9,153.88</b>	CT 25027327
Envoy Plan Services Inc.	Payroll Deduction for September 2021	\$114,470.65	
		<b>\$114,470.65</b>	CT 25027328
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction for September 2021	\$351.50	
		<b>\$351.50</b>	CT 25027329
Faculty Association of AHCC	Payroll Deduction for September 2021	\$6,766.57	
		<b>\$6,766.57</b>	CT 25027330
Franchise Tax Board	Payroll Deduction for September 2021	\$149.51	
		<b>\$149.51</b>	CT 25027331
IRS ACS Support	Payroll Deduction for September 2021	\$526.95	
		<b>\$526.95</b>	CT 25027332
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$2,576.14	
		<b>\$2,576.14</b>	CT 25027333
Kenco Construction Services, Inc	Ballfield Restroom Building Inspection Site Work	\$3,600.00	
		<b>\$3,600.00</b>	CT 25027334
Kurt Kruse	instructor reimbursement for textbook for AJ103	\$45.68	
		<b>\$45.68</b>	CT 25027335
Lakeshore Learning Materials	Extra 1in Bright Craft Tape Pk - SD742	\$27.89	
	White Drawing Paper 12x18 inch - TA4412	\$45.44	
	Giant Washable Ink Pads-St 1 - LA712	\$30.98	
	Jumbo People Colors Crayon-DZ - LC363Z	\$133.28	
	Animal Finger Crayons 24Pk - VR112	\$15.48	
	My First Washable Markers - LA312	\$26.83	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$279.90</b>	CT 25027336
Liebert Cassidy Whitmore	Legal Services for Student Services; 07.01.2021-	\$2,835.00	
	Legal Services for Student Services; 07.01.2021-	\$2,387.00	
		<b>\$5,222.00</b>	CT 25027337
Lynn Music	Bass Clarinet, Yamaha, s/n 3850. Clean. Repair	\$355.00	
		<b>\$355.00</b>	CT 25027338
Machollywood Inc	Mini DisplayPort to HDMI Adapter	\$609.00	
	16-inch MacBook Pro - Silver APP-Z0Y0-4099	\$4,240.16	
	CA - Electronic waste recycling fee	\$5.00	
	AppleCare+ for MacBook Pro 16"	\$357.79	
		<b>\$5,211.95</b>	CT 25027339
Matranga Floral	Instructional Supplies for Noncredit Floral Class	\$188.24	
	Instructional Supplies for Noncredit Floral Class	\$279.50	
	Instructional Supplies for Noncredit Floral Class	\$174.61	
	Instructional Supplies for Noncredit Floral Class	\$298.39	
		<b>\$940.74</b>	CT 25027340
Meketa Investment Group, Inc	Investment Fees for the Month of	\$2,325.58	
	Investment Fees for the Month of	\$2,344.86	
		<b>\$4,670.44</b>	CT 25027341
Metlife Small Market	Insurance Premiums September 2021	\$6,140.11	
		<b>\$6,140.11</b>	CT 25027342
Metropolitan Life Insurance Co	Payroll Deduction for September 2021	\$6,389.73	
		<b>\$6,389.73</b>	CT 25027343
Mission Linen Supply	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$37.66	
	Laundry Service for Auto Collison Program	\$13.53	
	Laundry Services for Auto Tech Program	\$40.97	
	Laundry Services for Auto Tech Program	\$40.97	
		<b>\$133.13</b>	CT 25027344
Niles Biological	Science Lab Supplies July 1, 2021-May 31, 2022	\$29.23	
	Live specimen for Biology labs	\$53.78	
		<b>\$83.01</b>	CT 25027345
Noble Power Equipment	Carrier, Stihl per Invoice 515151	\$12.39	
	Supplies per Invoice 516109	\$208.26	
		<b>\$220.65</b>	CT 25027346
Old Town Shirt Factory	P&C Core Cotten Tee Item PC54 Invoice#210391	\$1,167.70	
		<b>\$1,167.70</b>	CT 25027347
	Embroidery to W.Swim Parka Jackets Invoice# 210403	\$26.10	
	Embroidery to W.Swim Black Hooded Jacket	\$13.05	
		<b>\$39.15</b>	CT 25027348
PARS Public Agency Retirement	Payroll Deduction for September 2021	\$13,012.20	

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$13,012.20</b>	CT 25027349
Part Time Faculty AHC - Member	Payroll Deduction for September 2021	\$9,089.38	
		<b>\$9,089.38</b>	CT 25027350
PCPA Foundation	Payroll Deduction for September 2021	\$50.00	
		<b>\$50.00</b>	CT 25027351
PPG Architectural Finishes Inc	Paint Supplies, 7-01-21 thru 5-31-22	\$102.04	
		<b>\$102.04</b>	CT 25027352
Praxair Distribution Inc.	Instructional Supplies - WLDT	\$1,170.25	
		<b>\$1,170.25</b>	CT 25027353
Pyramed Health Systems	Pyramed Annual Support and Enhancement for	\$13,883.70	
	Pyramed Web Portal Annual Support	\$2,000.00	
	Pyramed Tele-Health Annual Support	\$1,500.00	
	CAIR Imm Registry Bi-Directional Interface	\$1,500.00	
	TimelyMD Interface	\$1,500.00	
		<b>\$20,383.70</b>	CT 25027354
Ravatt, Albrecht & Associates, Inc.	Baseball/Softball Field Restrooms- Project Mgmt.	\$2,812.00	
	Professional services related to the design and	\$6,105.60	
	Change Order #01 for Additional Architectural	\$1,438.71	
		<b>\$10,356.31</b>	CT 25027355
Rays Auto Parts	Parts-Supplies, 07-01-21 thru 5-31-22	\$58.54	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$22.77	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$9.78	
	Parts-Supplies, 07-01-21 thru 5-31-22	(\$9.78)	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$19.55	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$1.50	
	V-Belts per Invoice 587845	\$137.63	
		<b>\$239.99</b>	CT 25027356
Santa Barbara County Sheriff's Office	Payroll Deduction for September 2021	\$1,035.53	
		<b>\$1,035.53</b>	CT 25027357
Santa Maria Tire Inc	GOODYEAR MARATHON RSA	\$1,956.00	
	CALIFORNIA RECYCLE TAX	\$10.50	
	DISMOUNT & MOUNT MEDIUM TRUCK	\$234.00	
	METAL VALVE STEMS	\$88.09	
	DBL SEAL FLOTHRU VALVE CAP	\$24.47	
	TIRE DISPOSAL FEE	\$114.00	
	HOURLY SERVICE CALL - TRUCK	\$180.00	
	VEH RECOVERY FUEL CHARGE	\$23.00	
		<b>\$2,630.06</b>	CT 25027358
ScholarShare College Savings 529	Payroll Deduction for September 2021	\$30.00	

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$30.00</b>	CT 25027359
Sehi Computer Products Inc.	HPE Aruba 2930M 40G 8 Smart Rate PoE+ 1S Switch	\$21,347.62	
	HPE Aruba X372 54VDC - 680 Watt Power Supply	\$2,115.19	
		<b>\$23,462.81</b>	CT 25027360
Sport & Cycle Team Athletics Inc	Numero 10 Soccer Balls 12 Pack Quote#6114	\$904.80	
	Shipping Charge	\$77.15	
	Football Rogers Blue Packer Shields Item# 410639	\$943.91	
	Shipping Charge	\$78.12	
	Women's UA Motion Full Zip Jacket Item#1360774-001	\$91.33	
	Shipping Charge	\$18.16	
	Men's Dri Fit Tees Quote#6143	\$860.51	
	Soccer Over-The-Calf Socks #1264790	\$390.84	
	Shipping Charge	\$76.19	
	Men's BBall Dri Fit Type Short Item# N5283	\$380.35	
	Shipping Charge	\$36.20	
	Black Armour Fleece 1/4 Zip w/Emblem Quote #6186	\$244.63	
	Black Challenger III Jacket w/Emblem #1343919-001	\$55.45	
	Carbon Heather Fleece Hoody w/Emblem #1300123-091	\$127.21	
	Tech Tee w/Emblem #1326413	\$29.35	
	Pitch Gray Challenger Training Pant #1365417-012	\$65.23	
	Shipping Charge	\$38.19	
	Fball Royal Instinct Pants Quote# 6323	\$349.74	
	3XL Oversize Fee	\$13.05	
	Shipping Charge	\$32.19	
		<b>\$4,812.60</b>	CT 25027361
Stoneware Inc	LanSchool 1yr Subscription License per Device	\$3,000.00	
		<b>\$3,000.00</b>	CT 25027362
T-Mobile USA Inc	Extended Service Contract for Hotspots	\$2,120.75	
	Extended Service Contract for Hotspots	\$2,172.65	
	Outstanding Invoices for Hotspots 2020-2021	\$6,215.33	
	Extended Service Contract for Hotspots	\$2,123.24	
		<b>\$12,631.97</b>	CT 25027363
Testa Catering	Canopy 30' x 30' Rental	\$5,138.44	
	Cement Block Weights	\$913.50	
	Sidewall - 10' w/ window	\$213.15	
	Sidewall - 20' Cathedral Style	\$1,705.20	
	Equipment Protection Plan	\$797.03	
	Delivery/Pick Up Fee	\$50.00	
	Set Up Labor	\$200.00	
	Coffee and Tea *ADD LINE ITEM ON 9/23/21*	\$80.75	
		<b>\$9,098.07</b>	CT 25027364
Texas Life Insurance Co.	Insurance Premiums September 2021	\$8,598.06	
		<b>\$8,598.06</b>	CT 25027365
The First Tee Central Coast	CHALLENGE BIRDIE SPONSOR	\$2,000.00	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2,000.00</b>	CT 25027366
United Way of the Central Coast	Payroll Deduction for September 2021	\$35.00	
		<b>\$35.00</b>	CT 25027367
US Bank Corporate Payment System	Food for Food Distribution Workers 7.29.21	\$162.04	
	Food for Student Ambassador Training 7.30.2021	\$396.00	
	Supplies for Food Share Because We Care	\$13.04	
	Supplies for Food Share Because We Care	\$220.64	
	Food for Food Distribution Workers 8.5.2021	\$196.14	
	Food for ASBG Retreat 8.6.21	\$65.14	
	Food For Information Booths 9.16-17.2021	\$538.31	
	Supplies for Hancock Hello	\$3.25	
	Food for Food Distribution Workers 8.12.21	\$181.07	
	Supplies for Hancock Hello	\$9.78	
	Supplies for Food Share Because We Care	\$43.33	
	Supplies for Food Share Because We Care	\$102.88	
	Food for Leadership Class 8.18.2021	\$183.50	
	Emergency Housing Stay for K. Walden 8/11-8/13/21	\$199.36	
	Emergency Housing Stay for K. Walden 8/9-8/11/21	\$244.16	
	Subway Gift Cards- Hancock Hello	\$4,875.00	
		<b>\$7,433.64</b>	CT 25027368
VWR International	Instructional supplies for Biology labs	\$70.46	
		<b>\$70.46</b>	CT 25027369
Ward's Science Inc	Science Lab Supplies July 1, 2021-May 31, 2022	\$291.69	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$84.30	
	Mini ProBath Waterbath	\$2,682.10	
		<b>\$3,058.09</b>	CT 25027370
Wex Bank	Gas Credit Card Purchases, 07-01-21 thru 06-30-22	\$541.28	
		<b>\$541.28</b>	CT 25027371
Work World	Uniforms for LE Mechanic 7-14-21 to 5-31-22	\$221.71	
		<b>\$221.71</b>	CT 25027372
Bernardino Aguirre	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027373
Jimmy Almaguer	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027374
Dorotea Avelino	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027375
Guadalupe Ayala-Romero	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027376
Erica Bachrach	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027377
Armando Barbachan	Manual Refund Submitted	\$5.00	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$5.00</b>	CT 25027378
Krystal Bolton	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027379
Deisy Castillo Escalante	Manual Refund Submitted	\$350.00	
		<b>\$350.00</b>	CT 25027380
Jessica Chapman	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25027381
Emiliano Cisneros	Manual Refund Submitted	\$305.00	
		<b>\$305.00</b>	CT 25027382
Steven Contreras	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027383
Brenda De Leon	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027384
Jesus Duenas	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027385
Megan Eckert	Manual Refund Submitted	\$909.00	
		<b>\$909.00</b>	CT 25027386
Nika Estrada	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027387
Alizza Fuerte	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027388
Jeanine Gentis	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25027389
Joannes Gonzalez	Manual Refund Submitted	\$175.00	
		<b>\$175.00</b>	CT 25027390
Adolfo Gracida	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25027391
Oscar Gudinolua	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027392
Alejandra Guerrero	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027393
Naomi Harding	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027394
Ariana Haro	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027395
Maria Hernandez Gallardo	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027396
Josefa Hernandez Vega	Manual Refund Submitted	\$300.00	

**Allan Hancock College**  
**Warrant Register**

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Vendor Name	Description	Amount	Warrant
		<b>\$300.00</b>	CT 25027397
Jennifer Higley	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027398
Julie Huss	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027399
Jacob Jones	Manual Refund Submitted	\$11.50	
		<b>\$11.50</b>	CT 25027400
Arun Kashyap	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027401
Martha Kauppinen	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027402
Ginipreet Kaur	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027403
Jennifer Korpela	Manual Refund Submitted	\$50.00	
		<b>\$50.00</b>	CT 25027404
Brianna Labastida	Manual Refund Submitted	\$679.00	
		<b>\$679.00</b>	CT 25027405
Wesley Lara	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027406
Maria Lopez de Arreola	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027407
Rudy Madrigal	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027408
Stuart Malm	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027409
Aldrin Martinez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027410
Jose Daniel Martinez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027411
Ivanhoe Mathias	Manual Refund Submitted	\$6.50	
		<b>\$6.50</b>	CT 25027412
Andres Melgoza	Manual Refund Submitted	\$43.00	
		<b>\$43.00</b>	CT 25027413
Kelly Michel	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027414
Eleuterio Morales Lopez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027415
Tyler Narducci	Manual Refund Submitted	\$2.00	

**Allan Hancock College  
Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2.00</b>	CT 25027416
Desmond Newkirk	Manual Refund Submitted	\$805.00	
		<b>\$805.00</b>	CT 25027417
Mai Nguyen	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027418
Tyler O'Brien	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027419
Sylvia Ojeda	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027420
Nathaniel Ordonez	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027421
Marissa Ortega	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027422
Isaias Ortiz Tello	Manual Refund Submitted	\$175.00	
		<b>\$175.00</b>	CT 25027423
Ashley Pankonin	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027424
Dinah Piester	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25027425
Nima Rakhshanifar	Manual Refund Submitted	\$40.00	
		<b>\$40.00</b>	CT 25027426
Susana Reyes	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027427
Victor Reyes	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027428
Casey Robertshaw	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027429
Alma Ruvalcaba	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027430
Anabella Solodovnikov	Manual Refund Submitted	\$50.00	
		<b>\$50.00</b>	CT 25027431
Tyler Stuart	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027432
David Swenk	Manual Refund Submitted	\$52.00	
		<b>\$52.00</b>	CT 25027433
Robert Thornton	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027434
Andrew Trujillo	Manual Refund Submitted	\$100.00	

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$100.00</b>	CT 25027435
Graciela Vargas	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027436
Linna Xia	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027437
19six Architects	DSA Approval	\$1,625.00	
	Bidding	\$2,437.50	
	Construction Administration	\$1,113.75	
		<b>\$5,176.25</b>	CT 25027438
Acme Auto Leasing Llc	Lease payments 2018 Dodge Charger 7/2021-06/2022	\$658.80	
		<b>\$658.80</b>	CT 25027439
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty	\$1,617.28	
	Reimbursement for Phone	\$144.13	
	Reimbursement for Utilities	\$71.97	
	Reimbursement for Postage	\$17.99	
	Reimbursement for Computer Consultant	\$20.00	
	Reimbursement for Financial Consultant	\$200.00	
	Reimbursement for Subscription/Support	\$99.99	
	Reimbursement for Subscription/Support	\$19.95	
	Reimbursement for Supplies	\$3.08	
		<b>\$2,194.39</b>	CT 25027440
Aldridge Concrete Company	Concrete at Sports Trailer - Labor Charges	\$1,786.68	
	Material	\$1,403.82	
	Equipment	\$1,063.50	
		<b>\$4,254.00</b>	CT 25027441
Amazon	Operational Supplies for Safety Committee	\$380.12	
	Operational Supplies for Safety Committee	\$37.40	
	Operational Supplies for Safety Committee	\$42.45	
	Operational Supplies for Safety Committee	\$189.68	
	Operational Supplies for Safety Committee	\$459.46	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$14.79	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$25.01	
	Operational supplies 7-14-21 to 5-31-22	\$100.90	
	Office Supplies 7-1-21 to 5-31-22	\$80.70	
	ANATOMY AND PHYSIOLOGY FOR EMERGENCY CARE	\$268.88	
	ION Audio Tailgater Plus - 50W Portable Outdoor	\$151.49	
	FIFINE Wireless Microphone System, Wireless	\$146.78	
	Wireless Microphone, Fifine Handheld Dynamic	\$32.23	
	IPEVO V4K Ultra High Definition 8MP USB Document	\$215.08	
	Arkon Remarkable Creators Phone and Tablet Stand	\$282.64	
	B08WGFZXD Movement Mask for Exercise Burgundy	(\$20.66)	
	B08WGFZXD Movement Mask for Exercise Burgundy	\$1,549.50	
	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$242.56	
	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$271.86	
	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$541.58	
	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$2,357.27	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Amazon	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$42.40	
	AV Supplies for Zoom Carts 7/29/21 - 12/31/21	\$216.41	
		<b>\$7,628.53</b>	CT 25027442
Amazon Web Services, Inc	Amazon Web Services (AWS)	\$301.98	
	Amazon Web Services (AWS)	\$1,035.43	
		<b>\$1,337.41</b>	CT 25027443
American Business Machines	Cannon IMAGErunner 1643iF Maintenance ABM ID#16098	\$57.35	
		<b>\$57.35</b>	CT 25027444
American Heart Association, Inc	ITEM# 20-3001	\$662.48	
	ITEM# 20-3016	\$41.89	
	ITEM# 20-3004	\$999.60	
	ITEM# 20-3002	\$1,666.00	
		<b>\$3,369.97</b>	CT 25027445
American Society Of Composers	License Fee for Non Dramatic Performance for the	\$1,268.00	
		<b>\$1,268.00</b>	CT 25027446
American Star Tours, Inc.	Bus Service-AHC Football, 8-26-21 thru 9-25-21	\$3,116.00	
	Bus Service, AHC Baseball, 9-17-21 thru 10-29-21	\$1,558.00	
	Bus Service - AHC Women's Basketball	\$1,558.00	
	Bus Service, AHC M. Soccer, 8-20-21 thru 9-24-21	\$1,558.00	
	Bus Service, AHC Softball on 9-18-21	\$1,558.00	
		<b>\$9,348.00</b>	CT 25027447
Amerigas	Propane for Training Course Invoice No. 3126660505	\$2,926.10	
	Hazmat Fee	\$13.04	
	Fuel Recovery Fee	\$6.54	
		<b>\$2,945.68</b>	CT 25027448
B & B Steel & Supply	Instructional Supplies - welding	\$5,022.18	
		<b>\$5,022.18</b>	CT 25027449
B&H Photo Video	Sandisk 64GB Card #SAEMSD64GBG	\$16.08	
	Shipping Charge	\$15.93	
		<b>\$32.01</b>	CT 25027450
Blick Art Materials	Instructional Supplies per Attached	\$2,950.87	
		<b>\$2,950.87</b>	CT 25027451
Box Out Sports	Yearly Subscription Inv# B54E5A53-0003	\$850.00	
		<b>\$850.00</b>	CT 25027452
Bremer Auto Parts	OPERATIONAL SUPPLIES	\$48.90	
	OPERATIONAL SUPPLIES	\$57.39	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$434.02	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$84.27	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$70.24	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	(\$29.05)	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$232.09	
Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$298.95		

**Allan Hancock College  
Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$1,196.81</b>	CT 25027453
Cal State Auto Parts	Instructional supplies for Auto Tech Program	\$144.64	
		<b>\$144.64</b>	CT 25027454
California Department Of Justice	Fingerprint background August 2021 Invoice #529522	\$419.00	
		<b>\$419.00</b>	CT 25027455
California Electric Supply	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$212.62	
		<b>\$212.62</b>	CT 25027456
Carpets Unlimited Colortile	Athletic Modular Training Bldg - Commercial Vinyl	\$20,692.32	
		<b>\$20,692.32</b>	CT 25027457
Carquest Auto Parts	Instructional Supplies for Auto Tech Program	\$102.00	
		<b>\$102.00</b>	CT 25027458
Carr's Boot Shop	Safety boots for employees 7-1-21 to 6-30-22	\$175.00	
		<b>\$175.00</b>	CT 25027459
City Of Santa Maria	Water Services and Disposal Site	\$3,062.38	
	Water Services and Disposal Site	\$765.59	
	Water Services and Disposal Site	\$5,388.08	
	Water Services and Disposal Site	\$1,347.02	
	Water Services and Disposal Site	\$3,262.62	
	Water Services and Disposal Site	\$815.66	
	Water Services and Disposal Site	\$545.18	
	Water Services and Disposal Site	\$136.29	
	Water Services and Disposal Site	\$2,614.73	
	Water Services and Disposal Site	\$653.68	
	Water Services and Disposal Site	\$174.31	
	Water Services and Disposal Site	\$43.58	
	Water Services and Disposal Site	\$2,617.35	
	Water Services and Disposal Site	\$654.34	
	Water Services and Disposal Site	\$4,359.69	
	Water Services and Disposal Site	\$1,089.92	
	Water Services and Disposal Site	\$118.27	
	Water Services and Disposal Site	\$29.57	
	Water Services and Disposal Site	\$190.66	
	Water Services and Disposal Site	\$47.66	
	Water Services and Disposal Site	\$150.98	
	Water Services and Disposal Site	\$37.75	
	Water Services and Disposal Site	\$1,013.72	
	Water Services and Disposal Site	\$253.43	
		<b>\$29,372.46</b>	CT 25027460
Clawson Automotive Equipment and Service Inc	Equalizer Cables per Invoice 24645	\$456.76	
	Label, 1000 Capacity	\$7.61	
	Freight Charge	\$81.56	
	Labor Charges	\$1,250.00	
		<b>\$1,795.93</b>	CT 25027461

**Allan Hancock College  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
CMC Rescue Inc	System Aztek Proseries CMC	\$1,625.56 <b>\$1,625.56</b>	CT 25027462
Coast Cart, Inc	Global Electric Motorcars, Estimate #14056 After Market Items-Predelivery Inspection, State of California Tire Recycle Fee	\$45,655.68 \$700.00 \$14.00 <b>\$46,369.68</b>	CT 25027463
Coastal Reprographic Services	Printing for Fine Arts Project	\$8.91 <b>\$8.91</b>	CT 25027464
Comcast Cable	Comcast Monthly Recurring Costs	\$170.01 <b>\$170.01</b>	CT 25027465
Community College League Of California	REAL COLLEGE CALIFORNIA MEMBERSHIP RENEWAL 21-22	\$3,000.00 <b>\$3,000.00</b>	CT 25027466
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks Filter exchange for Culligan tanks	\$25.75 \$100.00 <b>\$125.75</b>	CT 25027467
Cumulus Technology Services LLC	Consulting Regarding Assistance to Develop a Consulting Regarding Assistance to Develop a	\$2,775.00 \$4,575.00 <b>\$7,350.00</b>	CT 25027468
Cyber Copy Inc	Online plan room posting for LVC Cabling and Fiber	\$7.50 <b>\$7.50</b>	CT 25027469
Lori Doty	Open Mileage	\$29.12 <b>\$29.12</b>	CT 25027470
Downs Government Affairs, LLC	Services for consortium project 7/1/2021-6/30/2022	\$2,000.00 <b>\$2,000.00</b>	CT 25027471
Dummies Unlimited	Agility Training Dummy 215-S165HD Est#21-0948 Shipping	\$1,630.16 \$281.15 <b>\$1,911.31</b>	CT 25027472
Earth Systems Pacific	Report Preparation and Project Supervision	\$462.50 <b>\$462.50</b>	CT 25027473
Electronic Parts Store	Instructional Supplies for Auto Tech Program	\$7.60 <b>\$7.60</b>	CT 25027474
Facilities Planning And Consulting Services	Consulting Services for AHC for FY 2021-2022	\$2,405.00 <b>\$2,405.00</b>	CT 25027475
Fisher Scientific Co Llc	Supplies for the Chem Labs 07-01-21 thru 05-31-22. Supplies for the Chem Labs 07-01-21 thru 05-31-22. Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$76.45 \$45.84 \$136.02 <b>\$258.31</b>	CT 25027476
Flinn Scientific Inc	Science Lab Supplies July 1, 2021-May 31, 2022 Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$496.03 \$122.35	

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Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$618.38</b>	CT 25027477
Follett Heg - Ahc Bookstore	Instructional supplies for MESA.STEM Center	\$2,958.27	
	Book Vouchers (Cards) for EOPS Students	\$20,000.00	
	Book Vouchers (Cards) for EOPS Students Fall 2021	\$40,000.00	
	Book Vouchers (Cards) for EOPS Students Fall 2021	\$0.00	
	Book Vouchers (Cards) for EOPS Students Fall 2021	\$17,000.00	
	Book Vouchers (Cards) for EOPS Students Fall 2021	\$0.00	
		<b>\$79,958.27</b>	CT 25027478
	Books and Supplies NextUp Students	\$4,152.23	
		<b>\$4,152.23</b>	CT 25027479
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$652.76	
		<b>\$652.76</b>	CT 25027480
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$947.17	
		<b>\$947.17</b>	CT 25027481
Geyer Instructional Products	Magnetic Protractor #400172 per Quote 083121-ALLAN	\$84.96	
	Shipping	\$12.95	
		<b>\$97.91</b>	CT 25027482
GM Financial Leasing	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25027483
	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25027484
GotSafety, LLC	Monthly Consultation fees from 07/1/21 to 06/30/22	\$1,150.00	
		<b>\$1,150.00</b>	CT 25027485
Grainger Inc.	Maintenance Supplies, 7-1-21 thru 5-31-22	\$87.17	
	Maintenance Supplies, 7-1-21 thru 5-31-22	\$97.81	
		<b>\$184.98</b>	CT 25027486
Christine Greleck	Open Mileage	\$29.12	
		<b>\$29.12</b>	CT 25027487
Hardy Diagnostics	Instructional supplies for Biology labs	\$242.02	
		<b>\$242.02</b>	CT 25027488
High-Tech Electric	USB C to A Cable (For USB Switchers) 6ft	\$656.58	
		<b>\$656.58</b>	CT 25027489
House Sanitary Supply, Inc.	Resperator KN95 Mask 10/Pk #VER-14942	\$3,439.22	
		<b>\$3,439.22</b>	CT 25027490
Image Connection, LLC	ITEM# CC18	\$45.17	
	ITEM# CC18	\$45.17	
	FREIGHT	\$15.23	
		<b>\$105.57</b>	CT 25027491
International E-Z Up Inc	Enterprise 10x10 Shelter with fully Printed Top	\$3,259.24	
	Deluxe Roller Bag	\$456.75	
	Weight Bag	\$274.05	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
International E-Z Up Inc	Shipping	\$81.82	
	Enterprise 10x10 shelter with 4 Peak prints	\$3,693.15	
	Deluxe Roller Bag	\$522.00	
	Weight Bag 4 pack	\$365.40	
	shipping	\$243.51	
		<b>\$8,895.92</b>	CT 25027492
InVeris Training Solutions, Inc	Mock 870 VR Shotgun, Part No. SA-870-VR	\$1,794.38	
		<b>\$1,794.38</b>	CT 25027493
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee	\$495.00	
		<b>\$495.00</b>	CT 25027494
J W Pepper & Son Inc	THREE AYRES FROM GLOUCESTER STUART	\$76.13	
	SIMPLE GIFTS FOUR SHAKER SONGS TICHEL	\$271.86	
	Escape Route Todd Stalter Band Set & Score	\$76.13	
	Blue Ridge Reel Brian Balmages Band Set & Score	\$70.69	
	Shipping	\$22.83	
	Handling	\$1.09	
		<b>\$518.73</b>	CT 25027495
JR Barto Heating & Air Cond. Inc.	Service Call - Lompoc Chillers 1 and 2	\$675.00	
	Truck-Fuel Surcharge	\$10.00	
		<b>\$685.00</b>	CT 25027496
Neal Lemaire	Open Mileage	\$49.84	
		<b>\$49.84</b>	CT 25027497
Multi-Media Consulting Inc.	Analyze programmatic requirements and design work	\$4,150.00	
		<b>\$4,150.00</b>	CT 25027498
Holly Nolan-Chavez	CCCAOE Conference	\$1,122.30	
		<b>\$1,122.30</b>	CT 25027499
Adelina Pozos	Reimb. for SkillsUSA Shipping	\$120.00	
		<b>\$120.00</b>	CT 25027500
Lucerito Salgado Olivera	Open Mileage	\$85.01	
		<b>\$85.01</b>	CT 25027501
Craig Shafer	Voice recording and creation of MP3 file monthly	\$50.00	
	Voice recording and creation of MP3 file monthly	\$50.00	
		<b>\$100.00</b>	CT 25027502
Siemens Industry Inc	Siemens Fire Contract SM Year 2 of 3-Year Term	\$33,635.00	
	Siemens Fire Contract LVC Year 2 of 3-Year Term	\$5,223.00	
		<b>\$38,858.00</b>	CT 25027503
Nohl Sjostedt	Open Mileage	\$72.80	
		<b>\$72.80</b>	CT 25027504
Southern California Gas Co	Gas Supply 7.1.2021 - 6.30.2022	\$1,854.74	
	Gas Supply 7.1.2021 - 6.30.2022	\$463.69	

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Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2,318.43</b>	CT 25027505
American Technology Solutions	ATS PrintFreedom Year-End Services RFQ 09242110354	\$254.00	
		<b>\$254.00</b>	CT 25027506
Laurie Barker	CalSTRS Excess Contribution Refund 2020/2021	\$143.62	
		<b>\$143.62</b>	CT 25027507
Ca Schools Dental Coalition	Insurance Premiums November 2021	\$52,005.00	
		<b>\$52,005.00</b>	CT 25027508
Kenneth Cope	CalSTRS Excess Contribution Refund 2020/2021	\$29.35	
		<b>\$29.35</b>	CT 25027509
Bridgette Depalma-Steed	CalSTRS Excess Contribution Refund 2020/2021	\$20.24	
		<b>\$20.24</b>	CT 25027510
Franchise Tax Board	Payroll Deduction for OCT 2021	\$150.00	
		<b>\$150.00</b>	CT 25027511
	Payroll Deduction for OCT 2021	\$35.36	
		<b>\$35.36</b>	CT 25027512
Guillermo Guerra	CalSTRS Excess Contribution Refund 2020/2021	\$70.38	
		<b>\$70.38</b>	CT 25027513
Miguel Guerra	CalSTRS Excess Contribution Refund 2020/2021	\$75.67	
		<b>\$75.67</b>	CT 25027514
Danielle Jones	CalSTRS Excess Contribution Refund 2020/2021	\$108.91	
		<b>\$108.91</b>	CT 25027515
Kelly Paper Co	Office Supplies - Paper, Wideformat, bindery	\$644.64	
	Office Supplies - Paper, Wideformat, bindery	\$228.21	
	Office Supplies - Paper, Wideformat, bindery	\$970.21	
		<b>\$1,843.06</b>	CT 25027516
Krueger International Inc	MESA STEM Additional Tables	\$911.60	
	Pirouette, Square, Fixed 30 x 30 ,29H ,74p Edge	\$423.55	
		<b>\$1,335.15</b>	CT 25027517
Leehang, Ciana	Citation Refund - AHC010001248	\$35.00	
		<b>\$35.00</b>	CT 25027518
Lompoc High School Athletics	Full-page Ad in 2021 Football Program	\$325.00	
	5 x 3 Banner in LHS Gym 2021-22 School Year	\$100.00	
		<b>\$425.00</b>	CT 25027519
Los Alamos Valley Mens Club	Full Page Ad Promoting Promise Plus in 2021 Old	\$65.00	
		<b>\$65.00</b>	CT 25027520
Richard Mahon	CalSTRS Excess Contribution Refund 2020/2021	\$40.65	
		<b>\$40.65</b>	CT 25027521
Mission Linen Supply	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$38.63	
	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$40.63	
	Laundry Service for Auto Collison Program	\$13.90	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$93.16</b>	CT 25027522
Dennise Morones	CalSTRS Excess Contribution Refund 2020/2021	\$198.81	
		<b>\$198.81</b>	CT 25027523
Robert Murtha	CalSTRS Excess Contribution Refund 2020/2021	\$21.60	
		<b>\$21.60</b>	CT 25027524
Office Depot	Instructional Supplies	\$77.42	
	Fellow Thermal Laminating Pouches	\$29.15	
	EXPO Dry-erase Markers, Assorted Colors	\$16.31	
	Instructional Supplies 7/06/21-5/31/22	\$26.58	
	Office Supplies, 7.01.21 thru 5.31.22.	\$215.60	
	Office Supplies, 7.01.21 thru 5.31.22.	\$23.31	
	OPERATIONAL SUPPLIES JULY 1, 2021-MAY 31, 2022	\$3.99	
	OPERATIONAL SUPPLIES JULY 1, 2021-MAY 31, 2022	(\$43.27)	
	Scotch Blue Painters Tape	\$29.19	
	Office Supplies, July 1, 2021 - May 31, 2022	\$51.74	
	Office Supplies, July 1, 2021 - May 31, 2022	\$26.20	
	Instructional Supplies July 1, 2021-May 31, 2022	\$139.19	
	office supplies for covid testing site;	\$49.68	
	Eveready LED Flashlight Twin Pack	\$24.11	
	Master Caster Big Foot Doorstops	\$28.23	
	Operational Supplies	\$250.33	
	SAFCO Adjustable Wood Literature Organizer	\$169.51	
	Bostitch® EZ Squeeze™ Three-Hole Punch,	\$23.59	
	EXPO® Low-Odor Dry-Erase Markers, Purple	\$35.93	
	EXPO® Low-Odor Dry-Erase Markers, Red	\$43.63	
	EXPO® Low-Odor Dry-Erase Marker, Green	\$35.80	
	EXPO® Chisel-Tip Dry-Erase Markers, Black,	\$49.75	
	EXPO® Low-Odor Dry-Erase Marker, Green	\$35.80	
	EXPO® White Board Cleaner, 8 Oz. Item # 0204057	\$25.34	
	Instructional Supplies 7/06/21 - 5/31/22	\$27.18	
	OPERATIONAL SUPPLIES 7-20-21 TO 5-31-22	(\$219.66)	
	OPERATIONAL SUPPLIES 7-20-21 TO 5-31-22	\$219.66	
	OPERATIONAL SUPPLIES 7-20-21 TO 5-31-22	\$219.66	
	Office supplies for 8-25-2021 - 8-31-2021	\$26.92	
	Office supplies for 8-25-2021 - 8-31-2021	\$509.84	
	Office supplies for 8-25-2021 - 8-31-2021	\$201.88	
	Office supplies for 8-25-2021 - 8-31-2021	\$191.75	
	Office supplies for 8-25-2021 - 8-31-2021	\$108.70	
	Office supplies for 8-25-2021 - 8-31-2021	\$44.13	
		<b>\$2,697.17</b>	CT 25027525
Alejandro Omidsalar	CalSTRS Excess Contribution Refund 2020/2021	\$7.31	
		<b>\$7.31</b>	CT 25027526
Outfront Media	Design-AHC Posting/Install Date 3.29.21	\$1,050.00	
	Design-AHC Posting/Install Date 3.29.21	\$1,152.00	
		<b>\$2,202.00</b>	CT 25027527
Parchment LLC	Parking Transaction Fees July 2021 thru Dec. 2021	\$2,321.55	
	Parking Transaction Fees July 2021 thru Dec. 2021	\$632.00	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2,953.55</b>	CT 25027528
PARS Public Agency Retirement	Payroll Deduction for OCT 2021	\$13,255.30	
		<b>\$13,255.30</b>	CT 25027529
Part Time Faculty AHC - Member	Payroll Deduction for OCT 2021	\$107.11	
		<b>\$107.11</b>	CT 25027530
Heather Penk	CalSTRS Excess Contribution Refund 2020/2021	\$50.13	
		<b>\$50.13</b>	CT 25027531
Postmaster	Periodical Bulk Mailing of Class Schedules	\$20,000.00	
		<b>\$20,000.00</b>	CT 25027532
PPG Architectural Finishes Inc	Supplies per Invoice 812302090168	\$210.16	
		<b>\$210.16</b>	CT 25027533
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$444.10</b>	CT 25027534
ProCare Janitorial Supply, Inc.	Custodial Supplies, 8-1-21 thru 6-30-22	\$1,378.08	
	Custodial Supplies-Lompoc, 07-01-21 thru 05-31-22	\$241.25	
	Custodial Supplies-Lompoc, 07-01-21 thru 05-31-22	\$343.13	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$590.85	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$10.86	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$102.23	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$2,233.21	
		<b>\$4,899.61</b>	CT 25027535
Chad Redwing	CalSTRS Excess Contribution Refund 2020/2021	\$97.07	
		<b>\$97.07</b>	CT 25027536
Anthony Renteria	CalSTRS Excess Contribution Refund 2020/2021	\$95.48	
		<b>\$95.48</b>	CT 25027537
Sierra Rivera	Enrollment Expense Reimbursement	\$566.85	
		<b>\$566.85</b>	CT 25027538
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-21 to 6-30-22	\$1,837.10	
	WRC Lease Operating Costs 7-1-21 to 6-30-22	\$1,818.60	
		<b>\$3,655.70</b>	CT 25027539
Santa Maria Ford Inc	Screws and Bushings per Invoice 282066	\$19.21	
	Switch Asy per Invoice 282362	\$13.54	
		<b>\$32.75</b>	CT 25027540
Santa Maria Sun LLC	Quarter page Ad Promoting Promise Plus in Sept 30	\$306.00	
		<b>\$306.00</b>	CT 25027541
Santa Maria Times	Monthly Online Big Ad July 2021-June 2022	\$1,000.00	

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$1,000.00</b>	CT 25027542
Monique Segura	CalSTRS Excess Contribution Refund 2020/2021	\$134.51	
		<b>\$134.51</b>	CT 25027543
Patrick Shattuck	CalSTRS Excess Contribution Refund 2020/2021	\$23.86	
		<b>\$23.86</b>	CT 25027544
Nathan Shields	CalSTRS Excess Contribution Refund 2020/2021	\$91.61	
		<b>\$91.61</b>	CT 25027545
SISC III	Insurance Premiums October 2021	\$463,237.00	
		<b>\$463,237.00</b>	CT 25027546
Source Graphics	Office Supplies - Wideformat Paper and Media	\$1,184.35	
	Office supplies - Wideformat Paper and Media	\$331.63	
	Office supplies - Wideformat Paper and Media	\$969.98	
		<b>\$2,485.96</b>	CT 25027547
Sport & Cycle Team Athletics Inc	Women's Dri Fit Tees Quote#6144	\$860.51	
	Soccer Over-The-Calf Socks #1264790	\$390.84	
	Shipping Charge	\$76.19	
		<b>\$1,327.54</b>	CT 25027548
Super Muffler Inc.	Magnaflow Catalytic Converter per Invoice 38865	\$1,109.24	
	Labor Charges	\$95.00	
	Oxygen Sensor, Front Aftermarket	\$115.28	
	Oxygen Sensor, Rear Aftermarket	\$67.43	
		<b>\$1,386.95</b>	CT 25027549
Aundrea Tavakkoly	CalSTRS Excess Contribution Refund 2020/2021	\$288.07	
		<b>\$288.07</b>	CT 25027550
Testa Catering	Rental of Water Barrels	\$65.25	
	Rental of Canopy 20'x30'	\$489.38	
	Rental of Sidewall 10' with Window	\$60.90	
	Rental of Sidewall 20' Cathedral Style	\$182.70	
	Tent Labor	\$100.00	
	Damage Fee	\$79.82	
	Delivery and Pick Up Fee	\$40.00	
		<b>\$1,018.05</b>	CT 25027551
Trojan Petroleum, Inc	Diesel Purchases, 07-01-21 thru 06-30-22	\$1,378.27	
		<b>\$1,378.27</b>	CT 25027552
U.S. Bank	AHJCCD District 2020 General	\$500.00	
	AHJCCD Election of 2006 General Obligation Bonds,	\$500.00	
		<b>\$1,000.00</b>	CT 25027553
Uline Inc	#H-5712C Floor Standing Sign Holder 14x22",	\$123.98	
	Shipping/Handling	\$34.66	
		<b>\$158.64</b>	CT 25027554
Scott Underwood	CalSTRS Excess Contribution Refund 2020/2021	\$395.55	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$395.55</b>	CT 25027555
United Refrigeration Inc	HVAC Supplies, 07-01-21 thru 05-31-22	\$298.35	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$10.91	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$304.43	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$10.91	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$61.99	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$711.99	
	Belts per Invoice 81078996-00	\$144.25	
		<b>\$1,542.83</b>	CT 25027556
Urbane Cafe	Lunch for Volunteers for Food Dist Invoice #65186	\$239.41	
	Delivery Fee	\$0.00	
	Gratuity	\$20.00	
		<b>\$259.41</b>	CT 25027557
US Bank Corporate Payment System	Costco- Swann 16-Ch 4K Security System #3138066	\$2,609.98	
	Network Solutions - Allanhancockcollege.info	\$42.99	
	Amazon - 8 Aruba AP-305	\$2,609.92	
	Plivo - Text Messaging API	\$100.00	
	Network Solutions - various domains	\$343.92	
	Instructional supplies purchased for Biology labs	\$36.48	
	B&B Steel & Supply - steel pipe and plates	\$120.71	
	UPS Store #1665 - shipping/mailing charges	\$130.85	
	Welder made - Six Welding practice kits	\$1,206.10	
	ACTE Membership Renewal; 11/1/21 - 10/31/22	\$109.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$395.00	
	COMMUNITY COLLEGE LEAGUE OF CA	\$395.00	
	ULINE	\$346.25	
	WALMART	\$96.73	
	COSTCO	\$55.44	
	EL TORO	\$146.00	
	Albertsons - Lab Materials	\$20.99	
	Clear Mask transparent face masks	\$72.87	
	Wi-Fi Adapters for Study Hall Computers	\$247.30	
		<b>\$9,085.53</b>	CT 25027558
Western Propane Service	Propane Expenses, 7-1-21 thru 5-31-22	\$19.84	
		<b>\$19.84</b>	CT 25027559
Jonathan Wilson	CalSTRS Excess Contribution Refund 2020/2021	\$180.65	
		<b>\$180.65</b>	CT 25027560
Winema Industrial and Safety Supply	Collector Container, Red, 5.4 Quart, 12 per Case	\$171.83	
		<b>\$171.83</b>	CT 25027561
Pablo Arevalo Aguilar	Manual Refund Submitted	\$56.00	
		<b>\$56.00</b>	CT 25027562
Natalia Bautista	Manual Refund Submitted	\$480.00	
		<b>\$480.00</b>	CT 25027563

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2021 to 10/31/2021

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Vendor Name	Description	Amount	Warrant
Jonathan Campos	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027564
Tania Castro	Manual Refund Submitted	\$325.00	
		<b>\$325.00</b>	CT 25027565
Gina Chase	Manual Refund Submitted	\$612.00	
		<b>\$612.00</b>	CT 25027566
Nancy Cruz	Manual Refund Submitted	\$125.00	
		<b>\$125.00</b>	CT 25027567
Noe Cruz-Ibarra	Manual Refund Submitted	\$91.00	
		<b>\$91.00</b>	CT 25027568
Leah Dominguez	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027569
Nicholas Donati	Manual Refund Submitted	\$35.00	
		<b>\$35.00</b>	CT 25027570
Spyridon Drossos	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027571
Jennifer Elliott	Manual Refund Submitted	\$56.00	
		<b>\$56.00</b>	CT 25027572
Nick Fernandez	Manual Refund Submitted	\$276.00	
		<b>\$276.00</b>	CT 25027573
Luke Ferrari	Manual Refund Submitted	\$158.00	
		<b>\$158.00</b>	CT 25027574
Noe Garcia	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25027575
Alyssa Gerardo	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027576
Denise Gutierrez	Manual Refund Submitted	\$234.00	
		<b>\$234.00</b>	CT 25027577
Christian Gutierrez Ramos	Manual Refund Submitted	\$400.00	
		<b>\$400.00</b>	CT 25027578
Andrea Hernandez	Manual Refund Submitted	\$56.00	
		<b>\$56.00</b>	CT 25027579
Lillianne Jacob	Manual Refund Submitted	\$483.00	
		<b>\$483.00</b>	CT 25027580
Chadley Landreth	Manual Refund Submitted	\$164.00	
		<b>\$164.00</b>	CT 25027581
Gustavo Martinez Garcia	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25027582
Irene Moreno	Manual Refund Submitted	\$23.00	

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$23.00</b>	CT 25027583
Brittany Newby	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25027584
Jordan O'Kelly	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027585
Makenna Oliveira	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027586
Eileen Parr	Manual Refund Submitted	\$304.00	
		<b>\$304.00</b>	CT 25027587
Moris Recinos	Manual Refund Submitted	\$115.00	
		<b>\$115.00</b>	CT 25027588
Alejandra Rodriguez	Manual Refund Submitted	\$186.00	
		<b>\$186.00</b>	CT 25027589
Belen Roldan-Vargas	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027590
Angel Salazar-Carranza	Manual Refund Submitted	\$117.00	
		<b>\$117.00</b>	CT 25027591
Damien San Juan	Manual Refund Submitted	\$450.00	
		<b>\$450.00</b>	CT 25027592
Maria Sanchez	Manual Refund Submitted	\$505.00	
		<b>\$505.00</b>	CT 25027593
Sarabi Torres	Manual Refund Submitted	\$325.00	
		<b>\$325.00</b>	CT 25027594
Michael Wagner	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027595
Amazon	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$17.91	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$23.93	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$44.85	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$45.68	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$64.17	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$34.00	
	Physics supplies Sept 10 2021 through May 31 2022	\$271.82	
	Physics supplies Sept 10 2021 through May 31 2022	\$28.24	
	Office / Operational Supplies	\$163.96	
	Student Materials 7-22-21 to 5-31-22	\$484.20	
	MEDICAL SUPPLIES FY2021-2022	\$144.55	
	Instructional Supplies	\$294.14	
	Instructional Supplies	\$206.96	
	Clorox Disinfecting Wipes,	\$234.40	
	Practicon 7077010 Large QUIKcaps Keyboard Barrier	\$287.06	
	Disposable Mouse Cover Poly Computer	\$54.63	
	Clorox Disinfecting Wipes,	\$14.63	
	Coyacool Gloves Disposable Latex Free,	\$281.38	

**Allan Hancock College  
Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Amazon	Duracell - CopperTop AAA Alkaline	\$52.54	CT 25027596
	Disposable Mouse Cover Poly Computer	\$40.98	
	3 PCS Green Red Violet Long Range	\$27.60	
	Office Supplies 09.08.21 to 12.31.21 ESTEEM	\$276.02	
		<b>\$3,093.65</b>	
American Business Machines	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$45.32	CT 25027597
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$16.55	
	Campuswide Copier Maintenance 7.01.2021 to	\$84.48	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$2.10	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$2.10	
	Canon Copier iR4535, Serial #RKJ17964, ID #10846	\$4.21	
	Service repair of Formax folding machine on	\$225.00	
	Copier Maintenance iR Adv 525iF SR II	\$40.48	
		<b>\$420.24</b>	
American Industrial Supply	OPERATIONAL SUPPLIES FOR FIRE ACADEMY	\$209.18	CT 25027598
		<b>\$209.18</b>	
American Library Association	MEMBERSHIP FOR S. KOPECKY, MEMBERSHIP #2025719	\$239.00	CT 25027599
		<b>\$239.00</b>	
American Star Tours, Inc.	Bus Service, AHC M. Soccer, 10-1-21 thru 11-5-21	\$1,558.00	CT 25027600
		<b>\$1,558.00</b>	
Ara Dental Equipment Repair	1 hour of labor	\$140.00	CT 25027601
	Switch	\$50.00	
	Lamp bulb	\$30.00	
		<b>\$220.00</b>	
Armstrong's Lock And Key	Key-Lock Supplies, 7-01-21 thru 5-31-22	\$34.26	CT 25027602
		<b>\$34.26</b>	
B & B Steel & Supply	4" STD Galv PE Pipe 120"	\$293.62	CT 25027603
	3" STD Galv PE Pipe 120"	\$206.63	
		<b>\$500.25</b>	
Bremer Auto Parts	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$20.98	CT 25027604
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$36.95	
	OPERATIONAL SUPPLIES	\$68.47	
		<b>\$126.40</b>	
Burnham Insurance Services	ACA Consulting July 1, 2021 - June 30, 2022	\$3,250.00	CT 25027605
		<b>\$3,250.00</b>	
Josephine Cabanas	Open Mileage 8.31.21	\$27.78	CT 25027606
		<b>\$27.78</b>	
Cal State Auto Parts	Auto Supplies, 07-01-21 thru 05-31-22	\$20.12	CT 25027607
		<b>\$20.12</b>	
California Electric Supply	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$188.46	
	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$79.39	

**Allan Hancock College  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$267.85</b>	CT 25027608
CDW Government Inc	HP Color LaserJet Enterprise M555dn	\$850.09	
	ARUBA AP-515 (US) UNIFIED Wireless Access Point	\$6,646.71	
		<b>\$7,496.80</b>	CT 25027609
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2021 - 6.30.2022	\$413.20	
	Water Services 7.1.2021 - 6.30.2022	\$6,311.67	
	Waste Disposal-Sewer Fees 7.1.2021 - 6.30.2022	\$1,433.56	
		<b>\$8,158.43</b>	CT 25027610
Cleantech Environmental Inc	Used Antifreeze Disposal and Manifest Fee	\$7.45	
	Used Motor Oil Disposal and Manifest Fee	\$152.45	
	Parts Washer Rental Service and Manifest Fee	\$427.45	
		<b>\$587.35</b>	CT 25027611
Columbia Business Center Partners Lp	Monthly utilities expenses for 2021-2022. Utility	\$517.73	
		<b>\$517.73</b>	CT 25027612
Comcast Cable	Comcast Monthly Recurring Costs	\$220.01	
		<b>\$220.01</b>	CT 25027613
	Comcast Monthly Recurring Costs	\$239.96	
		<b>\$239.96</b>	CT 25027614
	Comcast Monthly Recurring Costs	\$130.01	
		<b>\$130.01</b>	CT 25027615
	Comcast Monthly Recurring Costs	\$2,633.98	
		<b>\$2,633.98</b>	CT 25027616
Daniel Cox	Employee Work Boot Reimbursement	\$174.00	
		<b>\$174.00</b>	CT 25027617
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-21 thru 6-30-22	\$33.32	
	Stand Rentals (hot and cold) 7-01-21 thru 6-30-22	\$11.00	
		<b>\$44.32</b>	CT 25027618
	HOT / COLD WATER STAND RENTAL	\$11.00	
		<b>\$11.00</b>	CT 25027619
	Bottled Water Delivery, 7-01-21 thru 6-30-22	\$40.95	
	Stand Rentals (hot and cold) 7-01-21 thru 6-30-22	\$11.00	
		<b>\$51.95</b>	CT 25027620
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$227.48	
		<b>\$227.48</b>	CT 25027621
Cyber Copy Inc	Online Plan Room Posting for LVC Cabling Bid 22-02	\$24.00	
		<b>\$24.00</b>	CT 25027622
Maria D'Atri	Reimbursement for instructional supplies for	\$343.71	

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$343.71</b>	CT 25027623
Data Ticket Inc	Citation Processing 7-1-21 thru 6-30-22	\$140.00	
	Citation Processing 7-1-21 thru 6-30-22	\$1.48	
	Citation Processing 7-1-21 thru 6-30-22	\$140.00	
	Citation Processing 7-1-21 thru 6-30-22	\$134.80	
		<b>\$416.28</b>	CT 25027624
DLR Group	Additional Services to Support the Fine Arts	\$29,255.55	
	Additional Services to Support the Fine Arts	\$29,255.56	
	Additional Services to Support the Fine Arts	\$29,255.55	
	Additional Services to Support the Fine Arts	\$29,255.56	
		<b>\$117,022.22</b>	CT 25027625
Dooley Enterprises, Inc	RA9124TP 9mm JHP+P Ranger T Series - shipping	\$9,540.64	
		\$443.77	
		<b>\$9,984.41</b>	CT 25027626
Efren's Santa Maria Mexican Restaurant	Food Gift Cards	\$870.00	
		<b>\$870.00</b>	CT 25027627
Oscar Escobedo	Open Mileage	\$194.88	
		<b>\$194.88</b>	CT 25027628
Fisher Scientific Co Llc	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$314.86	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$39.60	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$26.62	
		<b>\$381.08</b>	CT 25027629
Ford Motor Credit Company Llc	Lease Payments for Three 2018 Ford Police	\$1,786.92	
		<b>\$1,786.92</b>	CT 25027630
GetBridge, LLC	Learning Education Subscription	\$21,530.00	
		<b>\$21,530.00</b>	CT 25027631
Grainger Inc.	Core Wheel, Pur Tread on Plastic Container with Attached Lid	\$80.80	
	Double Sided Tape	\$163.04	
		\$74.50	
		<b>\$318.34</b>	CT 25027632
Graybar Electric	OR-MC612-02 12ft Cat6 Patch Cable Red	\$147.68	
	OR-MC609-07 9ft Cat6 Patch Cable Purple	\$145.29	
	OR-MC615-07 15ft Cat6 Patch Cable Purple	\$163.78	
		<b>\$456.75</b>	CT 25027633
Hardy Diagnostics	Instructional supplies for Biology labs	\$322.69	
		<b>\$322.69</b>	CT 25027634
Redilyn Holladay	meals and mileage 80% CAEL Conf.	\$411.12	
		<b>\$411.12</b>	CT 25027635
Home Motors	Filter Kit per Invoice 10250	\$45.49	
		<b>\$45.49</b>	CT 25027636
Hotel Del Coronado	CAEL Coronado Ca Hotel Washburn	\$1,067.04	

**Allan Hancock College  
Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$1,067.04</b>	CT 25027637
Hotel Del Coronado	CAEL Conf Coronado, CA Hotel	\$1,067.04	
		<b>\$1,067.04</b>	CT 25027638
	CAEL Conf. Coronado CA 11.16-20.21	\$1,067.04	
		<b>\$1,067.04</b>	CT 25027639
Andria Keiser	Meals and mileage 80% CAEL Conv.	\$411.12	
		<b>\$411.12</b>	CT 25027640
Margaret Lau	Lunch for 10 students 3 staff 10.29.21	\$195.00	
		<b>\$195.00</b>	CT 25027641
Pacific Gas & Electric Company	Electricity Services 7.1.2021- 6.30.2022	\$51.34	
	Electricity Services 7.1.2021 - 6.30.2022	\$12.84	
		<b>\$64.18</b>	CT 25027642
	Electricity Services 7.1.2021- 6.30.2022	\$27.02	
	Electricity Services 7.1.2021 - 6.30.2022	\$6.75	
		<b>\$33.77</b>	CT 25027643
	Electricity Services 7.1.2021- 6.30.2022	\$22.23	
	Electricity Services 7.1.2021 - 6.30.2022	\$5.56	
		<b>\$27.79</b>	CT 25027644
	Electricity Services 7.1.2021- 6.30.2022	\$1,792.98	
	Electricity Services 7.1.2021 - 6.30.2022	\$448.24	
		<b>\$2,241.22</b>	CT 25027645
	Electricity Services 7.1.2021- 6.30.2022	\$4,003.95	
	Electricity Services 7.1.2021 - 6.30.2022	\$1,000.99	
		<b>\$5,004.94</b>	CT 25027646
	Electricity Services 7.1.2021- 6.30.2022	\$440.63	
	Electricity Services 7.1.2021 - 6.30.2022	\$110.16	
		<b>\$550.79</b>	CT 25027647
Kevin Walthers	Annual UC Davis Wheelhouse Meeting	\$686.29	
		<b>\$686.29</b>	CT 25027648
Marina Washburn	Prepay meals and mileage 80% CAEL Conv.	\$411.12	
		<b>\$411.12</b>	CT 25027649
Josephine Cabanas	Open Mileage	\$27.78	
		<b>\$27.78</b>	CT 25027650
Eyemed Vision Care	CaSTRS Excess Contribution Refund 2020/2021	\$547.60	
	Vision Insurance Premium October 2021	\$3,913.96	
		<b>\$4,461.56</b>	CT 25027651
Tom Holzschuh	DSA Inspection Services for the MESA/STEM Building	\$2,100.00	
	DSA Inspection Services for the MESA/STEM Building	\$420.00	
		<b>\$2,520.00</b>	CT 25027652
Zofie Jorstad	Manual Refund Submitted	\$342.00	

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Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$342.00</b>	CT 25027653
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$1,412.39	
		<b>\$1,412.39</b>	CT 25027654
Kenco Construction Services, Inc	Ballfield Restroom Building Inspection Site Work	\$3,240.00	
		<b>\$3,240.00</b>	CT 25027655
KIDI/KRTO/KTAP La Buena	Rodeo Parade Sponsorship - Red Sponsor	\$2,500.00	
		<b>\$2,500.00</b>	CT 25027656
Knorr Systems Inc	CPN1442 Heater Inspection and PM Service	\$1,660.00	
	Freight Charges	\$45.00	
		<b>\$1,705.00</b>	CT 25027657
M & M Restaurant Supply	18" Wood Rolling Pin	\$277.31	
	Freight	\$15.00	
	Sink, Vollrath 201260 per Invoice 34746	\$87.00	
	Freight	\$17.00	
		<b>\$396.31</b>	CT 25027658
Matranga Floral	Instructional Supplies for Noncredit Floral Class	\$207.82	
		<b>\$207.82</b>	CT 25027659
Paul Meddings	REIMBURSEMENT FOR 3 QAC CLASSES IN ORDER TO KEEP	\$90.00	
		<b>\$90.00</b>	CT 25027660
Kalin Middleton	Employee Work Boot Reimbursement	\$175.00	
		<b>\$175.00</b>	CT 25027661
Mission Linen Supply	Laundry Services for Auto Tech Program	\$40.97	
	Laundry Services for Auto Tech Program	\$40.97	
	Laundry Services for Auto Tech Program	\$42.97	
	Laundry Service for Auto Collison Program	\$13.90	
	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$40.63	
		<b>\$179.44</b>	CT 25027662
National Cinemedia Llc	30-second AHC ad on all screens at SM 10 and	\$956.67	
	30-second AHC ad on LEN lobby screens at SM 10	\$43.33	
		<b>\$1,000.00</b>	CT 25027663
Nova Color Inc.	5-Gal Pail #216 Exterior Varn	\$167.31	
	Freight	\$51.51	
		<b>\$218.82</b>	CT 25027664
Office Depot	Instructional Supplies	\$62.67	
	Instructional Supplies	\$145.47	
	OFFICE/OPERATIONAL SUPPLIES	\$62.87	
	OFFICE/OPERATIONAL SUPPLIES	\$62.88	
	OPERATIONAL SUPPLIES JULY 1, 2021-MAY 31, 2022	\$30.44	
	HP 952 Black and Tri-Color Ink Cartridges	\$198.51	
	Office Supplies 7-1-21 through 5-31-22	\$119.35	
	Office Supplies, 7.01.21 thru 5.31.22.	\$213.29	
	Office Supplies, 7.01.21 thru 5.31.22.	\$27.82	

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Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>	
Office Depot	Office supplies 7-14-21 to 5-31-22	\$245.93		
	Dell Keyboard and Mouse, Item #2405643	\$52.19		
	Office Supplies July 1, 2021-May 31, 2022	\$43.27		
	Logitech M185 Wireless Optical Mouse	\$307.09		
	office supplies for covid testing site;	\$70.69		
	office supplies for covid testing site;	\$195.80		
	office supplies for covid testing site	\$71.54		
	Office Supplies, July 1, 2021 - May 31, 2022	\$16.30		
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$14.56		
	Office Supplies, 09-01-21 thru 05-31-22	\$44.90		
	Office Supplies, 09-01-21 thru 05-31-22	\$52.86		
	Portable whiteboard	\$511.11		
	General Office Supplies Ending May 31, 2022	\$2.64		
	General Office Supplies Ending May 31, 2022	\$2.64		
	General Office Supplies Ending May 31, 2022	\$21.16		
	General Office Supplies Ending May 31, 2022	\$115.47		
	General Office Supplies Ending May 31, 2022	\$14.43		
	General Office Supplies Ending May 31, 2022	\$14.43		
	General Office Supplies Ending May 31, 2022	\$32.19		
	General Office Supplies Ending May 31, 2022	\$4.02		
	General Office Supplies Ending May 31, 2022	\$4.02		
	General Office Supplies Ending May 31, 2022	\$123.77		
	General Office Supplies Ending May 31, 2022	\$15.47		
	General Office Supplies Ending May 31, 2022	\$15.47		
		<b>\$2,915.25</b>		CT 25027665
	Old Town Shirt Factory	ADD White 4" #2 Front of Jersey Invoice# 210419	\$5.44	
ADD White 8" #2 Back of Jersey		\$7.61		
ADD White 4" #13 Front of Jersey		\$5.44		
ADD White 8" #13 Back of Jersey		\$7.61		
ADD White 3" PUA Back of Hoodies		\$30.45		
		<b>\$56.55</b>		CT 25027666
Grey PosiCharge Competitor Tees Invoice# 210456		\$173.45		
Tee Shirt Front Print/Back Name/Back Number		\$367.04		
		<b>\$540.49</b>		CT 25027667
Left Chest New Logo Embroidery Invoice# 210345		\$81.60		
Digitize Fee	\$48.94			
	<b>\$130.54</b>		CT 25027668	
Open Jar Studios, LLC	Singer's Mask (black, adult size, ear loop),	\$1,586.25		
	shipping	\$17.79		
	<b>\$1,604.04</b>		CT 25027669	
Parchment LLC	Parking Transaction Fees July 2021 thru Dec. 2021	\$14,940.00		
		<b>\$14,940.00</b>	CT 25027670	
Pharmedix	Prescription Medications July 1 2021- May 31 2022	\$194.45		
		<b>\$194.45</b>	CT 25027671	
PPG Architectural Finishes Inc	Paint Supplies, 7-01-21 thru 5-31-22	\$36.72		

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$36.72</b>	CT 25027672
Praxair Distribution Inc.	Carbon Dioxide Liquid, 7-1-21 thru 06-30-22	\$286.70	
	Carbon Dioxide Liquid, 7-1-21 thru 06-30-22	\$286.70	
		<b>\$573.40</b>	CT 25027673
Premium Quality Lighting	LED 16WBR40-50K-1100LM, Dimm V6, Superior Life	\$480.23	
	PLC26-35K-G24d-3, Superior Life	\$328.43	
	F32T8-835, Superior Life, T20C	\$254.48	
	F32T8-841-T20C	\$381.71	
	PLT42-35K-GX24q-4 4 Pin, Superior Life	\$541.58	
		<b>\$1,986.43</b>	CT 25027674
ProCare Janitorial Supply, Inc.	Custodial Supplies, 8-1-21 thru 6-30-22	\$143.48	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$79.52	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$2,793.14	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$487.65	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$446.96	
		<b>\$3,950.75</b>	CT 25027675
Pyramid Time Systems Llc	S9A3AAGBxB Sync 900 MHZ Analog 13" Clock	\$2,205.00	
	S9DWXSLAUB Sync 900 MHZ Ethernet Wireless RF	\$1,444.00	
	42224-5 Lithium Battery, 5 pack	\$210.00	
	Shipping & Handling *ADD TAX ON 9/20/21*	\$107.71	
		<b>\$3,966.71</b>	CT 25027676
Quinn Company	Equipment Rental-Core Drill per Invoice 19106401	\$174.00	
	Env. Rec Fee	\$3.48	
	Rental of Vibra-Plate Compactor-MVC88 Inv 19147801	\$114.19	
	Env Rec Fee	\$2.28	
		<b>\$293.95</b>	CT 25027677
Rays Auto Parts	Parts-Supplies, 07-01-21 thru 5-31-22	\$29.97	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$12.48	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$101.26	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$23.91	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$27.18	
		<b>\$194.80</b>	CT 25027678
Kenneth Reed	Reimb for Patches on Jacket/Shirts for CSO Bennett	\$20.00	
		<b>\$20.00</b>	CT 25027679
Riddell All American	FB Chinstraps Quote#20082032	\$88.09	
	FB Cam-Loc Strap Stopper Material#R9205501	\$2.83	
	FB Cam-Loc Housing Black Material#R926577	\$78.85	
	FB Speedflex Thumbscrew Material#R60115	\$25.01	
	Freight Charge	\$24.11	
		<b>\$218.89</b>	CT 25027680
Samy's Camera	Instructional Supplies	\$1,204.95	
		<b>\$1,204.95</b>	CT 25027681
Signs Of Success Inc	Bldg. Letters, 18", G, K, C and L	\$827.05	
	Mounting Templates-Hardware	\$36.21	
	Shipping-Setup	\$95.00	

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Signs Of Success Inc	Logo Decals Set per Invoice 69579	\$299.50	
	Unit Number Decals Set	\$18.81	
	6 inch MESA/STEM Signage	\$416.46	
	4 inch Academic Success Center Signage	\$761.63	
	Mounting Templates/Hardware	\$152.23	
	Submittals/Setup	\$125.00	
		<b>\$2,731.89</b>	CT 25027682
SiteOne Landscape Supply, LLC	Hill -MC Hilltopper Mound Clay-	\$2,436.00	
	Freight	\$95.00	
		<b>\$2,531.00</b>	CT 25027683
SLO Pest And Termite	Pest Control Services, 07-01-21 thru 06-30-22	\$120.00	
	Pest Control Services, 07-01-21 thru 06-30-22	\$125.00	
	Pest Control Services, 07-01-21 thru 06-30-22	\$75.00	
		<b>\$320.00</b>	CT 25027684
Smart & Final	Supply purchases for CA 120 and CA 121 classes	\$149.36	
	Supply purchases for CA 120 and CA 121 classes	\$108.27	
	Supply purchases for CA 120 and CA 121 classes	\$67.93	
	Supply purchases for CA 120 and CA 121 classes	\$36.57	
	Supply purchases for CA 120 and CA 121 classes	\$11.97	
	Supply purchases for CA 120 and CA 121 classes	\$32.60	
	Supply purchases for CA 120 and CA 121 classes	\$65.23	
	Supply purchases for CA 120 and CA 121 classes	\$77.74	
	Supply purchases for CA 120 and CA 121 classes	\$85.52	
	Supply purchases for CA 120 and CA 121 classes	\$69.94	
	Supply purchases for CA 120 and CA 121 classes	\$101.59	
	Supply purchases for CA 120 and CA 121 classes	\$18.99	
	Food for childrens center 7/1/21 - 6/30/22	\$78.90	
	Food for childrens center 7/1/21 - 6/30/22	\$42.53	
	Food for childrens center 7/1/21 - 6/30/22	\$110.79	
	Food for childrens center 7/1/21 - 6/30/22	\$79.11	
	Food for childrens center 7/1/21 - 6/30/22	\$29.19	
	Food for childrens center 7/1/21 - 6/30/22	\$55.42	
	Food for childrens center 7/1/21 - 6/30/22	\$92.85	
	Food for childrens center 7/1/21 - 6/30/22	\$119.65	
	Food for childrens center 7/1/21 - 6/30/22	\$126.76	
			<b>\$1,560.91</b>
Source Graphics	Office Supplies - Wideformat Paper and Media	\$1,032.33	
		<b>\$1,032.33</b>	CT 25027686
Sousa Tire Service	Tire Recycling Fee 9/16/21-5/31/22	\$76.00	
	Tire, 215-55R16XL Falken Sincera SN250	\$536.01	
	State Tire Recycle Fee	\$7.00	
		<b>\$619.01</b>	CT 25027687
Specialty Constructors Services Inc	Baseball Softball Field Restroom Facilities	\$8,136.75	
		<b>\$8,136.75</b>	CT 25027688

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Spectrum Reach	Digital Ad Campaign to Promote 2021 Term 2 Classes	\$750.00	
		<b>\$750.00</b>	CT 25027689
Sport & Cycle Team Athletics Inc	WBB Royal Medium Crew Sock Quote#6269	\$227.99	
	White Medium Crew Sock	\$228.00	
	Shipping Charge	\$33.60	
	MSOC Royal Heather Tee Quote# 6289	\$106.50	
	Light Grey Heather Tee	\$106.50	
	Shipping Charge	\$28.14	
		<b>\$730.73</b>	CT 25027690
Statewide Traffic Safety & Signs Inc	JBC Delineator Blue w/ Yellow Sheeting Arch Top	\$962.45	
	JBC Delineator Yellow w/ Blue Sheeting Arch Top	\$1,326.75	
	JBC 12 LB Delineator Base #T02781	\$839.01	
	JBC Type II 8x24 Barricade EG Sheeting #T03201	\$456.75	
		<b>\$3,584.96</b>	CT 25027691
Strata Information Group	ODS - Functional and Technical Consulting	\$1,007.50	
	DBA Consulting 7/1/21 - 12/31/21	\$4,805.00	
	DBA Consulting for Oracle 19c Upgrade Thru 6/30/22	\$2,596.25	
		<b>\$8,408.75</b>	CT 25027692
Sycamore Life Sciences, LLC	BrandTech Single Channel Pipette	\$672.08	
	BrandTech PD Repeater Tip	\$129.41	
	BrandTech None Sterile Dispenser Tip	\$53.88	
	BrandTech Seripettor Bottletop Dispenser	\$322.99	
	Shipping	\$32.63	
		<b>\$1,210.99</b>	CT 25027693
Testa Catering	Study-A-Thon Day 1 Bagged Lunches on 12/2/20	\$633.41	
	Study-A-Thon Day 2 Bagged Lunches on 12/3/20	\$633.41	
	Study-A-Thon Day 3 Bagged Lunches on 12/7/20	\$633.41	
	Study-A-Thon Day 4 Bagged Lunches on 12/8/20	\$633.41	
		<b>\$2,533.64</b>	CT 25027694
Tom Little Inspections	Inspection and Fees for the Fine Arts Complex	\$18,500.00	
		<b>\$18,500.00</b>	CT 25027695
Total Access Group Inc.	Lifestyle latex free condoms item #LFSN7801	\$54.38	
	shipping	\$11.92	
		<b>\$66.30</b>	CT 25027696
U.S. Bank	AHJCCD Election of 2006 General Obligation Bonds,	\$425.00	
		<b>\$425.00</b>	CT 25027697
Uline Inc	Bindery Supplies, Lamination	\$476.18	
	H-5507 TRAFFIC CONE CART	\$584.12	
	Shipping and handling	\$84.55	
	GARMENT BAGS - .6 MIL, 21 X 4 X 54 inches, CLEAR	\$57.64	
	Shipping	\$16.79	
		<b>\$1,219.28</b>	CT 25027698
United Refrigeration Inc	HVAC Supplies, 07-01-21 thru 05-31-22	\$22.11	

**Allan Hancock College**  
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United Refrigeration Inc	HVAC Supplies, 07-01-21 thru 05-31-22	\$51.91	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$271.73	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$49.97	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$9.98	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$107.20	
	30" Wide Hosh Nugget Ice Maker Cubelet Style	\$8,565.15	
	20" Wide Hosh Nugget Ice Maker Cubelet Style	\$6,607.65	
	Ice Bin 52" Wide Item# B-900SF	\$1,810.69	
	300-G Series Water Filtration System	\$348.00	
	HVAC Supplies, 07-01-21 thru 05-31-22	\$72.00	
		<b>\$17,916.39</b>	CT 25027699
US Bank Corporate Payment System	ARC McClellan Class Registration for Officers	\$366.00	
	Hampton Inn Suits Hotel for Class	\$2,505.45	
	Facebook promo of 2021 Hancock Hello	\$113.74	
	Facebook Ads COVID Public Awareness	\$96.87	
	Facebook Ads COVID Public Awareness	\$50.00	
	Google Ads 2021 Term 2 Classes	\$300.00	
	CASBO Public Works Simplified Virtual	\$255.00	
		<b>\$3,687.06</b>	CT 25027700
Viking Mechanical Refrigeration, Inc	Condenser Fan Motor per Invoice 16335	\$450.00	
	Coil Brite	\$40.00	
	Labor-Equipment Charges	\$290.00	
		<b>\$780.00</b>	CT 25027701
Virtual Vri	Remote TypeWell Transcription Services for DHH	\$2,151.75	
		<b>\$2,151.75</b>	CT 25027702
VTC Enterprises	Fee Agreement for Fall 2021	\$1,044.00	
	Fee Agreement for Fall 2021	\$1,740.00	
		<b>\$2,784.00</b>	CT 25027703
Kevin Walthers	Open Mileage	\$454.94	
		<b>\$454.94</b>	CT 25027704
Anita Allen	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027705
Luis Alonso	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027706
Michael Ambrosio	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027707
Hayjah Antonio	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027708
Shamar Arriola-Walls	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027709
Cindy Baca Crespo	Manual Refund Submitted	\$6.00	

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$6.00</b>	CT 25027710
Zachary Baro	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027711
Anna Mae Beall	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027712
Stephanie Bishop	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027713
Dax Blanco	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027714
Lisette Coria	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027715
Manuel Cuellar	Manual Refund Submitted	\$99.00	
		<b>\$99.00</b>	CT 25027716
Yesenia Cuevas	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027717
Jed Dela Pena	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027718
Marcos Enciso-De Dios	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027719
Daisy Estrada	Manual Refund Submitted	\$100.00	
		<b>\$100.00</b>	CT 25027720
Sonia Estrada	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027721
India Furber	Manual Refund Submitted	\$3.50	
		<b>\$3.50</b>	CT 25027722
Blanca Garcia	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027723
Fiorela Garcia De Correa	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027724
Maria Gonzalez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027725
Kevin Gutierrez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027726
Kyrah Gutierrez	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027727
George Huerta	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027728
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$150.00	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$150.00</b>	CT 25027729
Grace Kalal	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027730
Robert Kuhn	Manual Refund Submitted	\$69.00	
		<b>\$69.00</b>	CT 25027731
Sarahy Lomeli Ruiz	Manual Refund Submitted	\$40.00	
		<b>\$40.00</b>	CT 25027732
Allison Luis	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027733
Gillian Marsh	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027734
Shannon Mcauliff	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027735
Laike Mcfarland	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027736
Jacqueline Mcgregeor	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027737
Brenda Mclaughlin	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027738
Baltazar Melchor	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027739
Karina Mendez	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25027740
Nicole Mora	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027741
Matthew Morales	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027742
Maria Munguia Zaragoza	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027743
Diego Ramirez	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027744
Alexis Richardson Oliphant	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027745
Juan Robles	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027746
Alyssa Rodriguez	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027747
Alvaro Rojas	Manual Refund Submitted	\$5.00	

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$5.00</b>	CT 25027748
Jesus Abigail Romero	Manual Refund Submitted	\$48.00	
		<b>\$48.00</b>	CT 25027749
Brett Rowell	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027750
Alexander Rubio	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25027751
Ashley Sacks	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027752
Alisson Salgado	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027753
Mariah Sanchez	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25027754
Elia Santiago Lopez	Manual Refund Submitted	\$47.00	
		<b>\$47.00</b>	CT 25027755
Santina Saucedo	Manual Refund Submitted	\$11.00	
		<b>\$11.00</b>	CT 25027756
Wyatt Shields	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027757
Cade Signorelli	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027758
Ronald Stephens	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027759
Alfonso Strong	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027760
Donna Strong	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027761
Miriam Tadeo	Manual Refund Submitted	\$92.00	
		<b>\$92.00</b>	CT 25027762
Francis Tapia	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027763
Judith Clarisse Testa	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027764
Tracy Tucay	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25027765
Yvette Valentin	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027766
Alejandra Vargas	Manual Refund Submitted	\$186.00	

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$186.00</b>	CT 25027767
Alejandra Vazquez	Manual Refund Submitted	\$12.00	
		<b>\$12.00</b>	CT 25027768
Rebecca Wheeler	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027769
Marelina Wilford	Manual Refund Submitted	\$69.00	
		<b>\$69.00</b>	CT 25027770
Amanda Withers	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25027771
Yeri Zaragoza Ruelas	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027772
Azucena Zarate Guzman	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25027773
19six Architects	DSA Approval	\$1,125.00	
	Consulting Services for AHC Facilities Master Plan	\$13,965.00	
	Consulting Services for AHC FMP Phase II	\$34,187.50	
	Student Health Center - Design Development	\$11,250.00	
	Design Development	\$8,360.00	
	Seismic Evaluation- for Building O-300.	\$11,620.00	
		<b>\$80,507.50</b>	CT 25027774
3 Cloud LLC	Support for the Existing WVD Environment to	\$840.00	
		<b>\$840.00</b>	CT 25027775
Ramon Adams	Mandated Campus LET	\$275.00	
		<b>\$275.00</b>	CT 25027776
Stephanie Alvarado	WESTOP Conf 10.5-7.21	\$169.20	
		<b>\$169.20</b>	CT 25027777
Amazon	Husqvarna Combi Oil and Fuel Can 580 75 42-01	\$160.96	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$12.94	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$19.27	
	Fluke 1732/B Measure and Log Three Phase AC Power	\$900.17	
	Fluke 1732/B Measure and Log Three Phase AC Power	\$2,680.96	
	Misc. Office Supplies for Children's Center	\$58.34	
	Misc. Office Supplies for Children's Center	\$58.34	
	Misc. Office Supplies for Children's Center	\$32.59	
	Misc. Office Supplies for Children's Center	\$32.59	
	Misc. Office Supplies for Children's Center	\$14.38	
	Misc. Office Supplies for Children's Center	\$14.39	
	Misc. Office Supplies for Children's Center	\$318.14	
	Misc. Office Supplies for Children's Center	\$318.14	
	Office / Operational Supplies	\$570.57	
	Office / Operational Supplies	\$268.02	
	Office / Operational Supplies	\$259.56	
	Office / Operational Supplies	\$223.84	
	Office / Operational Supplies	\$163.05	

**Allan Hancock College**  
**Warrant Register**

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Vendor Name	Description	Amount	Warrant
Amazon	Office / Operational Supplies	\$102.34	
	Office / Operational Supplies	\$86.52	
	Office / Operational Supplies	\$51.09	
	Office Supplies	\$168.56	
	Office Supplies	\$168.56	
	Office Supplies	\$22.19	
	OFFICE SUPPLIES VALID 7-12-2021 TO 5-31-2022	\$35.62	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$228.67	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$52.04	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$51.20	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$50.01	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$19.58	
	Sturdy Projector Metal Laptop Tripod Stand	\$191.37	
	Tripp Lite USB Hi Speed 16 Ft. Extension Cable	\$75.83	
	10 Pack Bioluz LED MR16 LED Bulb Dimmable 50W	\$135.32	
	Wixann MR16 LED Bulbs Dimmable, 5W 3000K Soft Warm	\$147.96	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$35.44	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$13.46	
	Office & Operational supplies for MESA/STEM Center	\$162.39	
	Office & Operational supplies for MESA/STEM Center	\$56.92	
	Office & Operational supplies for MESA/STEM Center	\$65.24	
	Office & Operational supplies for MESA/STEM Center	\$17.36	
	Harriet Tubman 24x36 Poster	\$14.13	
	Cesar Chavez 24x18 Poster	\$18.48	
	Martin Luther King Jr. 8x10 Poster	\$14.08	
	Math of The World Poster Set	\$104.52	
	Duracell Batteries	\$17.66	
	NexiGo Business Webcam	\$199.21	
	Officemate Plastic Clipboard	\$18.89	
	Black - Paperage Lined Journal Notebook	\$38.54	
	Yellow - Paperage Lined Journal Notebook	\$38.54	
	Blue-Paperage Lined Journal Notebook	\$38.54	
	US CARGO CONTROL 3/4 INCH X 12 INCH	\$54.32	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$21.71	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$22.77	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$22.70	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$32.62	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$61.93	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$92.44	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$668.80	
	Physics supplies, Aug 20, 2021 thru May 31, 2022	\$31.10	
	Function generators (x60) 9-24-2021 - 5-31-2022	\$2,283.00	
	Physics supplies August 1, 2021 thru May 31, 2022	\$119.44	
	Physics supplies August 1, 2021 thru May 31, 2022	\$58.61	
	Physics supplies August 1, 2021 thru May 31, 2022	\$48.66	
	Physics supplies Sept 10 2021 through May 31 2022	\$13.54	
	Physics supplies Sept 10 2021 through May 31 2022	\$14.73	
	Physics supplies Sept 10 2021 through May 31 2022	\$217.38	
		<b>\$12,310.26</b>	
American Medical Response	Standby Services Sat. 9-4-21 1330 to 1730 Hours	\$1,103.92	CT 25027778

**Allan Hancock College  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
American Medical Response	Standby Services Sat. 9-18-21 1330 to 1730 Hours	\$1,107.01	
		<b>\$2,210.93</b>	CT 25027779
American Star Tours, Inc.	Bus Service, AHC M. Soccer, 10-1-21 thru 11-5-21	\$1,558.00	
	Bus Service, AHC W. Soccer, 10-8-21 thru 11-12-21	\$1,328.00	
	Bus Service, AHC Baseball, 9-17-21 thru 10-29-21	\$1,328.00	
		<b>\$4,214.00</b>	CT 25027780
AMG & Associates, Inc	Fine Arts Complex Project	\$2,147,555.54	
	Fine Arts Complex Project	\$587,487.17	
	Change Order #006 to Include R&R Sidewalk &	\$123,035.00	
		<b>\$2,858,077.71</b>	CT 25027781
	Fine Arts Complex Project	\$32,311.32	
	Fine Arts Complex Project	\$118,113.82	
		<b>\$150,425.14</b>	CT 25027782
Apollo Wood Recovery, Inc	IPEMA Certified PlayFiber Estimate #4102	\$1,631.25	
	Installation Fee	\$3,500.00	
		<b>\$5,131.25</b>	CT 25027783
Aramark Uniform Services	TOWEL SERVICE FOR	\$42.84	
		<b>\$42.84</b>	CT 25027784
Eric Aranda Alvarado	Campus Law Enforcement Training	\$640.68	
		<b>\$640.68</b>	CT 25027785
Assessment Technologies Institute Llc	ATI TEAS TEST	\$2,275.00	
	PN Predictor	\$2,015.00	
		<b>\$4,290.00</b>	CT 25027786
Dana Avila	Open Mileage	\$11.31	
		<b>\$11.31</b>	CT 25027787
Aztec Software, LLC	Aztecs Bridge Series	\$3,875.00	
	Aztecs Bridge Series	\$3,875.00	
	Aztecs Bridge Series	\$3,875.00	
	Aztecs HiSET® Prep Solution	\$3,875.00	
	Aztecs HiSET® Prep Solution	\$3,875.00	
	Aztecs HiSET® Prep Solution	\$3,875.00	
		<b>\$23,250.00</b>	CT 25027788
Blick Art Materials	AMACO PLASTIC BATS 12IN PLSTIBAT W/HOLES	\$325.82	
		<b>\$325.82</b>	CT 25027789
Board Of Governors	Student Right to Know Reporting 2021-2022	\$5,900.00	
		<b>\$5,900.00</b>	CT 25027790
Bremer Auto Parts	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$60.05	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$71.13	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$127.60	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$209.20	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$10.20	

**Allan Hancock College  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$478.18</b>	CT 25027791
CA Department of Education	FY20-21 CCFP Disallowed Expenses	\$862.20	
		<b>\$862.20</b>	CT 25027792
Cal State Auto Parts	Instructional supplies for Auto Tech Program	\$142.33	
		<b>\$142.33</b>	CT 25027793
California Department Of Justice	Fingerprinting and Background Check	\$444.00	
		<b>\$444.00</b>	CT 25027794
	Fingerprinting and Background Check	\$106.00	
		<b>\$106.00</b>	CT 25027795
California Electric Supply	Occupancy Sensor, LEV OSP20DA0	\$98.42	
	Wht Occupancy Sensor, LEV OSC10M0W	\$414.34	
		<b>\$512.76</b>	CT 25027796
Canon Financial Services Inc	CAMPUS GRAPHICS COPIERS LEASE	\$3,917.15	
	CAMPUS GRAPHICS COPIER MAINTENANCE	\$15,541.88	
	LEASE CONTRACT CHARGES FOR DUPLO DC646	\$980.73	
		<b>\$20,439.76</b>	CT 25027797
Carr's Boot Shop	Safety boots for employees 7-1-21 to 6-30-22	\$141.36	
		<b>\$141.36</b>	CT 25027798
CDW Government Inc	Medify Air Purifier White Single	\$5,807.25	
	Medify Air Purifier White 1- Pack	\$26,100.00	
	Medify Air Purifier White 1- Pack	\$48,121.88	
	Case Logic KEYBP-1116 backpacks; CDW 6116223	\$2,026.73	
		<b>\$82,055.86</b>	CT 25027799
Center for Education & Employment Law	Deskbook Encyclopedia of Public Employment Law	\$119.00	
		<b>\$119.00</b>	CT 25027800
Community Playthings	W485 Outlast Toddler Activity Set per	\$4,768.69	
		<b>\$4,768.69</b>	CT 25027801
Constellation Newenergy Inc	Electricity Services 7.1.2021 - 6.30.2022	\$2.54	
	Electricity Services 7.1.2021 - 6.30.2022	\$0.64	
		<b>\$3.18</b>	CT 25027802
	Electricity Services 7.1.2021 - 6.30.2022	\$31.07	
	Electricity Services 7.1.2021 - 6.30.2022	\$7.77	
		<b>\$38.84</b>	CT 25027803
Digital West Networks, Inc	Telephone Service 7/1/2021 - 6/30/2022	\$3,185.88	
	Telephone Service 7/1/2021 - 6/30/2022	\$1,175.00	
	Telephone Service 7/1/2021 - 6/30/2022	\$1,090.22	
		<b>\$5,451.10</b>	CT 25027804
Dunn-Edwards Paints	Rust Destroyer Red Primer, 13 oz.	\$81.70	
		<b>\$81.70</b>	CT 25027805
Enartis Usa Inc	Ammonia 1000ppmOR951007(475mL) # 10-064-0475	\$95.19	

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$95.19</b>	CT 25027806
Catherine Farley	COMMODITY FROM GEN. ACCTG. ENC.	\$41.40	
	COMMODITY FROM GEN. ACCTG. ENC.	\$886.86	
	CA POST San Diego CA	\$1,035.35	
	CA POST San Diego CA	\$9.00	
		<b>\$1,972.61</b>	CT 25027807
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2021-May 31, 2022	\$136.67	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$39.72	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$209.84	
		<b>\$386.23</b>	CT 25027808
Alicia Fox	Reimburse - Native Plants For Student Garden	\$172.40	
		<b>\$172.40</b>	CT 25027809
Albert Garcia	Open Mileage	\$133.84	
		<b>\$133.84</b>	CT 25027810
Gibbs Truck Centers	Belt Invoice #54758	\$85.18	
	Labor Charges	\$210.00	
	Misc Charges	\$14.70	
		<b>\$309.88</b>	CT 25027811
Globalstar Usa	Annual Service Charge for 2 Satellite Phones for	\$2,709.90	
		<b>\$2,709.90</b>	CT 25027812
GM Financial Leasing	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25027813
	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25027814
	Leasing 2020 Chev Suburban, 7-01-21 thru 6-30-22	\$759.61	
		<b>\$759.61</b>	CT 25027815
	Leasing 2020 Chev Suburban, 7-01-21 thru 6-30-22	\$759.61	
		<b>\$759.61</b>	CT 25027816
Brooke Gonzales	Mandated Campus LET	\$651.21	
		<b>\$651.21</b>	CT 25027817
Grainger Inc.	Maintenance Supplies, 7-1-21 thru 5-31-22	\$53.72	
		<b>\$53.72</b>	CT 25027818
Hardy Diagnostics	Instructional supplies for Biology labs	\$116.49	
	Instructional supplies for Biology labs	\$72.90	
		<b>\$189.39</b>	CT 25027819
Jeannette Hernandez	Open Mileage	\$29.12	
		<b>\$29.12</b>	CT 25027820
Redilyn Holladay	Open Travel	\$27.72	
		<b>\$27.72</b>	CT 25027821
Industrial Medical Group Of Santa Maria Valley	TB-Xray-Medical-Physicals 7-1-21 to 6-30-22	\$1,790.00	

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$1,790.00</b>	CT 25027822
Intermountain Lock And Security Supply	Key and Lock Supplies, 7-01-21 thru 5-31-22	\$465.50	
		<b>\$465.50</b>	CT 25027823
J B Dewar	Fuel for the AHC Community Ed. Truck Driving Class	\$274.79	
		<b>\$274.79</b>	CT 25027824
Jj Keller And Associates Inc	Entry-Level Driver Training	\$301.79	
	Shipping	\$30.82	
		<b>\$332.61</b>	CT 25027825
Geraldine Montoya	Reimb for Virtual UC Counselor Conf 2021 Reg fee;	\$45.00	
		<b>\$45.00</b>	CT 25027826
Diana Perez	Reimb for Virtual UC Counselor Conf 2021 Reg fee;	\$45.00	
		<b>\$45.00</b>	CT 25027827
Antonio Ramirez	Reimbursement for Laptop Stand	\$43.49	
		<b>\$43.49</b>	CT 25027828
US Department of Veterans Affairs	Return overpayment for David Olivera Spring 2021	\$371.61	
		<b>\$371.61</b>	CT 25027829
	Return of overpayment Rayann M Osborne Summer 2021	\$16.96	
		<b>\$16.96</b>	CT 25027830
Rafael Valdovinos	Open Mileage	\$28.34	
		<b>\$28.34</b>	CT 25027831
WESTOP	Registration Payment for Stephanie Alvarado 10.5-7	\$350.00	
		<b>\$350.00</b>	CT 25027832
Assoc for Career and Technical Education	Vision & Career Tech Expo	\$645.00	
		<b>\$645.00</b>	CT 25027833
Roberto Barragan	CDL Medical Exam Reimbursement	\$100.00	
		<b>\$100.00</b>	CT 25027834
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$2,349.82	
	Office Supplies - Paper, Wideformat, and Bindery	\$866.15	
		<b>\$3,215.97</b>	CT 25027835
Kone Inc	Troubleshoot and Replace Failed Elevator Phones,	\$4,768.74	
		<b>\$4,768.74</b>	CT 25027836
Laguna Clay Company	SKUTT PART- TERMINAL STRIP #1519	\$56.55	
	SKUTT RELAY #2139C01094	\$104.40	
	Shipping Charges	\$21.75	
		<b>\$182.70</b>	CT 25027837
Looking Glass Media LLC	30 second on screen ads promoting Spring 2022 Reg	\$2,375.00	
		<b>\$2,375.00</b>	CT 25027838

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Machollywood Inc	87W USB-C Power Adapter	\$81.56	
	USB-C Charge Cable (2m)	\$19.58	
	2-in-1 Cable (Hybrid) for Wacom Companion shipping	\$65.25	
		\$15.00	
		<b>\$181.39</b>	CT 25027839
Frank Maltagliati	2% District Allocation FY21/22	\$1,115.41	
		<b>\$1,115.41</b>	CT 25027840
Mission Linen Supply	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$40.63	
		<b>\$40.63</b>	CT 25027841
NCS Pearson Inc	Online Tutoring Services Agreement	\$6,000.00	
		<b>\$6,000.00</b>	CT 25027842
New Readers Press	Classroom Subscription Renewal Shipping	\$375.19	
		\$32.78	
		<b>\$407.97</b>	CT 25027843
Office Depot	Instructional Supplies	\$2.22	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$85.78	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$165.19	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$203.78	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$90.25	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$24.86	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$1.29	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$62.43	
	Office Depot Dry-Erase Markers Assorted Colors	\$12.72	
	Post It Notes Arrow Flags, Assorted Bright Colors	\$7.80	
	Office Depot Standard Weight Sheet Protectors	\$1.51	
		<b>\$657.83</b>	CT 25027844
Old Town Shirt Factory	Athletics Logo Embroidery Invoice#210462	\$32.63	
		<b>\$32.63</b>	CT 25027845
Patterson Dental Supply Inc	Water relay assembly performer O-Ring 10 pack	\$41.76	
		\$14.67	
		<b>\$56.43</b>	CT 25027846
PPG Architectural Finishes Inc	Paint Supplies, 7-01-21 thru 5-31-22	\$345.00	
		<b>\$345.00</b>	CT 25027847
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-21 thru 05-31-22	\$8.16	
	Custodial Supplies-Lompoc, 07-01-21 thru 05-31-22	\$263.16	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$47.84	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$167.95	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$1,820.63	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$190.24	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$135.88	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$163.06	
	Custodial Supplies, 8-1-21 thru 6-30-22	\$187.92	
	<b>\$2,984.84</b>	CT 25027848	
Proquest Llc	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$635.01	
	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$629.31	

**Allan Hancock College  
Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Proquest Llc	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$1,377.23	
	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$249.50	
	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$730.84	
	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$246.96	
	LIBRARY BOOKS, 9-7-21 TO 5-31-22	\$211.99	
		<b>\$4,080.84</b>	CT 25027849
R&M Diesel Service & Towing LLC	R&M Labor for Truck Driving Class	\$255.34	
	R&M Labor for Truck Driving Class	\$372.50	
	R&M Labor for Truck Driving Class	\$255.34	
	R&M Labor for Truck Driving Class	\$255.34	
	R&M Labor for Truck Driving Class	\$255.34	
	R&M Labor for Truck Driving Class	\$255.34	
		<b>\$1,649.20</b>	CT 25027850
Rodney Ragsdale	Co-Authoring OER Kinesiology Textbook	\$1,500.00	
		<b>\$1,500.00</b>	CT 25027851
Rays Auto Parts	Parts-Supplies, 07-01-21 thru 5-31-22	\$32.03	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$59.66	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$16.85	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$4.34	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$40.29	
	Parts-Supplies, 07-01-21 thru 5-31-22	\$43.45	
	Parts-Supplies, 07-01-21 thru 5-31-22	(\$59.66)	
	Parts-Supplies, 07-01-21 thru 5-31-22	(\$34.76)	
			<b>\$102.20</b>
Roebbelen Construction Management Services	AHC Fine Arts Project - Construction Management	\$67,835.00	
		<b>\$67,835.00</b>	CT 25027853
Santa Barbara Co Air	Permit to Operate Fee (PTO 13313-R4)	\$470.00	
	Permit to Operate Fee (PTO 14182-R3)	\$470.00	
		<b>\$940.00</b>	CT 25027854
Santa Maria Times	Legal advertising of CNC Mill RFP 22-100.	\$277.88	
		<b>\$277.88</b>	CT 25027855
Save Mart Supermarkets	Food Supplies for Children Center 7/1/21 - 6/30/22	\$80.94	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$85.89	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$99.97	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$67.81	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$89.53	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$67.88	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$63.10	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$87.23	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$5.78	
	Food Supplies for Children Center 7/1/21 - 6/30/22	\$102.52	
			<b>\$750.65</b>
Smart & Final	Instructional Supplies for Biology labs	\$8.48	
	Instructional Supplies for Biology labs	\$17.97	

**Allan Hancock College**  
**Warrant Register**

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Vendor Name	Description	Amount	Warrant
Smart & Final	Food for childrens center 10-6-21 to 6-30-22	\$119.82	
	Food for childrens center 10-6-21 to 6-30-22	\$7.99	
	Food for childrens center 10-6-21 to 6-30-22	\$40.40	
	Food for childrens center 10-6-21 to 6-30-22	\$110.72	
	Food for childrens center 10-6-21 to 6-30-22	\$92.69	
	Food for childrens center 10-6-21 to 6-30-22	\$116.50	
	Food for childrens center 10-6-21 to 6-30-22	\$62.59	
	Food for childrens center 10-6-21 to 6-30-22	\$145.33	
		<b>\$722.49</b>	CT 25027857
Sport & Cycle Team Athletics Inc	Men's XC Training Jackets Quote#6064	\$489.27	
	Men's XC Training Pants #1365417-012	\$326.14	
	Men's XC Kick Singlet Shorts #UTJ195M	\$228.27	
	Men's XC Kick Split Shorts #UTS595M	\$195.64	
	Shipping Charge	\$69.52	
		<b>\$1,308.84</b>	CT 25027858
Sports Boosters Inc	Santa Maria High School 2021-22 Athletics	\$898.20	
		<b>\$898.20</b>	CT 25027859
Strata Information Group	DBA Consulting Services to upgrade Degree Works	\$1,317.50	
	DBA Consulting Services to upgrade Degree Works	\$2,247.50	
		<b>\$3,565.00</b>	CT 25027860
Subway	Cal-SOAP Cash for College Food for Delta High	\$39.99	
	Cal-SOAP Cash for College Food for Pioneer	\$79.98	
	Cal-SOAP Cash for College food for Cabrillo	\$39.99	
	Cal-SOAP Cash for College food for Pioneer	\$79.98	
	Cal-SOAP Cash for College food for Nipomo High	\$39.99	
	Cal-SOAP Cash for College food for New Tech High	\$39.99	
		<b>\$319.92</b>	CT 25027861
Sysco Food Services Of Ventura	Food Supplies for Children's Center	\$2,369.09	
		<b>\$2,369.09</b>	CT 25027862
Teman Training And Consulting	International Student Training	\$250.00	
		<b>\$250.00</b>	CT 25027863
The Supply Cache Inc	ITEM# 101-15274S TECASAFE PLUS 5.8 OZ TRAD.	\$250.01	
	ITEM# 101-15274M TECASAFE PLUS 5.8 OZ TRAD.	\$250.02	
	ITEM# 101-15274L TECASAFE PLUS 5.8 OZ TRAD.	\$1,250.09	
	ITEM# 250-55801 PRACTICE FIRE SHELTER	\$456.64	
	SHIPPING	\$122.51	
		<b>\$2,329.27</b>	CT 25027864
Trojan Petroleum, Inc	Gasoline Purchases, 07-01-21 thru 6-30-22	\$11,064.94	
	Unleaded 87 Invoice #0272555-IN	\$9,643.90	
	Taxes - Federal Gas Excise Tax, Federal Lust Tax,	\$2,564.65	
	Clear Diesel #2 Invoice #0272556-IN	\$2,440.00	
	Taxes: Federal Diesel Excise Tax, Federal Lust	\$862.16	
		<b>\$26,575.65</b>	CT 25027865

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
United Parcel Service	UPS Charges, 7-1-21 thru 6-30-22	\$57.48	
		<b>\$57.48</b>	CT 25027866
Nancy Uvias Alcantar	COVID Rapid Test Reimbursement	\$26.09	
		<b>\$26.09</b>	CT 25027867
Veda Scientific	Cannabinoid Consulting Potency Testing Services	\$350.00	
		<b>\$350.00</b>	CT 25027868
Yankee Book Peddler Inc	BOOKS FOR SM LIBRARY, 9/20/21 TO 5/31/22	\$127.95	
	BOOKS FOR SM LIBRARY, 9/20/21 TO 5/31/22	\$86.65	
		<b>\$214.60</b>	CT 25027869
Cesar Barrios	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25027870
Amanda Boronda	Manual Refund Submitted	\$115.00	
		<b>\$115.00</b>	CT 25027871
Anna Marie Coxsey	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25027872
Ronald Cuen	Manual Refund Submitted	\$46.00	
		<b>\$46.00</b>	CT 25027873
Meagan De La Torre	Manual Refund Submitted	\$1,715.00	
		<b>\$1,715.00</b>	CT 25027874
Jorge Delgado	Manual Refund Submitted	\$48.50	
		<b>\$48.50</b>	CT 25027875
Brandon Earnest	Manual Refund Submitted	\$584.00	
		<b>\$584.00</b>	CT 25027876
Ryan Hurley	Manual Refund Submitted	\$473.00	
		<b>\$473.00</b>	CT 25027877
Eva Ochoa	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027878
Andrew Paynter	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25027879
David Pina	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027880
Karlee Quinn	Manual Refund Submitted	\$158.00	
		<b>\$158.00</b>	CT 25027881
Tristan Rebaldo	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027882
James Reyes	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25027883
Gloria Rodriguez	Manual Refund Submitted	\$2.00	

**Allan Hancock College**  
**Warrant Register**

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2.00</b>	CT 25027884
Aidan Rotunno	Manual Refund Submitted	\$159.00	
		<b>\$159.00</b>	CT 25027885
Luz Sahagun	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25027886
Leonardo Torres	Manual Refund Submitted	\$164.00	
		<b>\$164.00</b>	CT 25027887
AHC - Part-Time Faculty Association	Reimbursement for Rent PT Faculty	\$1,617.28	
	Reimbursement for Phone	\$144.13	
	Reimbursement for Utilities	\$75.56	
	Reimbursement for Postage	\$17.99	
	Reimbursement for Computer Consultant	\$20.00	
	Reimbursement for Supplies	\$74.30	
	Reimbursement for 1 Yr Subscription	\$49.99	
		<b>\$1,999.25</b>	CT 25027888
AHC Foundation	Fiscal 2021-22 FDTN Adv Spec Salary Rmb	\$6,483.08	
		<b>\$6,483.08</b>	CT 25027889
	Fiscal 2021-22 FDTN Adv Spec Salary Rmb	\$6,483.08	
		<b>\$6,483.08</b>	CT 25027890
Ahern Rentals Inc.	4 Week Rental of 12ft 2 Man Lift	\$462.19	
	Environmental Charge	\$8.02	
	CA Heavy Equipment Rental Tax	\$3.33	
	Rental Protection	\$63.75	
	Pickup Charge	\$85.00	
		<b>\$622.29</b>	CT 25027891
Aldridge Concrete Company	Concrete Repair, Library - Materials	\$2,408.23	
	Labor-Equipment Charges	\$4,927.18	
	Concrete Repair at Language Lab, Bldg. C-Materials	\$829.16	
	Labor-Equipment Charges	\$1,696.44	
	Concrete Repair @ Bldg. C- Materials	\$1,057.08	
	Labor-Equipment Charges	\$2,162.76	
		<b>\$13,080.85</b>	CT 25027892
All American Screen Printing Inc	Facemask - Tutorial Center	\$194.39	
	Facemask - Writing Center	\$194.39	
	Facemask - Academic Resource	\$15.55	
	Facemask - Math Center	\$194.39	
	Facemask - Library	\$194.39	
	Facemask - Stem	\$38.88	
	Facemask - Language Lab	\$67.43	
		<b>\$899.42</b>	CT 25027893
Stephanie Alvarado	Reimburse for Refreshments for the CAN-TRIO Coffee	\$62.41	

**Allan Hancock College  
Warrant Register**

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Vendor Name	Description	Amount	Warrant
		<b>\$62.41</b>	CT 25027894
Amazon	Instructional Supplies July 2, 2021-May 31, 2022	\$949.32	
	Amano TCX Time Clock Ribbon, Black Ink (2 pack)	\$7.60	
	Shipping	\$6.51	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$29.29	
	Office Supplies	\$272.05	
	Office Supplies 7-1-21 to 5-31-22	\$106.20	
	Student Materials 7-22-21 to 5-31-22	\$409.77	
	RomoTech Reservoir 550 Gallon for LE Program	\$619.86	
	Shipping	\$669.03	
	Instructional Supplies July 1, 2021 - May 31, 2022	\$15.21	
	Operational Supplies	\$8.69	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$193.40	
	Operational Supplies	\$71.76	
	Athletics Supplies for 07-01-21 thru 05-31-22	\$11.42	
	Office / Operational Supplies	\$8.44	
		<b>\$3,378.55</b>	CT 25027895
American National Standards Institute	Software/Technology License Subscription	\$12,015.00	
		<b>\$12,015.00</b>	CT 25027896
American Star Tours, Inc.	Bus Service-AHC Football, 10-16-21 thru 11-6-21	\$3,116.00	
	Bus Service, AHC M. Soccer, 10-1-21 thru 11-5-21	\$1,558.00	
	Bus Service, AHC W. Soccer, 10-8-21 thru 11-12-21	\$1,328.00	
		<b>\$6,002.00</b>	CT 25027897
Aquapulse Chemicals	Aqua-Chlor 12.5% per Invoice 2109002548	\$1,625.81	
	Aqua-Chlor 12.5% per Invoice 2110002632	\$1,625.81	
		<b>\$3,251.62</b>	CT 25027898
Arrow Plumbing Drain & Repair Service	Service Call on 10-20-21 per Invoice 28161	\$275.00	
		<b>\$275.00</b>	CT 25027899
Diane Auten	Reimbursement for	\$102.92	
		<b>\$102.92</b>	CT 25027900
B & B Steel & Supply	5/8 x 5" H.R. Flat 10", Weight 18, No Bevel	\$34.80	
	4" XHY Black P.E. Pipe 4.52", Weight 11	\$54.37	
	1/2 x 4" H.R. Flat 10", Weight 11	\$26.10	
	1/4" H.R. Plate 2 - 7/8" x 3", Weight 1	\$5.44	
	3/8 x 4" H.R. Flat 10", Weight 9	\$23.93	
		<b>\$144.64</b>	CT 25027901
B&H Photo Video	Genaray MONOBATT Replacement Battery	\$130.42	
	Impact Luxbanx Fabric Grid Octagonal	\$110.84	
	Genaray Bi-Color Portasun Monolights	\$1,521.84	
		<b>\$1,763.10</b>	CT 25027902
Blackhawk Network, Inc	Starbucks \$10 Gift Card	\$4,000.00	
	Starbucks \$15 Gift Card	\$1,500.00	
	Subway \$15 Gift Card	\$1,500.00	
	TacoBell \$15 Gift Card	\$3,000.00	

**Allan Hancock College  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Blackhawk Network, Inc	Chipotle \$15 Gift Card	\$3,000.00	
	Shipping	\$46.00	
	Walmart Cards for Rising Scholars Students	\$4,000.00	
	Shipping	\$10.00	
		<b>\$17,056.00</b>	CT 25027903
Bremer Auto Parts	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$8.43	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$259.64	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$43.10	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$411.30	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$18.26	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	(\$137.54)	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$27.18	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$141.36	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$234.81	
	OPERATIONAL SUPPLIES	\$40.53	
	<b>\$1,047.07</b>	CT 25027904	
California Electric Supply	Ballast, OSRAMQTP2X54T5HOUNVPSN Per Quote Q1169050	\$1,038.26	
	RAB Lamps, HID80HEX39850BYPDBG2	\$2,523.00	
	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$12.23	
	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$52.19	
	Electrical-Lighting Supplies,7-01-21 thru 05-31-22	\$81.45	
	Lampholder, Mogul Base, Socket, LEV 8756J	\$513.30	
	GELAM Light Bulbs, F30T12CWRS	\$319.46	
	Shipping-Handling Charge	\$126.26	
	<b>\$4,666.15</b>	CT 25027905	
Jesse Carlon	Las Vegas NV 11.14-18.21	\$908.81	
		<b>\$908.81</b>	CT 25027906
Carquest Auto Parts	Instructional Supplies for Auto Tech Program	\$81.64	
	Instructional Supplies for Auto Tech Program	\$86.77	
	Instructional Supplies for Auto Tech Program	\$46.60	
	<b>\$215.01</b>	CT 25027907	
CCI Central Inc	Neopost Double Labels per Invoice INST286087	\$68.52	
	Freight Charges	\$10.95	
	<b>\$79.47</b>	CT 25027908	
Circle In Inc	CFP Subscription Site License CircleIn - NSF	\$19,349.00	
		<b>\$19,349.00</b>	CT 25027909
City of Lompoc	Commercial Light Electric 7.1.2021 - 6.30.2022	\$20,437.21	
		<b>\$20,437.21</b>	CT 25027910
Cleantech Environmental Inc	Used Antifreeze Disposal and Manifest Fee	\$7.45	
	Used Motor Oil Disposal and Manifest Fee	\$152.45	
	<b>\$159.90</b>	CT 25027911	
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC 2021-22 Base Rent Lease	\$25,183.00	
	Monthly utilities expenses for 2021-2022. Utility	\$468.16	

**Allan Hancock College**  
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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$25,651.16</b>	CT 25027912
Comcast Cable	Comcast Monthly Recurring Costs	\$208.70	
		<b>\$208.70</b>	CT 25027913
Computerland Of Silicon Valley	AZUREOVERAGE	\$1,667.70	
	AZUREOVERAGE	\$147.53	
		<b>\$1,815.23</b>	CT 25027914
Michael Cottam	Trip to Bakersfield to look at ambulance sale	\$15.00	
		<b>\$15.00</b>	CT 25027915
Council Of Chief Librarians	MEMBERSHIP RENEWAL, 2021-2022, INVOICE #21-001	\$150.00	
		<b>\$150.00</b>	CT 25027916
County Clerk-Recorder-Assessor	Filing Fees for Notice of Exemption for the	\$50.00	
		<b>\$50.00</b>	CT 25027917
Credentials Solutions LLC	Net Due to Credentials for September 2021	\$1,395.36	
		<b>\$1,395.36</b>	CT 25027918
Cyber Copy Inc	Online plan room posting of CNC Mill RFP 22-100	\$22.00	
		<b>\$22.00</b>	CT 25027919
D&A Hawaiian Bbq	Food for Athletics Residency Workshop	\$407.76	
		<b>\$407.76</b>	CT 25027920
Dept Of Forestry & Fire Protection	FSTEP TRAINING: LOW ANGLE ROPE RESCUE	\$1,950.00	
		<b>\$1,950.00</b>	CT 25027921
Lori Doty	Open Mileage	\$29.12	
		<b>\$29.12</b>	CT 25027922
Federal Express Corp	Mailings for Acct #1104-8488	\$10.73	
	Overnight Service for Strong Workforce Program	\$20.63	
	Mailings for Acct #1104-8488	\$39.66	
		<b>\$71.02</b>	CT 25027923
Ferguson Enterprises Inc	Sloan EBV129AC G2 Electronic MDL, Part #S3325450	\$986.91	
	Sloan EBV129AU G2 Elect Mod Urinal, Part #S3325451	\$986.91	
	Plumbing Supplies, 07-01-21 thru 5-31-22	\$75.64	
	Plumbing Supplies, 07-01-21 thru 5-31-22	\$350.30	
	Plumbing Supplies, 07-01-21 thru 5-31-22	\$28.96	
	Plumbing Supplies, 07-01-21 thru 5-31-22	\$7.18	
	Plumbing Supplies, 07-01-21 thru 5-31-22	\$99.12	
	Supplies per Invoice 9458316	\$294.54	
	Supplies per Invoice 9458316-1	\$23.37	
		<b>\$2,852.93</b>	CT 25027924
Fisher Scientific Co Llc	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$87.83	
		<b>\$87.83</b>	CT 25027925
Follett Heg - Ahc Bookstore	Books and Supplies NextUp Students	\$531.66	

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<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$531.66</b>	CT 25027926
Garda CI West Inc	Armored Transportation Service-07/01/21-06/30/22	\$17.80	
	Armored Transportation Service-07/01/21-06/30/22	\$10.30	
	Armored Transportation Service-07/01/21-06/30/22	\$33.06	
	Armored Transportation Service-07/01/21-06/30/22	\$2.06	
	Armored Transportation Service-07/01/21-06/30/22	\$6.18	
	Armored Transportation Service-07/01/21-06/30/22	\$2.06	
	Armored Transportation Service-07/01/21-06/30/22	\$2.06	
	Armored Transportation Service-07/01/21-06/30/22	\$24.72	
	Armored Transportation Service-07/01/21-06/30/22	\$8.24	
	Armored Transportation Service-07/01/21-06/30/22	\$4.12	
	Armored Transportation Service-07/01/21-06/30/22	\$9.90	
		<b>\$120.50</b>	CT 25027927
John Gerrity	Training City of Industry	\$209.83	
		<b>\$209.83</b>	CT 25027928
Goodson Tools & Supplies	Sunnen Honing Stones for CR-1900 Mandrels & Larger	\$124.98	
	RY24-J49: Honing Stones for Sunnen Align Hone	\$121.05	
	Goodson Brand Honing Stone for Sunnen KL Mandrels	\$47.80	
	Sunnen Valve Guide Finishing Stone Sets	\$54.09	
	OE Sunnen Honing Stone for SL Mandrels	\$133.35	
	Shipping	\$15.63	
		<b>\$496.90</b>	CT 25027929
Jeffery Hall	Open Mileage 10.12.21	\$28.78	
	San Diego 10.13-16.21	\$284.48	
		<b>\$313.26</b>	CT 25027930
Hardy Diagnostics	Instructional supplies for Biology labs	\$19.91	
	Instructional supplies for Biology labs	\$312.92	
		<b>\$332.83</b>	CT 25027931
John Hood	Reimbursement for textbooks purchased	\$129.58	
		<b>\$129.58</b>	CT 25027932
Industrial Truck Bodies	Tool Box, Defender Series, Low Profile, Single Lid	\$734.06	
		<b>\$734.06</b>	CT 25027933
Integrated Industrial Supply Inc	Supplies per Invoice 80160	\$545.16	
		<b>\$545.16</b>	CT 25027934
Intermountain Lock And Security Supply	Key and Lock Supplies, 7-01-21 thru 5-31-22	\$178.30	
	Schlage Electronic Lock per Quote 3568865	\$1,535.03	
	Kit-SchlageAD400-993R70MTK-RHO626-JD	\$1,837.45	
		<b>\$3,550.78</b>	CT 25027935
J W Pepper & Son Inc	Concert Band Sheet Music 10-04-21 to 5-31-22	\$100.04	
		<b>\$100.04</b>	CT 25027936
Kubota Leasing	Lease Purchase-Kubota Tractor,7-1-21 thru 12-31-21	\$811.61	
		<b>\$811.61</b>	CT 25027937

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Suzanne Lew	Conference in San Diego, CA	\$215.79	
	Open Mileage	\$10.42	
	Open Mileage	\$10.42	
		<b>\$236.63</b>	CT 25027938
Alejandra Medina	Open Mileage	\$11.31	
	San Diego, Ca 10.13-16.21	\$199.00	
		<b>\$210.31</b>	CT 25027939
John Moore	Trip to Bakersfield to look at Ambulance for sale	\$15.00	
		<b>\$15.00</b>	CT 25027940
Ageo Olivera-Angon	Pre pay travel-meals at 80%	\$1,132.81	
		<b>\$1,132.81</b>	CT 25027941
Pacific Gas & Electric Company	Electricity Services 7.1.2021- 6.30.2022	\$1,456.78	
	Electricity Services 7.1.2021 - 6.30.2022	\$364.20	
		<b>\$1,820.98</b>	CT 25027942
	Electricity Services 7.1.2021- 6.30.2022	\$166.67	
	Electricity Services 7.1.2021 - 6.30.2022	\$41.67	
		<b>\$208.34</b>	CT 25027943
Greg Pensa	Open Mileage 10.12.21	\$39.87	
	San Diego, CA 10.13-16.21	\$387.36	
		<b>\$427.23</b>	CT 25027944
Southern California Gas Co	Gas Supply 7.1.2021 - 6.30.2022	\$8,902.57	
	Gas Supply 7.1.2021 - 6.30.2022	\$2,225.64	
		<b>\$11,128.21</b>	CT 25027945
US Department of Veterans Affairs	VA33 overpayment Denise M. Ward	\$121.54	
		<b>\$121.54</b>	CT 25027946
	VA33 overpayment Kevin E. Sharp	\$55.88	
		<b>\$55.88</b>	CT 25027947
	VA33 overpayment Jonathan M. Casian	\$189.12	
		<b>\$189.12</b>	CT 25027948
	VA33 overpayment Victor Anaya	\$16.14	
		<b>\$16.14</b>	CT 25027949
	VA33 overpayment Miranda N. Villalobos	\$60.07	
		<b>\$60.07</b>	CT 25027950
	VA33 overpayment Brandon T. Tyree	\$104.67	
	<b>\$104.67</b>	CT 25027951	
VA33 overpayment Raymond A. Padilla	\$27.84		
	<b>\$27.84</b>	CT 25027952	
VA33 overpayment Josef G. Reithofer	\$20.31		

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$20.31</b>	CT 25027953
Kevin Walthers	San Diego 10.13-16.21	\$512.11	
		<b>\$512.11</b>	CT 25027954
Ahc - District Trust Fund	Payroll Deduction for OCT 2021	\$150.00	
		<b>\$150.00</b>	CT 25027955
AHC Foundation	Payroll Deduction for OCT 2021	\$2,848.96	
		<b>\$2,848.96</b>	CT 25027956
American Fidelity Assurance Co	Insurance Premiums October 2021	\$27,834.28	
		<b>\$27,834.28</b>	CT 25027957
	Insurance Premiums October 2021	\$12,531.27	
		<b>\$12,531.27</b>	CT 25027958
	Health Savings Account Premium October 2021	\$5,575.00	
		<b>\$5,575.00</b>	CT 25027959
Assoc CA Community College Admin	Payroll Deduction for OCT 2021	\$97.74	
		<b>\$97.74</b>	CT 25027960
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction for OCT 2021	\$495.00	
		<b>\$495.00</b>	CT 25027961
C.S.E.A. Victory Club	Payroll Deduction for OCT 2021	\$123.50	
		<b>\$123.50</b>	CT 25027962
CA School Employees Association	Payroll Deduction for OCT 2021	\$9,146.36	
		<b>\$9,146.36</b>	CT 25027963
Central Coast Truck Center	2013 Freightliner Cascadia	\$46,218.75	
	2013 Freightliner Cascadia	\$46,218.75	
	Doc Fee	\$184.88	
	Title Fee	\$46.00	
		<b>\$92,668.38</b>	CT 25027964
Envoy Plan Services Inc.	Payroll Deduction for OCT 2021	\$119,236.65	
		<b>\$119,236.65</b>	CT 25027965
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction for OCT 2021	\$330.50	
		<b>\$330.50</b>	CT 25027966
Faculty Association of AHCC	Payroll Deduction for OCT 2021	\$6,701.53	
		<b>\$6,701.53</b>	CT 25027967
Franchise Tax Board	Payroll Deduction for OCT 2021	\$1,500.69	
		<b>\$1,500.69</b>	CT 25027968
Kenneth George	Reimbursement for postage- send PelletB test to	\$12.15	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$12.15</b>	CT 2502969
Institute Of Beauty Culture Inc	AGREEMENT FOR COSMETOLOGY TRAINING	\$65,472.00	
	DSL LINE FEES JULY 1 2021-JUNE 30 2022	\$123.20	
	AGREEMENT FOR COSMETOLOGY TRAINING	\$16,368.00	
		<b>\$81,963.20</b>	CT 2502970
IRS ACS Support	Payroll Deduction for OCT 2021	\$239.00	
		<b>\$239.00</b>	CT 2502971
Lowes	Instructional Supplies	\$733.56	
		<b>\$733.56</b>	CT 2502972
McMaster-Carr Supply Co.	1 1/2" Wrench for Round Dies Item No. 25565A22	\$16.44	
	Shipping	\$8.08	
		<b>\$24.52</b>	CT 2502973
Mission Linen Supply	Laundry Services for Auto Tech Program	\$42.97	
	Laundry Service for Auto Collison Program	\$13.90	
		<b>\$56.87</b>	CT 2502974
Ricardo Navarrette	Reimbursment for Food Purchase	\$33.35	
		<b>\$33.35</b>	CT 2502975
New Pig Corp	Floor Mat Starter Pack, PIG Grippy, Item #GRP36206	\$140.29	
	Freight Charges	\$14.88	
		<b>\$155.17</b>	CT 2502976
Office Depot	Brother P-touch Electronic Label Maker, PTM95	\$21.75	
	Operational Supplies for the Office	\$3,051.85	
	Office Supplies, 7.01.21 thru 5.31.22.	\$14.82	
	Office Supplies 10-12-21 to 5-31-22	\$213.29	
	OFFICE SUPPLIES VALID 10/11/2021 TO 5/31/2022	\$45.53	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$11.18	
	OFFICE SUPPLIES OPEN UNTIL 5.31.22	\$55.97	
	office supplies for covid testing site	\$19.56	
	office supplies for VPSS office; 07.21.2021-	\$7.71	
	OPERATIONAL SUPPLIES JULY 1, 2021-MAY 31, 2022	(\$25.86)	
	General Office Supplies Ending May 31, 2022	(\$4.02)	
	General Office Supplies Ending May 31, 2022	(\$4.02)	
	General Office Supplies Ending May 31, 2022	(\$32.19)	
	Office Supplies for Community Education	\$539.62	
	Office Supplies for Community Education	\$6.58	
	Office Supplies for Community Education	\$121.51	
	Office Supplies for Community Education	\$90.35	
	Office Supplies for Community Education	\$34.60	
	Office/Operational supplies 8.10.21 to 5.31.22	\$28.37	
	BIC Green Pens, Medium Point 1.2 mm - Item# 695031	\$28.22	
	Office Supplies, 09-01-21 thru 05-31-22	\$7.23	
	Office Supplies, 09-01-21 thru 05-31-22	\$62.21	
	Office Supplies, 09-01-21 thru 05-31-22	\$11.11	
		<b>\$4,305.37</b>	CT 2502977
Oracle America Inc	Migrated Licenses (New) Program-Related Service	\$12,972.63	

**Allan Hancock College**  
**Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Oracle America Inc	Oracle Linux Basic Limited Support	\$530.59	
		<b>\$13,503.22</b>	CT 25027978
Parchment LLC	Parking Transaction Fees July 2021 thru Dec. 2021	\$913.16	
		<b>\$913.16</b>	CT 25027979
PARS Public Agency Retirement	IRS ACS Support	\$11,980.31	
		<b>\$11,980.31</b>	CT 25027980
Part Time Faculty AHC - Member	PARS Public Agency Retirement	\$10,143.65	
		<b>\$10,143.65</b>	CT 25027981
PCPA	Publication Ad for Community Education	\$750.00	
		<b>\$750.00</b>	CT 25027982
Phenix Technology, Inc	ITEM PHE003DESS	\$336.14	
	ITEM# 603	\$198.47	
	ITEM# 200	\$619.88	
		<b>\$1,154.49</b>	CT 25027983
Point Of Action	Charcoal Hoodies	\$1,304.99	
	Sleeve Print	\$163.13	
	Graphic Design	\$163.13	
	Up-Charge for XXL	\$10.88	
	Up-Charge for XXXL	\$7.61	
		<b>\$1,649.74</b>	CT 25027984
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand	\$134.43	
	Rental-Servicing Portable Toilets and Hand	\$747.77	
	Rental-Servicing Portable Toilets and Hand	\$752.82	
	Rental-Servicing Portable Toilets and Hand	\$747.77	
	Rental-Servicing Portable Toilets and Hand	\$737.67	
		<b>\$3,120.46</b>	CT 25027985
Praxair Distribution Inc.	Instructional Supplies - WLDT	\$197.99	
		<b>\$197.99</b>	CT 25027986
ProCare Janitorial Supply, Inc.	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$167.37	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$21.49	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$1,617.48	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$34.42	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$256.30	
	Custodial Supplies-SM, 07-1-21 thru 05-31-22	\$189.55	
		<b>\$2,286.61</b>	CT 25027987
Rave Mobile Safety	Rave Alert Basic Annual License Fee	\$13,770.90	
	Premium SMS Messaging for Rave Alert Annual Fee	\$353.10	
	Rave Smart Loader Annual Integration	\$1,926.00	
		<b>\$16,050.00</b>	CT 25027988
Runner Enterprise Data Quality	CLEAN_Address for Banner	\$6,404.91	
		<b>\$6,404.91</b>	CT 25027989

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Santa Barbara County Sheriff's Office	Payroll Deduction for OCT 2021	\$1,035.53	
		<b>\$1,035.53</b>	CT 25027990
Santa Barbara County Treasurer Tax Collector	0722- Lompoc City Pool & Park District Total Fixed	\$10.42	
		<b>\$10.42</b>	CT 25027991
Santa Barbara Police Department	CLETS Services Message Cost from Jan - Jun 2021	\$142.24	
		<b>\$142.24</b>	CT 25027992
Santa Maria Country Club	MAJOR TOURNAMENT SPONSOR - QUIGLEY CUP	\$1,000.00	
		<b>\$1,000.00</b>	CT 25027993
ScholarShare College Savings 529	Payroll Deduction for OCT 2021	\$30.00	
		<b>\$30.00</b>	CT 25027994
Signs Of Success Inc	Trailer Graphics Full Vinyl Wrap Installation Labor	\$5,850.75 \$3,960.00	
		<b>\$9,810.75</b>	CT 25027995
Skills Usa California	Region 2 SkillsUSA Hybrid Competition	\$680.00	
		<b>\$680.00</b>	CT 25027996
Skills Usa Inc	Eric Gonzalez Professional Postsecondary Dues	\$40.00	
	Eric Gonzalez Student Postsecondary Dues	\$120.00	
	Vanessa Dominguez Professional Postsecondary Dues	\$40.00	
	Vanessa Dominguez Student Postsecondary Dues	\$120.00	
	Thomas Lamica Professional Postsecondary Dues	\$40.00	
	Thomas Lamica Student Postsecondary Dues	\$240.00	
	Monica M Ramirez Professional Postsecondary Dues	\$40.00	
	Monica M Ramirez Student Postsecondary Dues	\$80.00	
	Yvon Frazier Professional Postsecondary Dues	\$40.00	
	Yvon Frazier Student Postsecondary Dues	\$40.00	
	Theresa Gingras Professional Postsecondary Dues	\$40.00	
	Theresa Gingras Student Postsecondary Dues	\$40.00	
	Ramon Adams Professional Postsecondary Dues	\$40.00	
	Ramon Adams Student Postsecondary Dues	\$120.00	
	Juan Carranza Professional Postsecondary Dues	\$40.00	
	Juan Carranza Student Postsecondary Dues	\$120.00	
	Michael Wagner Professional Postsecondary Dues	\$40.00	
	Michael Wagner Student Postsecondary Dues	\$80.00	
	Ronald Lovell Professional Postsecondary Dues	\$40.00	
	Ronald Lovell Student Postsecondary Dues	\$120.00	
	John Gerrity Professional Postsecondary Dues	\$40.00	
	John Gerrity Student Postsecondary Dues	\$80.00	
	Patrick McGuire Professional Postsecondary Dues	\$40.00	
	Patrick McGuire Student Postsecondary Dues	\$120.00	
		<b>\$1,760.00</b>	CT 25027997
SLO Safe Ride	Bus Service, AHC Women's Soccer, 9-24-21	\$2,652.00	

**Allan Hancock College  
Warrant Register**

Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$2,652.00</b>	CT 25027998
Smith Pipe & Supply Inc	Supplies per Invoice 3813440	\$79.50	
		<b>\$79.50</b>	CT 25027999
Source Graphics	HP 360 Wide format Supplies	\$463.05	
		<b>\$463.05</b>	CT 25028000
Subway	Cal-SOAP Cash for College food for Santa Maria	\$89.98	
	Cal-SOAP Cash for College food for Lompoc High	\$89.98	
		<b>\$179.96</b>	CT 25028001
Tu Tiempo Digital Inc	Advertising Commercials for Community Education	\$4,800.00	
		<b>\$4,800.00</b>	CT 25028002
Uline Inc	Work Stool, Sit-Stand, Item No. H-5681	\$223.07	
	Utility Cart, Rubbermaid, Item No. H-2470BL	\$212.06	
	Flat Handle Cart, Rubbermaid, Item No. H-965BL	\$603.56	
	Shipping-Handling	\$84.55	
		<b>\$1,123.24</b>	CT 25028003
United Health Care Insurance Co	Retiree AARP Insurance Premiums NOV 2021	\$751.91	
		<b>\$751.91</b>	CT 25028004
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-21 thru 6-30-22	\$479.25	
	Services - 3 Portable Toilets, 7-1-21 thru 6-30-22	\$479.25	
		<b>\$958.50</b>	CT 25028005
United Way of the Central Coast	Payroll Deduction for OCT 2021	\$35.00	
		<b>\$35.00</b>	CT 25028006
Urbane Cafe	Food for PUENTE Motivational Conference	\$290.36	
		<b>\$290.36</b>	CT 25028007
US Department of Veterans Affairs	Return VA33 overpayment	\$20.31	
		<b>\$20.31</b>	CT 25028008
Viking Fence Co Inc	INSTALL 12' DOUBLE GATE	\$3,000.00	
		<b>\$3,000.00</b>	CT 25028009
VTC Enterprises	Postage for High School mailer (Lopez, Lompoc, &	\$348.99	
	Postage for High School mailer (Santa Maria, Santa	\$471.74	
	Postage for High School mailer (Cabrillo, New Tech	\$449.80	
	VTC Service mail prepping for Cabrillo, New	\$610.39	
	VTC Service mail prepping for Lompoc, Lopez, and	\$477.81	
	VTC Service mail prepping for Santa Maria,	\$686.26	
		<b>\$3,044.99</b>	CT 25028010
West Coast Ambulance & Truck Sales, Inc	2013 Ford E350 Type 2 Leader Ambulance	\$15,225.00	
	Smog Fee	\$58.00	
	Doc Fee	\$92.44	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2021 to 10/31/2021

Bank Code: CT

Vendor Name	Description	Amount	Warrant
West Coast Ambulance & Truck Sales, Inc	DMV Fee	\$50.00	
	Smog Cert	\$8.25	
		<b>\$15,433.69</b>	CT 25028011
Western Exterminator Company	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - CBC Bldg.	\$95.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - Bldg. G Cafeteria	\$124.25	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$275.00	
	Pest Control Services - Bldg. D (PCPA Theater)	\$299.75	
		<b>\$1,971.00</b>	CT 25028012

**Warrant Register**Check Dates from 10/1/2021 to 10/31/2021  
Bank Code: CT

## Fund and Reversal Summary

**Totals By Fund:**

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Total for General Fund 9410	\$2,337,313.81
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$17,564.93
Total for Capital Outlay Project Fund 9441	\$4,697,401.98
Total for General Obligation Bond Fund 9447	\$1,911,145.18
Total for Dental Self-Insurance Fund 9461	\$52,005.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$16,820.64
Total for Post-Employment Benefits Fund 9469	\$4,670.44
Total for Student Body Center Fee Trust Fund 9473	\$0.00

## Allan Hancock College

**Check Register**

Check Dates from 10/1/2021 to 10/31/2021

Bank Code: RC

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check</b>
Griselda Reyes	Payroll Direct deposit error 9.30.21	\$3,796.73	
		<b>\$3,796.73</b>	RC 40000224
Knowlton, Marguerite Lorraine	Air fare reimbursement 10.02.-09.21	\$305.97	
		<b>\$305.97</b>	RC 40000225
		<b>Total: \$4,102.70</b>	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
October 2021	
ACRONYMS	
19six Architects	Nineteen Six Architects (Formerly PMSM)
AHC Foundation	Allan Hancock College Foundation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
CDW Government Inc	Computer Discount Warehouse Government Inc
CMC RESCUE INC	California Mountain Company Rescue Inc
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
CCI Central Inc	Central Coast Innovators
D&A Hawaiian BBQ	Delicious & Awesome Hawaiian BBQ
DLR Group	Dana Larson Roubal Group
FACCC	Faculty Association of California Community Colleges
GM Financial Leasing	General Motors Financial Leasing
IPS Group INC	International Parking Systems
IRS ACS Support	Internal Revenue Service Automated Collection System Support
NCS Pearson	National Computer Systems Pearson
PARS	Public Agency Retirement System
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)
WESTOP	Western Association of Educational Opportunity Personnel

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.B.
Subject: Authorization to Declare District Property as Surplus	Enclosures: Page 1 of 4

**BACKGROUND**

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

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

**FISCAL IMPACT**

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

**RECOMMENDATION**

Staff recommends that the board of trustees declare the items listed to be surplus and authorize disposal of the items through the appropriate procedures.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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SURPLUS LIST FOR 11-12-2021 & 12-14-2021

Location	Description	Quantity	Condition	AHC ID#	Grant Tag#	Facilities Work Order	Dept.	Serial #
IT EWaste	Vision Technology CCTV magnifier, model #4200	1	Obsolete, Ewaste	7116454		66957	LAP	3033261
IT EWaste	JVC TV Combo with Superview CCTV magnifier, model# AV-20121	1	Obsolete, Ewaste	7114514		66957	LAP	510000
IT EWaste	Impressions 5VX Computer Monitor	1	Not operational, Ewaste	7110885		66997	PCPA	
IT EWaste	ACMA Pentium 2-400 Computer Tower	1	Not operational, Ewaste	7110768		66997	PCPA	903122195
CAN 1	Delta Power Wood Planer	1	Not operational	705366		66997	PCPA	
CAN 1	Hobart MIG 230 Welder 240V	1	Last used 2 years ago, condition unknown	711451		66997	PCPA	LE190578
CAN 1	Hobart MIV 180 Welder	1	Last used 2 years ago, condition unknown	711450		66997	PCPA	
CAN 1	JET Drill Press	1	Not operational, sat outside for 2 years			66997	PCPA	
CAN 1	Lincoln ARC Stick TIG Welder	1	Not operational, condition unknown	704949		66997	PCPA	LE190578
CAN 1	Miller Millermatic 120 MIG Welder	3	Not operational, condition unknown, sat outside for 2 years	705361 705334 705358 705357		66997	PCPA	
CAN 1	3-Foot-Tall Storage Cabinet with lots of drawers	1	Rusty, but operational	700824		66997	PCPA	
CAN 1	Stick Welder	1	Not operational	703793		66997	PCPA	
CAN 1	Powermatic Table Saw with homemade rolling cart	1	Out of date	705335		66997	PCPA	
CAN 1	Lincoln Electric High Voltage Welder	1	Not operational, condition unknown	705332		66997	PCPA	

SURPLUS LIST FOR 11-12-2021 & 12-14-2021

Location	Description	Quantity	Condition	AHC ID#	Grant Tag#	Facilities Work Order	Dept.	Serial #
CAN 1	Fellowes Crosscut PS77C paper shredder	1	Broken, unusable			67088	Acad Affairs	
CAN 1	Fellowes Strip Cut OD1200 paper shredder	1	Works, but smells			67090	Acad Affairs	
IT EWASTE	Dell Laptop Latitude P14F	1	Outdated, Ewaste	721204		67086	Acad Affairs	CN-034TFW-12961-180-0459-A01
IT EWASTE	Brother HL-2200 Laser Printer	1	Unknown, Ewaste			67087	Acad Affairs	U32709A3N664746
CAN 1	Garmin GPS III Plus	9	10 Years Old, appear to still be in operational condition			67060	LP&S	92151439, 9251437, 92151436, 92151438, 92151453, 92148877, 92148876, 92148874, 92148873
CAN 1	Garmin GPS V	8	10 Years Old, appear to still be in operational condition			67060	LP&S	73061946, 73061945, 73061947, 73061934, 73061866, 73061864, 73061939, 73061940
CAN 1	Garmin GPSMAP 76S	19	10 Years Old, appear to still be in operational condition			67060	LP&S	17909061, 17909526, 17909529, 17908460, 17909536, 17909535, 17909523, 17909533, 17909058, 17909527, 17909059, 17909521, 17909521, 17909534, 17909520, 17909516, 17909524, 17909057, 17909530, 17909522
O300	1998 Volvo S70 Silver 4 Door, 2.4L, 186,698 Mileage, License Plate #1381052, KBB value of \$150	1	Must be trailered, tires-expired life expectancy, may be cracked; Check Engine light on, runs poorly			67178	Acad. Affairs	YV1LS5547W2430941
O300	2003 Chrysler Sebring Convertible, 2.7L, unknown mileage	1	Must be trailered, tires-expired life expectancy, may be cracked; salvage value			67177	Acad. Affairs	IC3EL65R73N536687

SURPLUS LIST FOR 11-12-2021 & 12-14-2021

Location	Description	Quantity	Condition	AHC ID#	Grant Tag #	Facilities Work Order	Dept.	Serial #
O300	2003 Ford F250 Truck, 6.0L, 255,858 Mileage, License Plate#1329016, KBB value \$2,177	1	Must be trailered, tires-expired life expectancy, may be cracked; Check Engine light on; power steering issues; salvage value			67179	Acad. Affairs	1FTNW21P73EB42817
O300	1997 Chrysler Cirrus LXI, White 4 Door, 2.5L, 61,939 Mileage, License Plate #1329045, KBB value \$849	1	Must be trailered, tires-expired life expectancy, may be cracked; Check Engine light on; salvage value			67175	Acad. Affairs	1C3EJ56H2VN69524
O300	2004 Toyota Camry LE, White 4 Door, 2.4L, 235,370 Mileage, License Plate #1237588, KBB value \$813	1	Must be trailered, tires-expired life expectancy, may be cracked; Smokes, burns oil, Check Engine light on, suspension problems salvage value			67174	Acad. Affairs	4T1BE32K24U354672
O300	2004 Dodge Ram 2500, 4x4, 5.9L, 119,676 Mileage, KBB value \$7,185	1	Must be trailered, tires-expired life expectancy, may be cracked; needs computer			67190	Acad. Affairs	3D7KV28C74G256585
Surplus Yard	2002 Chevrolet 2500 HD 4X4 Crew Cab LS 6L engine, automatic transmission long bed, 5 <sup>th</sup> wheel hitch, power windows and locks 125,469 miles	1	Operational	1281052			PCPA	1GCHK23UX2F247775

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.C.
Subject: Review of Grant Proposals Submitted	Enclosures: Page 1 of 1

BACKGROUND
Review of Grant Proposals Submitted

Institutional Grants has submitted the following grant applications for a total of \$1,041,614.43 in requested funds.

1. State of California, Employment Development Department: Equity and Special Populations (ESP) Program Year 2021-2022 (\$48,880)

The college applied for \$48,880 in funding from the State of California, Employment Development Department, Equity and Special Populations (ESP) Program Year 2021-2022 in collaboration with the Santa Barbara County Workforce Development Board to provide academic and career planning to young adults in the Santa Maria Juvenile Hall and Los Prietos Boys Camp. Participants will be assisted with individualized career exploration, peer mentoring, education, and training. Once participants transition out of the Santa Maria Juvenile Hall and Los Prietos Boys Camp, participants will receive academic support to enroll in a certificate or credential program with an emphasis on training in the Business Support Services Industry sector.

No matching funds are required. The project period is January 1, 2022 to December 31, 2022. (Submitted by Thomas Lamica)

2. United States Department of Education: FY 2021 Transitioning Gang-Involved Youth to Higher Education Program (\$989,767)

The college applied for \$989,767 in funding from the United States Department of Education: FY 2021 Transitioning Gang-Involved Youth to Higher Education Program to leverage services to support gang-involved students in acquiring the knowledge, skills, and abilities to transition into higher education and assist with career placement services and development academic coursework for program participants.

No matching funds are required. The project period is October 1, 2022 to September 30, 2025. (Submitted by Vanessa Dominguez)

3. California Revealed: 2021/2022 Cataloging California (\$2,967.43)

The college applied for \$2,967.43 in funding from California Revealed: 2021/2022 Cataloging California to support the digitalization process for the Hancock Family Estate Archives. The documents have statewide and local historical significance that contributes to an understanding of the history of California and its diverse populations.

No matching funds are required. The project period is January 1, 2022 to December 31, 2022. (Submitted by Mary Patrick)

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

To: Board of Trustees	Date:
From: Superintendent/President	December 14, 2021
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 13

**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 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:
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**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS**  
**FALL 2021**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>BIOLOGY</b>		
Morris, Jennifer	20187	BIOL 125	Human Physiology	.145
		<b>COUNSLEING</b>		
Ramirez, Antonio	Assigned	Counseling	Santa Maria	.003
		<b>ENGLISH</b>		
Dimick, Janae	20663	ENGL 101	Freshman Comp: Exposition	.063
Guido Brunet, Melanie	20297	ENGL 101	Freshman Comp: Exposition	.040
Romo, Alina	20295	ENGL 101	Freshman Comp: Exposition	.036
		<b>MATHEMATICS</b>		
Kopcrak, Anna	20434	MATH 100	Nature of Modern Mathematics	.025
Sutter, Wendy	20258	MATH 181	Calculus 1	.003
West, Elizabeth	20246	MATH 121	Trigonometry	.012
		<b>NURSING</b>		
Nelson, Mary	20348	NURS 300	CAN/Acute Care Aide	.059

**PART-TIME FACULTY ASSIGNMENTS - CREDIT**  
**FALL 2021**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ADULT BASIK SKILLS</b>				
Davis, Jessica	21006	BASK 7015	Reading and Writing Lab	.009
Greenelsh, Shawn	21006	BASK 7015	Reading and Writing Lab	.021
McMahon, Michael	21006	BASK 7015	Reading and Writing Lab	.012
Moretti, Alicia	21006	BASK 7015	Reading and Writing Lab	.033
<b>COOPERATIVE WORK EXPERIENCE</b>				
Melena, Jennifer	22170	CWE 149	Coop. Work Exp. Occupational	.016
Carson, Marcus	22159	CWE 149	Coop. Work Exp. Occupational	.016
Carson, Marcus	22172	CWE 149	Coop. Work Exp. Occupational	.016
Carson, Marcus	22173	CWE 149	Coop. Work Exp. Occupational	.008
Carson, Marcus	22176	CWE 149	Coop. Work Exp. Occupational	.032
Carson, Marcus	22186	CWE 149	Coop. Work Exp. Occupational	.008
<b>FIRE TECHNOLOGY</b>				
Baker, David	20389	FT 308	Firefighter 1 Academy 1B	.059
Dodds, Kyle	20389	FT 308	Firefighter 1 Academy 1B	.091
Hart, Stanley	20389	FT 308	Firefighter 1 Academy 1B	.095
Larsen, Patrick	20389	FT 308	Firefighter 1 Academy 1B	.118
Markley, John	20389	FT 308	Firefighter 1 Academy 1B	.088
Martinez, Christopher	20389	FT 308	Firefighter 1 Academy 1B	.059
Martinez, Essex	20389	FT 308	Firefighter 1 Academy 1B	.059
McLeod, Derek	20389	FT 308	Firefighter 1 Academy 1B	.148
Mcmann. Scott	20389	FT 308	Firefighter 1 Academy 1B	.029
Montejo, Vincent	20389	FT 308	Firefighter 1 Academy 1B	.088
Osborne, Matthew	20389	FT 308	Firefighter 1 Academy 1B	.088
Owen, Jack	20389	FT 308	Firefighter 1 Academy 1B	.067
Paige, Brandon	20389	FT 308	Firefighter 1 Academy 1B	.088
Shay, Kevin	20389	FT 308	Firefighter 1 Academy 1B	.151
<b>LAW ENFORCEMENT</b>				
Abbas, Hussein	21980	LE 322	Basic Law Enforcement Academy	.017
Alvarez, Gabriel	21980	LE 322	Basic Law Enforcement Academy	.063
Bianchi, Catherine	21980	LE 322	Basic Law Enforcement Academy	.132
Camarena, Juan	22150	LE 425	PC 832 Firearms	.051
Culver, David	21980	LE 322	Basic Law Enforcement Academy	.066
Day, Alan	21980	LE 322	Basic Law Enforcement Academy	.096
Dickel, Jason	20667	LE 424	PC 832 Arrest and Control	.117
Dickel, Jason	22150	LE 425	PC 832 Firearms	.093
Dillard, Bryan	21980	LE 322	Basic Law Enforcement Academy	.132
Dossey, Greg	22151	LE 372	Physical Training Instructor	.167
Garrett, William	22042	LE 329	State Hospital Peace Officer	.029
Hollis, Michael	21980	LE 322	Basic Law Enforcement Academy	.088
Huddle, Kevin	21839	LE 355	Leadership Development	.017
Kuhl, Perry	21980	LE 322	Basic Law Enforcement Academy	.101
Lopez, Joe	20667	LE 424	PC 832 Arrest and Control	.029
Lopez, Joe	21980	LE 322	Basic Law Enforcement Academy	.029
Martinez, Alison	21980	LE 322	Basic Law Enforcement Academy	.050
Martinez, Michael	21980	LE 322	Basic Law Enforcement Academy	.051
Miller, Steven	21980	LE 322	Basic Law Enforcement Academy	.118
Neumann, Timothy	21980	LE 322	Basic Law Enforcement Academy	.100
Neumann, Timothy	22144	LE 318	Traffic Collision Investigation	.147

**PART-TIME FACULTY ASSIGNMENTS - CREDIT**  
**FALL 2021**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Olmstead, Brian	21980	LE 322	Basic Law Enforcement Academy	.110
Perkins, Michael	21980	LE 322	Basic Law Enforcement Academy	.037
Peuvrelle, Chris	21980	LE 322	Basic Law Enforcement Academy	.058
Purcell, Mark	22042	LE 329	State Hospital Peace Officer	.029
Purcell, Mark	21980	LE 322	Basic Law Enforcement Academy	.018
Rivera, Lisa	20667	LE 424	PC 832 Arrest and Control	.037
Reid, Robert	21980	LE 322	Basic Law Enforcement Academy	.005
Ruth, Ross	21980	LE 322	Basic Law Enforcement Academy	.216
Ruth, Ross	Assigned	LE	Coordination	.020
Rylant, Chuck	21980	LE 320	Basic Law Enforcement Academy	.033
Siegel, Amanda	21980	LE 322	Basic Law Enforcement Academy	.158
Smiley, Michael	21839	LE 355	Leadership Development	.017
Smith, Ryan	21980	LE 320	Basic Law Enforcement Academy	.050
Vasquez, Frank	21980	LE 322	Basic Law Enforcement Academy	.033
Vega, Woodrow	21980	LE 322	Basic Law Enforcement Academy	.050
<b>PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS</b>				
Viaud, Ruben-Saul	20595	PEIA 100	Intercollegiate Football	.074

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT**  
**FALL 2021**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Castro Perez, Luis	22187	ADULT BASIC SKILLS VOCE 7801B	Truck Driving: Behind-the-Wheel	.135

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT  
WINTER 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ACCOUNTING</b>				
Darwin, Brent	30040	ACCT 131	Financial Accounting 1	.212
Darwin, Brent	30041	ACCT 132	Financial Accounting 2	.212
<b>ANTHROPOLOGY</b>				
Stokes, Brian	30006	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	30007	ANTH 102	Intro to Cultural Anthro	.212
<b>ART</b>				
Hood, John	30039	ART 101	Art Appreciation	.212
Hood, John	30047	ART 101	Art Appreciation	.212
<b>BUSINESS</b>				
Bryant, Robert	30042	BUS 101	Introduction to Business	.212
Bryant, Robert	30003	BUS 106	Small Business Management	.212
Comstock, Marie	30004	BUS 107	Human Relations in Business	.212
Comstock, Marie	30043	BUS 110	Business Law	.212
<b>COMPUTER SCIENCE</b>				
Wagner, Michael	30005	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	30057	CS 111	Fundamentals of Programming 1	.283
<b>COUNSELING</b>				
Brackett, Ashley	Assigned	Counseling	Santa Maria	.030
Britten, Benjamin	Assigned	Counseling	Santa Maria	.053
Hernandez, David	Assigned	Counseling	Santa Maria	.073
Morales, Mayra	Assigned	Counseling	Santa Maria	.093
Pena-Rico, Eudaldo	Assigned	Counseling	Santa Maria	.015
Sanchez, Veronica	Assigned	Counseling	Santa Maria	.190
Wright-Morgan, Christina	Assigned	Counseling	SEAP Counseling	.009
<b>EARLY CHILDHOOD STUDIES</b>				
Frazier, Yvon	30061	ECS 102	Child Health, Safety & Nutrition	.212
Roepke, Thesa	30060	ECS 101	Child, Family and Community	.212
<b>ECONOMICS</b>				
Elliott, Herbert	30008	ECON 101	Principals of Macro-Economics	.212
Elliott, Herbert	30025	ECON 102	Principals of Micro-Economics	.212
<b>EMERGENCY MEDICAL SERVICES</b>				
Roehl, Susan	30002	EMS 300	Intro to Emergency Medical Ser	.067
<b>ENVIRONMENTAL TECHNOLOGY</b>				
Treur, Kristy	30051	ENVT 454	Respiratory Protection/QNFT	.034
Treur, Kristy	30052	ENVT 454	Respiratory Protection/QNFT	.033
<b>FILM</b>				
Webb, Timothy	30026	FILM 101	Film Art & Communication	.272
<b>HEALTH EDUCATION</b>				
Bates, Sheri	30019	HED 100	Health and Wellness	.212

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT  
WINTER 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>HISTORY</b>				
Bierly, Gary	30009	HIST 101	World Civilizations to 1600	.212
Bierly, Gary	30011	HIST 102	World Civilizations Since 1500	.212
Hall, Roger	30020	HIST 107	US History to 1877	.212
Hall, Roger	30021	HIST 108	U S History 1877 to Present	.212
<b>MUSIC</b>				
Dechaine, Nichole	30046	MUS 100	Music Appreciation	.212
<b>PERSONAL DEVELOPMENT</b>				
Souza, Brooke	30018	PD 115	Career Planning	.075
<b>POLITICAL SCIENCE</b>				
Patrick, Frederic	30023	POLS 103	American Government	.212
Patrick, Frederic	30024	POLS 103	American Government	.212

**PART-TIME FACULTY ASSIGNMENTS - CREDIT  
WINTER 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ART</b>		
Thayer, Jill	30029	ART 101	Art Appreciation	.212
Vosburg, Candace	30048	ART 101	Art Appreciation	.212
		<b>BUSINESS INFORMATION SYSTEMS</b>		
Reinwald, Eileen	30016	CBIS 371	Intro to Excel	.075
Reinwald, Eileen	30044	CBIS 372	Intro to Access	.075
		<b>BUSINESS OFFICE TECHNOLOGY</b>		
Reinwald, Eileen	30015	CBOT 100	Keyboarding	.075
Reinwald, Eileen	30036	CBOT 360	Word - Basics	.075
Reinwald, Eileen	30031	CBOT 361	Intro to PowerPoint	.075
		<b>DENTAL ASSISTING</b>		
Detter, Diane	30069	DA 330	Coronal Polish	.088
Detter, Diane	30068	DA 330	Coronal Polish	.089
Gloeckner, Robin	30068	DA 330	Coronal Polish	.123
Gloeckner, Robin	30069	DA 330	Coronal Polish	.088
		<b>EMERGENCY MEDICAL SERVICES</b>		
Turner, James	30028	EMS 306	CPR for Healthcare Providers	.033
		<b>FILM</b>		
Simonsen, Michele	30049	FILM 101	Film Art & Communication	.272
		<b>FOOD SCIENCE AND NUTRITION</b>		
Gariepy, Chantal	30062	FSN 109	Basic Nutrition for Health	.272
		<b>GEOGRAPHY</b>		
Chaudhari, Rajni	30017	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	30027	GEOG 102	Human Geography	.212
		<b>HEALTH SERVICES</b>		
Brummett, Laurie	Assigned	Health	Health Services	.038
Feld, Christine	Assigned	Health	Health Services	.076
Redding - Stewart, Deborah	Assigned	Health	Health Services	.110
Santa Cruz, Dalila	Assigned	Health	Health Services	.127
		<b>HISTORY</b>		
Redwing, Chad	30034	HIST 101	World Civilizations to 1600	.212
Severn, Joshua	30038	HIST 108	U S History 1877 to Present	.212
Severn, Joshua	30037	HIST 107	US History to 1877	.212
		<b>LAW ENFORCEMENT</b>		
Culver, David	30067	LE 426	Patrol Rifle Course	.044
Delgado, Matthew	30067	LE 426	Patrol Rifle Course	.044
Gotschall, Christopher	30067	LE 426	Patrol Rifle Course	.061
Hutton, Trevor	30067	LE 426	Patrol Rifle Course	.044
Martinez, Michael	30067	LE 426	Patrol Rifle Course	.044

**PART-TIME FACULTY ASSIGNMENTS - CREDIT  
WINTER 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>MUSIC</b>		
Becker, David	30032	MUS 106	World Music Appreciation	.212
		<b>PHILOSOPHY</b>		
Tennberg, Chris	30022	PHIL 121	Religion of the Modern World	.212
		<b>PSYCHOLOGY</b>		
Ianneo, Brittany	30014	PSY 118	Lifespan Development	.212
Mandziara, Maria	30063	PSY 101	General Psychology	.212
Mandziara, Maria	30013	PSY 101	General Psychology	.212
Place, Codie	30064	PSY 117	Child Psychology	.212

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

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Aye, Tyson	Compensation for fall 2021 Facilities Council co-chair. Daily prorated amount of \$564.96 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/16/21 - 12/9/21).	\$2,259.84
Bierly, Gary	Compensation for fall 2021 Budget Council co-chair. Daily prorated amount of \$631.36 for three days. Payment based on full-time faculty agreement 16.7.1.b (8/16/21 - 12/9/21).	\$1,894.08
Brackett, Ashley	Attendance and help with AHC College Night (10/26/21).	\$180.00
Dossey, Gregory	To provide not-for-credit training via contract education, ARCON Instructor Training at College of the Redwoods (8/16/21 - 8/27/21).	\$6,580.00
Farrell, Tim	Compensation for completing a worksite observation for part-time faculty member Katrina Prow per Article 13.5 (8/16/21 - 12/9/21).	\$150.00
Hamilton, Dawn	Compensation for completing a worksite observation for part-time faculty member Anthony Halderman per Article 13.5 (8/16/21 - 12/9/21).	\$150.00
Harris, Laura	Compensation for completing a worksite observation for part-time faculty member Christine Licoscas per Article 13.5 (8/16/21 - 12/9/21).	\$150.00
Ice, Sara	Technical Theatre coordination (1/7/22 - 5/23/21).	\$13,165.23
Lee, Laurene	Compensation for fall 2021 Intuitional Effectiveness Council co-chair. Daily prorated amount of \$430.34 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/16/21 - 12/9/21).	\$1,721.36
Lopez, Joe	To provide not-for-credit training via contract education (10/5/21 - 10/7/21).	\$1,395.20
Lopez, Joe	To provide not-for-credit training via contract education (10/28/21 - 10/29/21).	\$1,395.20
Ramirez, Antonio	To coordinate high school outreach activities for incoming freshman to complete their promise steps (8/16/21 - 12/10/21).	\$1,700.00
Reid, Robert	Non-instructional: coordination duties for Perishable Skills Program (not-for-credit courses). Coordinate training dates with agency training managers and schedule training classes (11/15/21-11/29/21).	\$1,044.24
Roepke, Thesa	Compensation for fall 2021 Human Resources Council co-chair. Daily prorated amount of \$574.31 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/16/21 - 12/9/21).	\$2,297.24
Ruth, Ross	Non-instructional: coordination duties for LE 321 Basic Academy fall 2021 (11/16/21-11/17/21).	\$538.44
Sjostedt, Nohl	To provide not-for-credit training via contract education, Welding Program at the prison (11/1/21 - 11/30/21).	\$8,759.19
Stewart, Don	PCPA Professional Actor Training Program coordination (1/7/22 - 5/22/22).	\$12,883.44

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Thayer, Jill	Foxworthy Art Gallery co-coordinator spring 2022. This assignment will be shared with Laura-Susan Thomas (1/24/22 - 5/25/22).	\$5,031.90
Thomas, Laura-Susan	Foxworthy Art Gallery co-coordinator spring 2022. This assignment will be shared with Jill Thayer (1/24/22 - 5/25/22).	\$2,692.20
Tuan, Juanita	Compensation for fall 2021 Human Resources Council co-chair. Daily prorated amount of \$583.20 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/16/21 - 12/9/21).	\$2,332.80
Turner, James	Assisted with EMS Academy as a faculty for testing and exercises (11/10/21).	\$468.16
West, Liz	Writing of the ILO 4 report: 8.5 hours (8/1/21 - 10/15/21).	\$510.00
William, Garrett	To provide not-for-credit training via contract education (10/26/21 - 10/28/21).	\$1,269.40

**Grant Funded**

Barragan, Roberto	DMV appointments overlapped. Time spent with students before and after class normal hours (11/15/21).	\$331.43
Bergstrom Smith, Joan	Coordination of the noncredit truck driving program in compliance with updates to state/federal requirements (8/13/21 - 12/11/21).	\$3,179.20
Bergstrom Smith, Joan	Coordination of the following VOCE programs: computer applications, floral design, green landscaping and gardening, income tax preparation, career preparation (WKPR), and the noncredit photo courses (PHTO), duration: 17 weeks (1/24/22 - 5/21/22).	\$3,179.20
Brunet, Melanie	To assist student in the writing center during study-a-thon (12/2/21 - 12/7/21).	\$240.00
Caddell, Alice	To review the latest research, curriculum, instructional materials, and other college courses to support deliverables reported in the Dual Language Learner Grant from First 5 of Santa Barbara County (8/16/21 - 9/30/21).	\$1,000.00
Caddell, Alice	To complete objectives in the SCCRC Teacher Grant work plan. To support Teacher's Club activities that serve student who are interested in a career in teaching (8/17/21 - 12/10/21).	\$1,500.00
Castro, Luis	DMV appointments overlapped. Time spent with students before and after class normal hours (10/8/21 - 11/3/21).	\$408.98
Cecena, John	Co-lead for public services success team. The co-lead will schedule success team meetings, seek resources to support team activities, establish realistic and appropriate timelines, and report on success teams activities and outcomes (9/6/21 - 12/17/21).	\$840.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Cohn, Kellye	Completion of project started in fall 2021. This project supports Guided Pathways pillar 4. The project goal is to create a series of sessions to benefit new hires when onboarding. The idea is to create sessions on a variety of topics that can supplement or enhance the Human Resources onboarding process for new staff and faculty. While the Human Resources process serves a purpose, the team believes it could be effectively extended to include a wider range of topics to assist new hires (1/21/22 - 5/24/22).	\$4,080.00
Conner, Bethany	Online open skills lab tutoring support for nursing students (1/24/22 - 5/6/22).	\$1,680.00
Derry, Jody	Guided Pathways project. Conduct Business and Finance Success Team Focus group: assist with recruiting and communication between faculty and students; research and assemble questions for the group; plan, host, and summarize findings (11/1/21 - 11/30/21).	\$900.00
Halderman, Anthony	To provide asynchronous tutoring for Writing Center paper submission program (9/3/21 - 9/24/21).	\$125.88
Halderman, Anthony	To provide asynchronous tutoring for Writing Center paper submission program (10/1/21 - 10/31/21).	\$50.35
Harris, Laura	To participate in the CircleIn 2021 fall semester the following action items are included but not limited to: watching/attending the new fall 2021 one-hour CircleIn faculty training session, sharing CircleIn with students and utilizing CircleIn within course(s), utilizing and reviewing new CircleIn emails and new posts on the CircleIn Teams page, and participating in data-gathering efforts related to CircleIn towards the conclusion of the fall 2021 semester (8/16/21 - 12/9/21).	\$400.00
Healy, Elaine	To provide asynchronous tutoring for Writing Center paper submission program (9/24/21 - 9/25/21).	\$60.00
McComas, Megan	Lead a pilot, three-day "Return to School" boot camp for incoming RN students (1/18/22 - 1/20/22).	\$1,440.00
McMahon, Michael	To provide asynchronous tutoring for Writing Center paper submission program (10/1/21 - 10/31/21).	\$190.12
McMahon, Michael	To provide a Writing Center workshop for students, includes research and presentation "Paragraph Writing Basics for English Language Learners" (9/9/21).	\$108.64
Melena, Jennifer	To participate in the CircleIn 2021 fall semester the following action items are included but not limited to: watching/attending the new fall 2021 one-hour CircleIn faculty training session, sharing CircleIn with students and utilizing CircleIn within course(s), utilizing and reviewing new CircleIn emails and new posts on the CircleIn Teams page, and participating in data-gathering efforts related to CircleIn towards the conclusion of the fall 2021 semester (8/16/21 - 12/9/21).	\$400.00
Montanez-Rodriguez, Carmen	Guided Pathways project: conduct Business and Finance Success Team Focus group. Assist with recruiting and	\$900.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
	communication between faculty and students, research and assemble questions for the group, plan, host, and summarize findings (11/1/21 - 11/30/21).	
Nunez, Tina	To assist student in the writing center during study-a-thon. 12/2 two hours (12/2/21 - 12/7/21).	\$120.00
Roehl, Susan	To participate in the CircleIn 2021 fall semester the following action items are included but not limited to: watching/attending the new fall 2021 one-hour CircleIn faculty training session, sharing CircleIn with students and utilizing CircleIn within course(s), utilizing and reviewing new CircleIn emails and new posts on the CircleIn Teams page, and participating in data-gathering efforts related to CircleIn towards the conclusion of the fall 2021 semester (8/16/21 - 12/9/21).	\$400.00
Sorenson, Sydney	The project goal of the Success Toolkit is to provide a look into the student brain. It serves as a practice refresher for faculty and staff, with five best practices for our population of students. Faculty and team member, Sydney Sorenson, will be leading this project and will require funding to complete work and meet timeline goals. A projected amount of one hour per week is requested to cover time creating this resource and planning workshops. A second request will be sent to be spent in spring 2022 for sharing this resource across campus and providing professional development for it (8/6/21 - 12/9/21).	\$1,020.00
Sorenson, Sydney	The project goal of the Success Toolkit is to provide a look into the student brain. It serves as a practice refresher for faculty and staff, with five best practices for our population of students. Faculty and team member, Sydney Sorenson, will be leading this project and will require funding to complete work and meet timeline goals. A projected amount of three hours per week is requested to cover time to be spent in spring 2022 for sharing this resource across campus and providing professional development for it (1/24/22 - 5/26/22).	\$3,060.00
Thomas, Russell	New part-time faculty who attended presentations at the Monday night session of field to table week of welcome (8/9/21).	\$61.78

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.E.1
Subject: Appointment of Department Chair	Enclosures: Page 1 of 1

BACKGROUND

The following regular full-time faculty members are recommended by their department and the associate superintendent/vice president, academic affairs and superintendent/president, to serve as department chair for the specified term:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM OF OFFICE</u>
Ben Britten	Counseling	Ben Britten was elected to serve a term of two years, for the academic years 2022-2023 and 2023-2024.
Robert Bryant	Business	Robert Bryant was elected to serve a term of two years, for the academic years 2022-2023 and 2023-2024.
John Hood	Fine Arts	John Hood was elected to serve a term of two years, for the academic years 2022-2023 and 2023-2024.
Mary Pat Nelson	Health Sciences	Mary Pat Nelson was elected to serve a term of two years, for the academic years 2022-2023 and 2023-2024.
Saad Sadig	Industrial Technology	Saad Sadig was elected to serve a term of two years, for the academic years 2022-2023 and 2023-2024.
Andrea Sanders	Languages and Communication	Andrea Sanders was elected to serve a term of three years, for the academic years 2022-2023, 2023-2024, and 2024-2025.

FISCAL IMPACT

The estimated cost to the unrestricted general fund is approximately \$151,046 for the 2022-2023 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the department chair appointments of Ben Britten, Counseling; Robert Bryant, Business; John Hood, Fine Arts; Mary Pat Nelson, Health Sciences; Saad Sadig, Industrial Technology, and Andrea Sanders, Languages and Communication, for the terms stated.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.E.2
Subject: Out-of-State Travel Request	Enclosures: Page 1 of 1

BACKGROUND

Part-time faculty member and assistant baseball coach would like to attend the National Baseball Coaches Association Convention in Chicago, IL on January 6-9, 2022. This is a professional development activity for the development of coaches. 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 Alex Frapart, part-time faculty/assistant baseball coach to attend the National Baseball Coaches Association convention in Chicago, IL on January 6-9, 2022.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.F.
Subject: Academic Policy and Planning Curriculum Summary Report	Enclosures: Page 1 of 39

BACKGROUND

The curriculum report for the period September 23 to November 4, 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.

FISCAL IMPACT

The estimated cost for additional library materials for new and modified curricula will be determined at a later date for inclusion 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:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

December 14, 2021

For the period September 23 – November 4, 2021

Larry Manalo Jr, Committee Chairperson

Dave DeGroot, Vice Chair/Technical Review Committee Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Antonio Ramirez, Counseling

Chad Kelly, English

Shane Anderson, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

John Gerrity, Industrial Technology

Andria Keiser, Languages & Communication

Trevor Passage, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Vacant, 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 2022/2023.

**New Credit and Noncredit Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
<b><u>Credit Courses</u></b>		
AJ 106	Police Patrol Procedures	3.0
ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom Prerequisite: ECS 116	3.0
GEOL 111	Historical Geology Advisories: ENGL 100 or ENGL 101 or ENGL 110 or MATH 309 or MATH 311	4.0
LE 390	Driver Awareness Instructor Advisories: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Limitations on Enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.	0.5
LE 391	Driver Training Instructor Limitation on enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination. Advisory: LE 390 Advisory: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	1.0
PE 118	Indoor Cycling	1.0
THEA 198S	Catalog Title: Topics in Theatrical Performance	1.0

Banner Title: Exploration of Into the Woods to Native Gardens

THEA 198U	Catalog Title: Topics in Theatrical Performance Banner Title: Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.0
THEA 198V	Catalog Title: Topics in Theatrical Performance Banner Title: Rep of Sound of Music to Native Gardens LOE: Completion of the program application and procedures for enrollment.	3.0
THEA 199V	Catalog Title: Topics in Theatre Stagecraft Rep of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	3.0
THEA 199U	Catalog Title: Topics in Theatre Stagecraft Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.0

<b>Noncredit Courses</b>		<b>Hours</b>
HLTH 7113	Think Like a Registered Nurse Corequisite: any RN course	16-36
HLTH 7114	Think Like a Vocational Nurse Corequisite: any VN course	16-36
PD 7000	College Success Strategies for Noncredit Students	20
PD 7001	Noncredit Bridge to Credit Seminar	20

### New Programs

<b>Discipline</b>	<b>Program Title</b>	<b>Major Units</b>
Fine Arts	Media Arts: Graphic Design (Transfer Option) Associate in Science	24-25
Fine Arts	Music, Associate in Arts for Transfer	22
Life & Physical Sciences	Geology Associate in Science for Transfer	26
Life & Physical Sciences	Viticulture Level 2 Certificate of Achievement 16 or more semester units	35* 23 + 12
Life & Physical Sciences	Viticulture Level 3 Certificate of Achievement 16 or more semester units	46* 35 + 11

**COURSE REVIEW**

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

**Credit Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2 Prerequisite: ACCT 131	3.0
BIOL 150	Cellular Biology Prerequisite: BIOL 150	5.0
CBOT 100	Keyboarding	1.0
CBOT 131	Intro to Word Processing Advisory: CBOT 100	3.0
CBOT 132	Advanced Word Processing Advisory: CBOT 131	3.0
CBOT 302	Records Management	2.0
CBOT 305	Legal Office Procedures	3.0
CBOT 312	Keyboarding Speed/Development Advisory: CBOT 100	1.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Admin Office Procedures Advisory: CBOT 131	3.0
CBOT 337	Presentation Design – PowerPoint	3.0
CBOT 360	Word – Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CHEM 120	Introductory Chemistry Prerequisite: MATH 311 or MATH 309 Replaced MATH 313/314 prerequisite with MATH 309	4.0
CHEM 140	Intro Organic Chemistry Prerequisite: CHEM 120	4.0
CHEM 150	General Chemistry 1	5.0

Prerequisite: CHEM 120 or equivalent and MATH 331 or equivalent or MATH 309

CHEM 151	General Chemistry 2 Prerequisite: CHEM 150	5.0
CHEM 180	Organic Chemistry 1 Prerequisite: CHEM 151	5.0
CHEM 181	Organic Chemistry 2 Prerequisite: CHEM 180	5.0
GEOG 105	Geography of California Advisory: ENGL 101	3.0

**MODIFICATIONS**  
**Effective 2022/2023**

**Course Modifications**

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
DANC 110	Modern Dance I (OLD: Beginning Modern Dance)	2.0
DANC 111	Modern Dance II (OLD: Intermediate Modern Dance)	2.0
DANC 115	Modern Dance III (OLD: Advanced Modern Dance)	3.0
DANC 120	Ballet Dance I (OLD: Beginning Ballet)	2.0
DANC 121	Ballet Dance II	2.0
DANC 125	Ballet Dance III (OLD: Advanced Ballet)	3.0
DANC 130	Jazz Dance I (OLD: Beginning Jazz)	2.0
DANC 131	Jazz Dance II (OLD: Intermediate Jazz)	2.0
DANC 133	Hip Hop Dance I (OLD: Hip Hop Dance)	2.0
DANC 135	Jazz Dance III (OLD: Advanced Jazz)	3.0
DANC 138	Hip Hop Dance II (OLD: Intermediate Hip Hop)	2.0
DANC 152	Tap Dance I (OLD: Beginning Tap)	2.0
DANC 153	Tap Dance II (OLD: Intermediate Tap)	2.0
DANC 154	Clinic in Dance Partnering	1.0

	(OLD: Clinic in Partnering)	
DANC 156	Techniques for Stretch & Wellness (OLD: Techniques for Stretch)	1.0
DANC 171	Dance Composition/Choreography I (OLD: Dance Composition/Choreography)	3.0
DANC 188	Dance Composition/Choreography II (OLD: Intermediate Dance Composition/Choreography)	3.0
EMSP 343	Paramedic Clinical Practicum	5.0
EMSP 353	Paramedic Field Internship	10.0 to 11.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/Costume	3.0
FASH 110	Apparel Construction 1	3.0
GRPH 112	Digital Imagery	3.0
GRPH 117	Typography	3.0
GRPH 129	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling for Production	3.0
INTD 170	Interior Design	3.0
NURS 300	CNA/Acute Care Aide Modify number of units from 14 to 12 units.	12.0
THEA 103	Begin Prof Thea Dance Styles Add new discipline placements - Dance (M).	2.0
THEA 104	Intermediate Professional Theatre Dance Styles Add new discipline placement - Dance (M).	2.0
THEA 122	Adv Int Thea Dance Styles Add new discipline placement - Dance (M).	2.0
THEA 123	Adv Prof Theatre Dance Styles Add new discipline placement - Dance (M).	2.0

### **Program Modifications**

<b>Department</b>	<b>Program Title</b>	<b>Units</b>
<b><u>Credit Programs</u></b>		
Business Education	Computer Business Information Systems: Information Architecture, Certificate of Accomplishment	15
Business Education	Computer Business Information Systems: Small Business Web Master Certificate of Accomplishment	14
Life & Physical Sciences	Agricultural Business, Associate in Science for Transfer	57-59
Life & Physical Sciences	Agricultural Plant Science, Associate in Science for Transfer	53-55

### **Noncredit Programs**

Hours

Noncredit Education	Basic ESL, Certificate of Competency	120-390
Noncredit Education	Basic Noncredit ESL, Certificate of Completion	120 -252
Noncredit Education	Advanced ESL, Certificate of Competency	120-390
Noncredit Education	Advanced Noncredit ESL, Certificate of Completion	120-390

**REQUEST FOR DISTANCE EDUCATION MODALITY**  
**Effective 2021/2022**

DE Type	Course Number	Course Title
DE	AG 100	Introduction to Agricultural Studies and Careers
ERT	AG 149	Cooperative Work Experience: Occupational
DE	FASH 101	Fashion Industry and Marketing
DE	FASH 102	Fashion Design Analysis
DE	FASH 103	Textiles
DE synch	GRPH 112	Digital Imagery
DE synch	GRPH 117	Typography
DE synch	GRPH 129	Digital Tools for Visual Media
DE synch	GRPH 130	3D Modeling for Production
DE	INTD 170	Interior Design
DE	INTD 171	Interior Design Materials
DE	NURS 300	CNA Acute Care Aid
DE sync only	PD 7000	College Success Strategies for Noncredit Students
DE sync only	PD 7001	Noncredit Bridge to Credit Seminar
ERT	PE 118	Indoor Cycling

**REQUEST FOR GRADUATION REQUIREMENTS and CSU/UC GENERAL EDUCATION**

Prefix & Number	Course Title	GE Area/Graduation Requirement
ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom	AHC GE Category 3 Humanities CSU GE D3 Ethnic Studies /D7 Interdisciplinary Social or Behavioral Science IGETC 4C Ethnic Studies MCGS
GEOL 111	Historical Geology	AHC GE Category 1 Natural Science CSU GE B1 Physical Science

CSU GE B3 Laboratory Activity  
IGETC 5A Physical Science

PE 118	Indoor Cycling	Health & Wellness Area 1: Physical Fitness
FASH 104	Historic Fashion/Costume	AHC GE Category 3 Humanities IGETC Area 3B Humanities AHC Multicultural/Gender Studies

**NEW AND MODIFIED REQUISITES**  
**Effective 2022/2023**

Prefix & Number	Course Title	Requisites
CA 120/FCS 120	Principles of Foods 1	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.
CA 121	Basic Baking and Pastry	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.
CA 325	Specialty Cakes	Prerequisite/Corequisite: CA 124 Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. Advisory: CA 120
CHEM 120	Introductory Chemistry	Remove: Prerequisite: MATH 313 and MATH 314 Prerequisite: MATH 311 or MATH 309
CHEM 150	General Chemistry 1	Prerequisite: MATH 309
DANC 110	Modern Dance I (OLD: Beginning Modern Dance)	Remove ENGL 514 advisory
DANC 111	Modern Dance II (OLD: Intermediate Modern Dance)	Remove ENGL 513 advisory
DANC 120	Ballet Dance I (OLD: Beginning Ballet)	Remove ENGL 514 advisory
DANC 121	Ballet Dance II	Remove ENGL 543 advisory

DANC 125	Ballet Dance III (OLD: Advanced Ballet)	Remove ENGL 514 advisory
DANC 130	Jazz Dance I (OLD: Beginning Jazz)	Remove ENGL 514 advisory
DANC 131	Jazz Dance II (OLD: Intermediate Jazz)	Remove ENGL 514 advisory
DANC 133	Hip Hop Dance I (OLD: Hip Hop Dance)	Remove ENGL 514 advisory
DANC 135	Jazz Dance III (OLD: Advanced Jazz)	Remove ENGL 514 advisory
DANC 138	Hip Hop Dance II (OLD: Intermediate Hip Hop)	Remove ENGL 514 advisory
DANC 152	Tap Dance I (OLD: Beginning Tap)	Remove ENGL 514 advisory
DANC 153	Tap Dance II (OLD: Intermediate Tap)	Remove ENGL 514 advisory
DANC 156	Techniques for Stretch & Wellness (OLD: Techniques for Stretch)	Remove ENGL 514 advisory
FASH 102	Fashion Design Analysis	Clarify advisory: Remove “eligibility for” ENGL 101. Retain ENGL 101.
FASH 103	Textiles	Advisory: ENGL 100
FSN 134	Food/Nutrition/Customs/Culture	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.

### MISCELLANEOUS

Proposal Type	Prefix & Number	Course Title
Text Change	CA 120	Principles of Foods 1
	CA 121	Basic Baking and Pastry
	CA 122	Advanced Baking and Pastry
	CA 123	Principles of Foods 2
	ECS 313	Science for Young Children
	ECS 314	Engineering and Technology for Young Children
	ECS 315	Math for Young Children
Course Drops	CBOT 350	Office Tech Procedures Lab
	ENGR 134	Internship Seminar

# Allan Hancock College

## Program Outline

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**Title:** Geology

**Award Type:** Associate in Science for Transfer

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The Associate in Science in Geology for Transfer degree (AS-T in Geology) will provide the foundational knowledge in Geology to students who want to earn a Baccalaureate Degree in Geology. Geology is an interdisciplinary science that seeks to study and understand the physical processes of Earth and other planets, including plate tectonics, rocks, minerals, earthquakes, volcanoes, the fossil record and Earth's history and past climate, and natural geological resources. The curriculum in the Geology program is designed to provide the transfer student with the tools to successfully complete a bachelor's degree in Earth Science, Geology, or Geophysics. Students who complete the Associate in Science Degree in Geology for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed.

### Associate Degree for Transfer Program Requirements

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

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

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

3. Obtainment of a minimum grade point average of 2.0

4. Minimum grade of C or P grade for each course in the major

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### The graduate of the Associate in Science for Transfer in Geology will:

Recognize and explain the role of fundamental geologic principles, such as plate tectonic theory and deep time, in the interpretation of observed geologic phenomena.

Research, evaluate, and cite scientific information in order to formulate coherent summaries of earth processes. Interpret geologic processes using underlying chemical properties and physical laws.

Evaluate ideas about the natural universe using testable methodology, differentiate between scientific and non-scientific information, and demonstrate understanding of the scientific method by designing a valid scientific inquiry.

Apply knowledge of current geologic processes to the understanding of Earth's past geologic history. Evaluate and analyze contemporary geologic problems including the implications of human activities on geologic resources.

### Program Requirements

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#### Required core courses

**Units: 26**

CHEM150	General Chemistry 1	5
CHEM151	General Chemistry 2	5
GEOL100	Physical Geology	4
GEOL111	Historical Geology	4
MATH181	Calculus 1	4
MATH182	Calculus 2	4

#### Total Program Units

**26**

## New Credit Program Proposal: Geology - Associate in Science for Transfer

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**Program Title** Geology

**Department** Life & Physical Sciences

**Discipline** GEOL

**Award Type** Associate in Science for Transfer

**Date Reviewed Semester** Spring

**Year** 2021

**Program Goal** Transfer

**Does award also prepare students for transfer?** Yes

**Proposed Start** 08/22/2022

**Other**

**Justification/Need for New or Modified Program**

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

Meet Community College Mission for transfer by providing an Associate Degree for Transfer in Geology.

NOTE: Program submission to the CCCCO dependent upon approval of the new course proposal for GEOL 111 and then approval for C-ID GEOL 111.

**Proposed Program Mission Statement**

Provide guarantee transfer to California State University campuses for Geology bachelor degree programs that deem the Geology Transfer Model Curriculum "similar".

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### Contributor

Abel, Sean

DeGroot, Dave

Hadley, Wendy

Schroeder, Feride

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### Program Goals and Objectives

The goal of the program is to provide students with geology principles that are necessary for transfer into bachelor degree programs at the California State University campuses.

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

Program requirements are based on the Transfer Model Curriculum (TMC).

**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.**

Meets the California Master Plan for transfer - program requirements are based on the Transfer Model Curriculum (TMC).

### Enrollment and Completer Projections

**Enter estimated number of program completers:** 10

### What were the enrollment projections based on?

Interest expressed by students when hearing about a future Associate Degree for Transfer in Geology.

### Place of Program in Existing Curriculum

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

No duplications. The program will require one new course. The course is being submitted concurrently with this new program submission.

Similar Programs in the Service Area

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

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

**Faculty persons contacted at colleges offering similar programs.**

N/A

### Adequate Resources

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

Lab Equipment

Qualified Staff

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

Adequate

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

Plan to hire a new full-time Geology/Physical Science instructor starting in Fall 2021. Dr. Feride Schroeder is our current part-time Geology instructor.

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

Adequate

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

Lecture and lab classrooms.

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

Adequate

### Catalog Description

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

The Associate in Science in Geology for Transfer degree (AS-T in Geology) will provide the foundational knowledge in Geology to students who want to earn a Baccalaureate Degree in Geology. Geology is an interdisciplinary science that seeks to study and understand the physical processes of Earth and other planets, including plate tectonics, rocks, minerals, earthquakes, volcanoes, the fossil record and Earth's history and past climate, and natural geological resources. The curriculum in the Geology program is designed to provide the transfer student with the tools to successfully complete a bachelor's degree in Earth Science, Geology, or Geophysics. Students who complete the Associate in Science Degree in Geology for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed.

### Associate Degree for Transfer Program Requirements

1. Completion of 60 semester units that are eligible for transfer to the California State University, including one of the following:
  - a) Completion of the California State University General Education Breadth (CSU GE)
  - or
  - b) Intersegmental General Education Transfer Curriculum (IGETC) [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College general education pattern.]
2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
3. Obtainment of a minimum grade point average of 2.0
4. Minimum grade of C or P grade for each course in the major

**Program Completion Requirements** - Aligns with Geology Transfer Model Curriculum (TMC).

CHEM 150 General Chemistry 1 5 units

CHEM 151 General Chemistry 2 5 units

GEOL 100 Physical Geology 4 units

GEOL 111 Historical Geology 4 units

MATH 181 Calculus 1 4 units

MATH 182 Calculus 2 4 units

TOTAL MAJOR units 26

Program Learning Outcomes (PLO)

1. **Recognize and explain the role of fundamental geologic principles, such as plate tectonic theory and deep time, in the interpretation of observed geologic phenomena.**
2. **Research, evaluate, and cite scientific information in order to formulate coherent summaries of earth processes.**
3. **Interpret geologic processes using underlying chemical properties and physical laws.**
4. **Evaluate ideas about the natural universe using testable methodology, differentiate between scientific and non-scientific information, and demonstrate understanding of the scientific method by designing a valid scientific inquiry.**
5. **Apply knowledge of current geologic processes to the understanding of Earth's past geologic history.**
6. **Evaluate and analyze contemporary geologic problems including the implications of human activities on geologic resources.**

## Supporting Documents

**Attached File**

AHC and Geology TMC.doc

**I have attached all supporting documents** Yes**I have attached the Chancellor's Office New Program Proposal Narrative** Yes**Library Resources****Percentage of courses offered distance learning**

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

**The college has sufficient instructional resources presently available for support of this course.** No**The college instructional resources are not presently adequate to support the teaching of this course.** Yes**Approximate cost of additional materials and equipment to implement new curriculum:** 680.00**Additional comments:****Feasibility Analysis - Dean's Page****Program Title** Geology**Top Code** 1914.00 - Geology**CIP Code** 40.0601: Geology/Earth Science, General.**Lecture Load****Lab Load****Total Workload** 0.000**New Faculty****New Equipment Needs****Facilities/Repairs****New Support Staff****Library Materials****Other****Total Fiscal Impact** 0.00**Gainful Employment**

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

**Feasibility Analysis**

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

This aligns with the AHC and CCC mission of transfer education. There are many careers available to geologists in fields including environmental geology and geoscience, pollution control, glacial geology, geological surveying, water supplies, engineering geology, ground investigation, geochemistry, volcanology, field seismology and geotechnical engineering.

**Course Review Date****Program Review Date** 01/27/2021**The program is feasible:****The program is not feasible:****Funding Source/Plan****Transfer Documentation****The Transfer GE Worksheet is completed and attached** No**Is the degree based on Transfer Model Curriculum?** Yes**Template is completed and attached** Yes**Transfer Documentation is attached, as specified in the template** No**Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more)** No

**Special Dates****Instructional Services****Date Reviewed Semester** Spring 2021**Catalog Term** 2022/2023**Top Code** 1914.00 - Geology**Program Control APP Chair:** 11/22/2021 **Originator** Wise, Ashley**Origination Date:** 01/27/2021**Comments****DE %:** 33.33%**CCCCO Entry****College has Submitted with C-ID Descriptors:****Program Goal:** Transfer**TOP Code:** 1914.00 - Geology**Units for Degree Major/Emphasis (Minimum): 26 Units for Degree Major/****Emphasis (Maximum): 26 Total Units (Minimum): 60****Total Units (Maximum):60****Annual Completers:****Faculty Workload:** 0.000**New Faculty Position****New Equipment****New/Remodeled Facilities****Library Materials:** 680.00**Gainful Employment****Net Annual Labor Demand****Program Review Date** 01/27/2021**Apprenticeship****District Governing Board Approval Date**

# Allan Hancock College<sup>63</sup>

## Program Outline

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**Title:** Media Arts: Graphic Design (Transfer Option)

**Award Type:** Associate in Science

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The Media Arts: Graphic Design (Transfer Option) program provides a clear pathway for transfer students interested in further studies toward a California State University (CSU) baccalaureate degree in Art and Fine Arts with an emphasis in Graphic Design. The curriculum includes lower-division foundational art courses, lower-division graphic design specific courses. It is designed to develop visual literacy skills, technical skills, plus opportunities for creative thinking and portfolio development for transfer.

Transfer requirements include completion of 60-semester units that are eligible for transfer to California State Universities, including the following: A) The completion of the Intersegmental General Education Transfer Curriculum (IGETC) OR the California State University General Education-Breadth (CSU GE). B) Allan Hancock College's graduation requirements. C) Obtainment of an overall minimum grade point average of 2.0. D) Minimum grade of "C" (or "P") for each course in the major. **This is not an Associate Degree for Transfer (ADT), ask your counselor for more information.**

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**The graduate of the Associate in Science in Media Arts: Graphic Design (Transfer Option) will:**

- Demonstrate understanding of design principles through creative processes and design thinking.
  - Develop core skills in design technology for the creation and development of artwork for digital and print media.
  - Articulate and integrate cross-disciplinary knowledge to discuss and construct effective design solutions.
- 

### Program Requirements

**A major of 24 units is required for the degree.**

**Required Core courses**

**Units: 15**

ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 on the Computer	3
or		
ART110	Design 1	3
ART120	Drawing 1	3
GRPH110	Introduction to Graphic Design	3
ART103	Art History Ancient to Medieval	3
ART104	Art History Renaissance to Modern	3

**Select two courses from the following list.**

**Units: 6**

ART122	Life Drawing 1	3
GRPH/MMAC129	Digital Tools for Visual Media	3
GRPH117	Typography	3

**Choose one course from the following list.**

**Units: 3 - 4**

ART 112	Design Color Theory	3
ART122	Life Drawing 1	3
GRPH111	Digital Imagery Lab	1
and		
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
and		
GRPH114	Digital Illustration Lab	1
GRPH118	User Interface Design	3
GRPH127	History of Graphic Design	3
GRPH115	Digital Design and Publishing	3
and		
GRPH 125	Digital Design & Publishing	3

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## New Credit Program Proposal : Media Arts: Graphic Design (Transfer Option) - Associate in Science

**Program Title** Media Arts: Graphic Design (Transfer Option)

**Department** Fine Arts

**Discipline** GRPH

**Award Type** Associate in Science

**Date Reviewed Semester** Fall

**Year** 2022

**Program Goal** CTE and Transfer

**Does award also prepare students for transfer?** Yes

**Proposed Start** 08/01/2022

### **Justification/Need for New or Modified Program**

This degree is designed for students who are interested in transferring to CSUs and obtaining their Bachelor's of Arts or Bachelor's of Fine Arts with an emphasis in Graphic Design.

This new program proposal aligns with the draft ADT for Graphics (initiated over 8 years ago and not yet approved), and includes courses that currently exist at Hancock. Recently, students who have declared Graphic Design as a major who want to transfer are being advised to switch their major to the Studio Arts ADT, which does not include coursework specific to Graphic Design. Students who complete the Studio Arts ADT can transfer to a CSU, but will have difficulty getting accepted into the Graphic Design program because of the additional portfolio requirement for that emphasis or concentration.

The goal of this degree is to facilitate transfers to CSUs and is aligned with the Guided Pathways initiative.

### **Proposed Program Mission Statement**

The Graphic Design for Transfer degree is designed for students interested in transferring to a CSU and obtaining their Bachelors of Arts or Bachelor's of Fine Arts with an emphasis on Graphic Design. The program offers students foundations in visual communication and artwork production for traditional and digital systems. The curriculum includes a solid foundation of lower-division 2-D design principles and opportunities for critical analysis and creative response and options for focused exploration in illustration, publishing, and web design.

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### **Program Goals and Objectives**

The Media Arts: Graphic Design for Transfer program is designed to prepare students for transfer to four-year university graphic design and digital media programs. Coursework includes lower division foundation arts courses and electives specific to graphic design majors. After transfer and completion of a Bachelor of Arts, or a Bachelor of Fine Arts degree, students may be employed as graphic designers, illustrators, advertising managers, art directors, special effects artists, animators, and arts educators,

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

This new program is designed to be a pathway to transfer and aligns with the draft ADT for Graphics (initiated over 8 years ago and not yet approved.) It organizes courses that already exist at Hancock and lays out a clear path for students to reduce the number of units taken in order to achieve their educational goals.

Recently, students who have declared Graphic Design as a major and are interested in transferring to a CSU have been advised by counselors to switch their major to the Studio Arts ADT. The unintended consequence is that Graphic Design students are missing opportunities to develop skills and a body of work specific to Graphic Design. Students who complete the Studio Arts ADT can transfer to a CSU, but will have difficulty getting accepted into the Graphic Design program because of the additional portfolio requirement for that emphasis or concentration.

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

This program aligns with Hancock College's mission to offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer. It also supports new legislation - Assembly Bill 928 - which requires the California State and University of California systems to establish a general education transfer process for lower-division students that identifies and expands the specific required courses students need to gain acceptance.

### **Enrollment and Completer Projections**

**Enter estimated number of program completers:**

5

### **What were the enrollment projections based on?**

This is based on a 5-year average number of students who transfer annually to study Graphic Design in the Art & Design College and in the Graphics Reproduction & Communications programs at Cal Poly - our most popular transfer institution. We also have students transfer to San Jose State University, Cal State Long Beach and Cal State Fullerton.

**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?

1. The Media Arts: Graphic Design Associate of Science degree, prepares students for entry-level jobs and provides opportunities for portfolio development. Not all of the courses in this degree align with CSU transfer requirements or have been accepted for articulation. Portfolios are a standard requirement for employment and transfer.
2. The Studio Arts ADT, prepares students who are generally interested in CSU arts programs but does not include graphic-design-specific courses necessary for CSU Graphic Design programs that have portfolio requirements.

**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.

No, this is a new program that does not exist or compete with community colleges in our service area. Cuesta only has a Certificate of Achievement in Graphic Design. SBCC has an Associate of Arts in Graphic Design, but neither offers the transfer pathway that this does. Hancock College, Cuesta College, and Santa Barbara City College offer the Studio Arts ADT, but this degree is not the same as those.

**Faculty persons contacted at colleges offering similar programs.**

Mandy Schuldt, Graphic Design Faculty at SBCC

**Adequate Resources**

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

Lab Equipment  
Media Equipment  
Qualified Staff  
Instructional Supplies  
Software/Technology

**Other Yes****Please specify**

Other - support from Counseling faculty.

**Are these adequate? If no, describe the type of additional resources that will be needed. Yes****List qualified faculty members who will be available to teach the program.** Graphic Design specific courses: Nancy Jo Ward, Mandy Schuldt, Brian Tippett

Fine Arts specific courses: Adrienne Allebe, John Hood, Patrick Trimbath, Laura-Susan Thomas

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

As we recruit more students, we may need to recruit additional part-time faculty in the future. There is currently a job listed in HR for recruiting a pool of Graphic Design faculty.

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

Graphic Design facilities include a computer lab - O-308 is equipped with 29 Apple iMacs, 2 scanners, 6 22" Cintiq Interactive monitors, 1 digital press, 1 color laser printer, 2 large format inkjet printers, 2 3D printers, approx. 60 loaner laptops and 22 13" Cintiq portable drawing tablets. Classroom technology includes an Apple iMac teaching station, OWC docking hub connected to a sound system, data projector, cameras, student microphone, and Zoom Cart. Adjacent to the lab is the lecture and fabrication classroom - O-309 is equipped with tables and chairs for 25 students, 4 sets of flat files for art, 2 light tables, a professional mat cutter, and a professional board cutter for hand-crafting/manufacturing in the classroom. Classroom technology includes an Apple iMac teaching station, OWC docking hub connected to a sound system, data projector, cameras, student microphone, and Zoom Cart. We also have a nearby storage area for bindery, paper supplies, and other equipment that is necessary for the program.

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

Yes, the new Fine Arts building is currently being constructed. The Graphic Design classrooms are a bit smaller, but should serve this program adequately.

**Catalog Description**

The Media Arts: Graphic Design (Transfer Option) program provides a clear pathway for transfer students interested in further studies toward a California State University (CSU) baccalaureate degree in Art and Fine Arts with an emphasis in Graphic Design. The curriculum includes lower-division foundational art courses, lower-division graphic design specific courses. It is designed to develop visual literacy skills, technical skills, plus opportunities for creative thinking and portfolio development for transfer.

Transfer requirements include completion of 60-semester units that are eligible for transfer to California State Universities, including the following: A) The completion of the Intersegmental General Education Transfer Curriculum (IGETC) OR the California State University General Education-Breadth (CSU GE). B) Allan Hancock College's graduation requirements. C) Obtainment of an overall minimum grade point average of 2.0. D) Minimum grade of "C" (or "P") for each course in the major. **This is not an Associate Degree for Transfer (ADT), ask your counselor for more information.**

**Program Learning Outcomes (PLO)**

1. Demonstrate understanding of design principles through creative processes and design thinking.
2. Develop core skills in design technology for the creation and development of artwork for digital and print media.
3. Articulate and integrate cross-disciplinary knowledge to discuss and construct effective design solutions.

**A major of 24 units is required for the degree.**

**Required Core courses**

ART 108 - Design 1 on the Computer 3.000 - 0.000

or

GRPH 108 - Design 1 on the Computer 3.000 - 0.000

ART 110 - Design 1 3.000 - 0.000

ART 120 - Drawing 1 3.000 - 0.000

GRPH 110 - Introduction to Graphic Design 3.000 - 0.000

ART 103 - Art History Ancient to Medieval 3.000 - 0.000

ART 104 - Art History Renaissance to Modern 3.000 - 0.000

**Select two courses from the following list.**

ART 122 Life Drawing 1 3.000 - 0.000

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000

or

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000

GRPH 117 Typography 3.000

**Choose one course from the following list.**

ART 112 Design Color Theory 3.000 - 0.000

ART 122 Life Drawing 1 3.000 - 0.000

GRPH 111 Digital Imagery Lab 1.000 - 0.000

and

GRPH 112 - Digital Imagery 3.000 - 0.000 \*

GRPH 113 Digital Illustration 3.000 - 0.000

and

GRPH 114 Digital Illustration Lab 1.000 - 0.000

GRPH 118 User Interface Design 3.000 - 0.000

GRPH 127 History of Graphic Design 3.000 - 0.000

GRPH 115 Digital Design and Publishing 3.000 - 0.000

and

GRPH 125 Digital Design & Publishing Lab 1.000

## CTE Documentation

SOC Codes <https://www.onetonline.org/find/> (<https://www.onetonline.org/find/>)

11-2011 Advertising and Promotions Managers=

15-1255 Web and Digital Interface Designers=

27-1011 Art Directors

27-1014 Special Effects Artists and Animators=

27-1024 Graphic Designers

27-4032 Film and Video Editors

## Gainful Employment Yes

## Apprenticeship No

## Labor Market Information (LMI) and Analysis

Nationally, the employment of graphic designers is projected to grow 5 % from 2020 to 2030. Source: CareerOneStop

Despite limited employment growth, about 23,900 openings for graphic designers are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

As companies continue to increase their digital presence, graphic designers may be needed to help create visually appealing and effective layouts of websites.

2020 COE Regional Overview indicates that there is an under supply of labor demand for the ICT/Digital Media Sector. Key findings:

- Of the 12 occupations (SOC codes) analyzed for the ICT and Digital Media sector, there is a labor market demand of 1,440 annual job openings, a program supply of 547 awards, which creates a=sector supply gap of 893 awards. Ten out of the twelve ICT and Digital Media middle-skill jobs in South Central Coast have supply gaps.
- 66% of the annual regional demand for Graphic Designers is from CCCs in our region. That is 113 out of a demand of 171. The supply from for-profit schools has impacted our local supply, and=saddles the non-CCC students with tens of thousands of dollars of debt annually.

November 2020 COE Resilient Jobs Report indicates that ICT/Digital Media is a pandemic resilient job from March - August 2020.

### 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:*

58

### Advisory Committee Members

Mr. Allen Battino

Mr. Gustavo Borner

Mr. John Buonamassa

Mr. Dominic "Paul" Camardella

Ms. Gina Cinardo

Mr. Aaron Cribbs

Mr. Tony de la Riva

Dr. Christopher Diaz

Mr. Kirk Evans

Ms. Theresa Gingras

Mr. Jacob Gustufson

Mr. Glenn Hiramatsu

Mr. Christopher Hite

Mr. Kam Jacoby

Mr. James Jepsen

Mr. Brian Lawler

Ms. Genevieve Moore

Mr. Robert Oliver

Ms. Melissa Ormonde-Guzman Ms. Mia Relyea

Ms. Mandy Schuldt

Ms. Sneha Shukla

Mr. Michael Specchierla

Mr. Steve Talkowski

Mr. Brian Tippitt

Mr. Mark van de Kamp

Ms. Nancy Jo Ward

Mr. Timothy Webb

Mr. Mark Velasquez

Mr. Neil Hebert

Ms. Erin Cosgrove

Mr. Michael Brajkovich

Mr. Shane Anderson

Mr. Jeff Barnes

### Advisory Committee Recommendations

#### Summary of Recommendations

General recommendations are to prepare students for entry level jobs, develop CWE and internships, and to facilitate graduates and transfers to CSUs. Brian Lawler, professor emeritus Cal Poly stated that Cal Poly has spaces reserved for AHC graduates; if they qualify by completing their GE classes, there are spots held for them in the Graphic Reproduction & Communication (GRC) department. He is impressed with the students who AHC Graphic Design professors have cultivated and nurtured. The transfer students are standouts immediately because of the training. Cal Poly wants more AHC students as transfers. Employment research shows that 62% of employers are looking for design students with Bachelors of Arts or Bachelors of Fine Arts degrees.

**Include Advisory Committee Minutes with Attachments:** Yes

## Attached Files

COE-Resilient-Jobs-Report\_SCC\_Nov2020.pdf48.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1038)=SCCRC-Sector-Analysis-Overview\_2020\_COE-LMI (2).pdf (/Form/Program/\_DownloadFile/582/10?fileId=1039)=Media Arts Advisory Committee - Notes 4-22-21.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1040)  
 Graphic Art & Design LMI CA+SB+SLO.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1041)  
 Web Designer LMI CA+SB+SLO.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1042)  
 Cuesta College Graphic Design Certificate of Achievement.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1043)=  
 SBCC Graphic Design Associate in Arts (AA).pdf (/Form/Program/\_DownloadFile/582/10?fileId=1044)  
 Program Narrative CTE Graphic Design for Transfer.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1057)=  
 ASSIST AHC to Cal Poly - Arts.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1058)  
 ASSIST AHC to CSU East Bay - Design.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1059)  
 ASSIST AHC to CSU Fullerton - Graphic & UI.pdf (/Form/Program/\_DownloadFile/582/10?fileId=1060)

I have attached all supporting documents Yes

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

## Library Resources

## Percentage of courses offered distance learning

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

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

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

## Approximate cost of additional materials and equipment to implement new curriculum

745.00

## Additional comments:

Based on the library's research, we recommend the purchase of the adopted textbooks for an approximate cost of \$745.

## Feasibility Analysis - Dean's Page

**Program Title** Media Arts: Graphic Design (Transfer Option)      **Top Code** 1030.00 - Graphic Art and Design\*      **CIP Code:** 50.0409: Graphic Design.

**Lecture Load**

**Lab Load**

**Total Workload** 0.000

**New Faculty**

**New Equipment Needs**

**Facilities/Repairs**

**New Support Staff**

**Library Materials**

**Other**

**Total Fiscal Impact** 0.00

## Gainful Employment

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

This proposal supports the AHC mission, the CCC mission, and will assist students who wish to transfer.

**Course Review Date:**

**Program Review Date:**

**The program is feasible:**

The program is feasible as no additional costs are anticipated due to the fact that all program courses currently exist and are frequently offered.

## Funding Source/Plan

No additional funding will be necessary

**Transfer Documentation**

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

**The Transfer GE Worksheet is completed and attached** No

**Is the degree based on Transfer Model Curriculum?** No

**Template is completed and attached** No

**Transfer Documentation is attached, as specified in the template** No

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

**Instructional Services**

**Date Reviewed Semester** Fall 2021 **Catalog**

**Term:** 2022/2023

**Top Code** 1030.00 - Graphic Art and Design\*=  
**Program Control Number**

**APP Chair:** 11/22/2021

**Originator** Ward, Nancy Jo

**Origination Date:** 10/13/2021

**Comments**

**DE %:** 76.19%

**College has Submitted with C-ID Descriptors Program Goal** CTE and Transfer

**TOP Code** 1030.00 - Graphic Art and Design

**Units for Degree Major/Emphasis (Minimum):**

**Units for Degree Major/Emphasis (Maximum):**

**Total Units (Minimum):**

**Total Units (Maximum):**

**Annual Completers:**

**Faculty Workload:** 0.000

**New Faculty Position:**

**New Equipment:**

**New/Remodeled Facilities**

**Library Materials:** \$745.00

**Gainful Employment:** Yes

**Net Annual Labor Demand:** 58

**Program Review Date:**

**Apprenticeship:** No

**District Governing Board Approval Date:**

# Allan Hancock College<sup>70</sup> Program Outline

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**Title:** Music, Associate in Arts for Transfer

**Award Type:** Associate in Arts for Transfer

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The Associate in Arts in Music for Transfer degree (AA-T in Music) provides students with the foundational knowledge to make a successful transition into a Baccalaureate degree in Music at any of the CSU campuses. Students develop musical proficiency in theory, musicianship and performance on their primary instrument or voice.

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**The graduate of the Associate in Arts for Transfer in Music, Associate in Arts for Transfer will:**

- Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.
  - Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
  - Perform in an ensemble with a diverse group of people, including those of a variety of performance abilities and backgrounds.
  - Demonstrate an understanding of the fundamental aspects and principles of music, including but not limited to: music theory, notation, chord structures, form, instrumental/vocal technique, performances practices.
  - Demonstrate proficiency in the dictation and sight singing of tonal music.
  - Demonstrate proficiency in the analysis and composition of tonal music.
  - Demonstrate proficiency in the rehearsal, collaboration, and performance of music across a wide range of compositional styles and in a variety of venues.
- 

## Program Requirements

**A major of 22 units is required for the degree.**

**18 units is required for the core requirements.**

**Units: 18**

MUS111	Music Theory 1	4
MUS112	Music Theory 2	4
MUS113	Music Theory 3	4
MUS114	Music Theory 4	4
MUS170	Applied Music	2

**Units: 4**

**Select 4 units from the following courses. Voice students should pick from the 130 series and instrumental students should pick from MUS 140 or MUS 151. NOTE: all courses are repeatable up to three times.**

MUS130	Mixed Ensemble	1
or		
MUS132	Masterworks Chorale	1
or		
MUS133	Chamber Voices	1
or		
MUS137	Concert Chorale	1
or		
MUS140	Symphonic Band	1
or		
MUS151	Concert Band	1

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## New Credit Program: Music, Associate in Arts for Transfer - Associate in Arts for Transfer

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**Program Title** Music, Associate in Arts for Transfer

**Department** Fine Arts

**Discipline** MUS

**Award Type** Associate in Arts for Transfer

**Date Reviewed Semester** Fall

**Year** 2021

**Program Goal** Transfer

**Does award also prepare students for transfer?** Yes

**Proposed Start** 08/15/2022

**Other**

For implementation Fall 2022.

**Justification/Need for New or Modified Program**

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

The Associate in Arts in Music for Transfer degree (AA-T in Music) will provide the foundational knowledge to students who want to earn a Baccalaureate Degree in Music. This degree is in compliance with the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) and guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. Upon completion of the associate degree for transfer, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students will be given priority consideration when applying to a particular program that is similar to the student's community college area of emphasis.

**Proposed Program Mission Statement**

The Music area at Allan Hancock College offers a comprehensive program designed to provide a wide variety of musical experience for both the general college student, and the student seeking a career as a professional musician. It provides the music major with a thorough basis in the creative (theory, composition, interpretation) and interpretive (performance, applied music, history, and appreciation) process.

The facilities at Allan Hancock College feature the finest in performance and rehearsal areas, no-cost use of musical instruments, individual practice rooms, and an array of special resources and equipment designed to aid students in their musical studies and achievements.

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**Contributor**

Anderson, Shane

DeGroot, Dave

Diaz, Christopher

Hood, John

Solorio, Jesus

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**Program Goals and Objectives**

The Music area at Allan Hancock College offers a comprehensive program designed to provide a wide variety of musical experience for both the general college student, and the student seeking a career as a professional musician. It provides the music major with a thorough basis in the creative (theory, composition, interpretation) and interpretive (performance, applied music, history, and appreciation) process.

The facilities at Allan Hancock College feature the finest in performance and rehearsal areas, no-cost use of musical instruments, individual practice rooms, and an array of special resources and equipment designed to aid students in their musical studies and achievements.

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

Curriculum was developed based on the Music Transfer Model Curriculum (TMC.) Purpose is to develop a local Music AA-T program.

**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.**

Legally required by SB440 to develop an AA-T in music.

**Enrollment and Completer Projections**

**Enter estimated number of program completers:**

18

**What were the enrollment projections based on?**

Data from similar programs at other California Community Colleges.

**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?**

**Similar Programs in the Service Area**

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

Santa Barbara City College and Cuesta have a Music AA-T.

**Faculty persons contacted at colleges offering similar programs.****Adequate Resources**

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

Lab Equipment  
Media Equipment  
Qualified Staff  
Instructional Supplies  
Software/Technology

**Other** Yes

**Please specify**

Need additional faculty to instruct specific instruments.

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

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

FINISH Nichole Dechaine, Christopher Diaz, Chad Ruel,

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

No, need additional faculty. We can intimate the program with current faculty as the program grows.

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

Fine Arts Building

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

Yes

**Catalog Description**

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

The Associate in Arts in Music for Transfer degree (AA-T in Music) provides students with the foundational knowledge to make a successful transition into a Baccalaureate degree in Music at any of the CSU campuses. Students develop musical proficiency in theory, musicianship and performance on their primary instrument or voice.

**Program Completion Requirements**

To earn this degree, students must complete the following requirements:

1. All department (Music major) requirements (26 semester units) with a C or better or P in each course
2. The Intersegmental General Education Transfer Curriculum (IGETC-CSU)
3. A minimum of 60 CSU transferable semester units
4. Maintain a minimum cumulative CSU transferable GPA 2.0
5. A minimum of 12 units through Allan Hancock College

**Program Learning Outcomes (PLO)**

1. **Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.**
2. **Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.**
3. **Perform in an ensemble with a diverse group of people, including those of a variety of performance abilities and backgrounds.**
4. **Demonstrate an understanding of the fundamental aspects and principles of music, including but not limited to: music theory, notation, chord structures, form, instrumental/vocal technique, performances practices.**
5. **Demonstrate proficiency in the dictation and sight singing of tonal music.**
6. **Demonstrate proficiency in the analysis and composition of tonal music.**
7. **Demonstrate proficiency in the rehearsal, collaboration, and performance of music across a wide range of compositional styles and in a variety of venues.**

## Program Requirements

73

Required core (18 units):

MUS 111 Music Theory 1	4 units
MUS 112 Music Theory 2	4 units
MUS 113 Music Theory 3	4 units
MUS 114 Music Theory	4 units
MUS 170 Applied Music	2 units

Select 4 units from the following courses. Voice students should pick from the 130 series and instrumental students should pick from MUS 140 or MUS 151.  
NOTE: all courses are repeatable up to three times

MUS 130 Mixed Ensemble	1 unit
or MUS 132 Masterworks Chorale	1 unit
MUS 133 Chamber Voices	1 unit
MUS 137 Concert Chorale	1 unit
MUS 140 Symhonic Band	1 unit
MUS 151 Concert Band	1 unit

## CTE Documentation

## Supporting Documents

Attached File

TMC Template for Music.pdf (/Form/Program/\_DownloadFile/581/10?fileId=1030)

Allan Hancock College AA-T Narrative.docx (/Form/Program/\_DownloadFile/581/10?fileId=1031) Santa Barbara City College AA-T.docx (/Form/Program/\_DownloadFile/581/10?fileId=1036) Cuesta College AA-T.docx (/Form/Program/\_DownloadFile/581/10?fileId=1037)

**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

0.00

### Additional comments:

Based on the library's research, no purchases are recommended at this time.

### Feasibility Analysis - Dean's Page

**Program Title** Music, Associate in Arts for Transfer

**Top Code** 1004.00 - Music

**CIP Code** 50.0901: Music, General.

**Lecture Load**

**Lab Load**

**Total Workload** 0.000

**New Faculty**

**New Equipment Needs**

**Facilities/Repairs**

**New Support Staff**

**Library Materials**

**Other**

**Total Fiscal Impact** 0.00

### Gainful Employment

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

### Feasibility Analysis

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

The program supports the AHC and CCC missions. It will benefit students who wish to transfer and should assist in growing the music program.

### Course Review Date

**Program Review Date**

**The program is feasible:**

The program is feasible, except for the Applied Music course. Administration and faculty are currently examining ways to teach these four 0.5 unit courses in a manner that will not have negative financial implications.

**The program is not feasible:**

Yes, but qualified above.

**Funding Source/Plan**

See feasibility statement

**Transfer Documentation**

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

**The Transfer GE Worksheet is completed and attached** No

**Is the degree based on Transfer Model Curriculum?** Yes

**Template is completed and attached** Yes

**Transfer Documentation is attached, as specified in the template** No

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

Codes

**Special Dates**

**Date Reviewed Semester** Fall 2021

**Catalog Term 2022/2023 Top Code** 1004.00 - Music Program

**Control Number**

**APP Chair** 11/22/2021

**Originator** Dechaine, Nichole

**Origination Date** 09/19/2021

**Comments**

**DE %:** 90.91%

**College has Submitted with C-ID Descriptors Program Goal** Transfer

**TOP Code** 1004.00 - Music

**Units for Degree Major/Emphasis (Minimum) :** 22

**Units for Degree Major/Emphasis (Maximum):** 22

**Total Units (Minimum)**

**Total Units (Maximum)**

**Annual Completers**

**Faculty Workload** 0.000

**New Faculty Position**

**New Equipment**

**New/Remodeled Facilities**

**Library Materials** 0.00

**Gainful Employment**

**Net Annual Labor Demand**

**Program Review Date**

**Apprenticeship**

**District Governing Board Approval Date**

# Allan Hancock College<sup>75</sup> Program Outline

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**Title:** Viticulture Level 2

**Award Type:** Certificate of Achievement 16 or more semester units

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This viticulture level 2 certificate of achievement is designed for students who completed viticulture level 1 certificate of achievement in preparation for intermediate careers in vineyard management, vineyard pest management, vineyard irrigation, fertilizer sales, and management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard supervisor, vineyard foreperson, or assistant vineyard manager.

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**The graduate of the Certificate of Achievement 16 or more semester units in Viticulture Level 2 will:**

- Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
  - Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.
  - Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
  - Understand possibilities for assessing and applying sustainable ecological vineyard practices.
- 

## Program Requirements

**Units: 23**

**A total of 35 units is required for this Level 2 certificate of achievement including the 23 units from Level 1.**

**Required core courses (9 units):**

**Units: 9**

VEN314	Organic/Biodynamic Winegrowing	3
VEN315	Fertilizers and Plant Nutrition	4
VEN325	Vineyard Equipment Practices	2

**Plus a minimum of 3 units from the following:**

**Units: 3**

VEN140	Viticulture Operations 4	3
VEN141	Viticulture Operations 5	3
VEN142	Viticulture Operations 6	1
AG149	Cooperative Work Experience: Occupational	1 - 8

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**Total Program Units**

**35**

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## New Credit Program Proposal: Viticulture Level 2 - Certificate of Achievement 16 or more semester units

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**Program Title** Viticulture Level 2

**Department** Life & Physical Sciences

**Discipline** VEN

**Award Type** Certificate of Achievement 16 or more semester units

**Date Reviewed Semester** Fall

**Year** 2020

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

**Does award also prepare students for transfer?** No

**Proposed Start** 08/10/2021

**Other**

### **Justification/Need for New or Modified Program**

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

This program is being expanded and separated into three stacked certificates. This is a new certificate that encompasses some of the courses from the previously offered certificate. This is the second of the stacked certificates and is intended to focus on intermediate skills and first level management skills in a vineyard.

### **Proposed Program Mission Statement**

The Viticulture & Enology program offers courses mainly in the area of viticulture and enology, providing excellent college-level education and hands-on experience conducting students to obtain an Associate Degree or Certificates, transfer to four-year institutions, or expand their knowledge and practice experience in these areas.

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Co-Contributor

DeGroot, Dave

### **Program Goals and Objectives**

The goal of this program is to provide students with skills and knowledge for intermediate, ongoing employment in the viticulture industry in positions such as vineyard supervisor, vineyard foreperson, or assistant vineyard manager. This is achieved through courses designed to introduce students to expanding ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars as well as to understand viticultural activities and processes in final grapes produced, how these processes might impact wines, including yearly activities and grapevine phenology describing alternatives to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.

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

This certificate is being created to include the essential elements of intermediate workforce development for those interested in working in vineyard management. It is the second of three stackable certificates.

#### **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.**

Technical expertise and knowledge are at the forefront of what the Allan Hancock College Viticulture Program attempts to develop and instill in its students. Through a variety of courses, students engage in the study and practice of positions within the viticulture industry. This provides them the opportunity to develop a critical awareness of the discipline and the industry.

This program proposal clarifies the pathway through our Viticulture and is in congress with the college's mission to support the "creative, intellectual, cultural, and economic vitality of our diverse community" and the larger college educational masterplan of providing "focused" learning for the students we serve, as well as providing a path to "life long learning" as envisioned by the mission statement of the California Community College system.

### **Enrollment and Completer Projections**

**Enter estimated number of program completers:**15

**What were the enrollment projections based on?** Previous years of course offerings.

### **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 is a modification of an existing certificate in that the original certificate is being streamlined/reduced and three stackable, focused certificates are being added.

### **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 similar programs available at area community colleges.

**Faculty persons contacted at colleges offering similar programs.** N/A

**Adequate Resources**

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

Lab Equipment  
Media Equipment  
Qualified Staff  
Instructional Supplies  
Software/Technology

**Please specify**

Current equipment is adequate as this certificate is constructed from existing courses.

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

Yes

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

Alfredo Koch, Richard Fuller

**Is this adequate? If no, list additional faculty and/or staff resource needs. Yes****What type of facilities/classroom are available for this program?**

Lecture classrooms and the campus vineyard.

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

No. We currently borrow space from other departments. We anticipate a more dedicated space for AG/VEN when the STEM and MESA centers move to their new facilities.

**Catalog Description**

This viticulture level 2 certificate of achievement is designed for students who completed viticulture level 1 certificate of achievement in preparation for intermediate careers in vineyard management, vineyard pest management, vineyard irrigation, fertilizer sales, and management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard supervisor, vineyard foreperson, or assistant vineyard manager.

**Program Completion Requirements**

A total of 35 units is required for this certificate including Viticulture Level 1-Certificate of Achievement (23 units)

Required core courses (9 units):

VEN314	Organic/Biodynamic Winegrowing	3
VEN315	Fertilizers and Plant Nutrition	4
VEN325	Vineyard Equipment Practices	2

**Plus a minimum of 3 units from the following:**

VEN140	Viticulture Operations 4	3
VEN141	Viticulture Operations 5	3
VEN142	Viticulture Operations 6	1
AG149	Cooperative Work Experience: Occupation	1 - 8

Total Program Units **35**

**Program Learning Outcomes (PLO)**

1. Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
2. Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.
3. Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
4. Understand possibilities for assessing and applying sustainable ecological vineyard practices.

## CTE Documentation

## SOC Codes

<https://www.onetonline.org/find/> (<https://www.onetonline.org/find/>)

- 11-9013 Farmers, Ranchers, and Other Agricultural Managers
- 19-1012 Food Scientists and Technologists
- 45-1011 First-Line Supervisors of Farming, Fishing, and Forestry Workers

**Gainful Employment** Yes**Apprenticeship** No**Labor Market Information (LMI) and Analysis**

According to the Wine Institute, California makes 90% of all US wine and is the world's 4 th largest producer with 4,100 bonded wineries, \$61 billion in state economic impact and 330,000 jobs in California alone.

AHC is targeting two job markets for the placement of our graduates. The first is Precision Agriculture Technicians (Standard Occupational Classification (SOC) 19-4099.02) and the second is Farmers, Ranchers and other Agricultural Managers (SOC 11-9013). The tables below summarize the workforce need and salary profile for these two job markets (From the State of California Employment Development Department)

**Workforce outlook for Precision Agriculture Technicians (2012-2022)**

Location	New or Replacement jobs	Median Hourly Pay	Median Salary
Santa Barbara County	N/A	\$28.28	\$58,811
San Luis Obispo County	N/A	\$34.05	\$70,830
Ventura County	N/A	\$28.52	\$59,317
California	4,700	\$21.48	\$44,700
National	31,600	\$21.25	\$44,200

Source: State of California Employment Development Department.

**Workforce Outlook for Farmers/ Ranchers/ Agricultural Managers (2012-2022)**

Location Rank	# of jobs)	New or replacement jobs	Median Hourly Pay	Median Salary
Santa Barbara county	1,400		\$29.26,	\$60, 858
San Luis Obispo County	5	890	\$33.01	\$68,658
Ventura County	44	220	\$32.30	\$67,182
California -	20	800	\$42.76	\$89,000
National -	150	200	\$33.71	\$70,110

Source: State of California Employment Development Department.

There is an increasing specialization in agriculture, requiring skilled personnel in a myriad of agricultural arenas. According to the Occupational Outlook Handbook, farmers, ranchers, and agricultural managers typically gained skills through work experience and had at least a high school diploma; as farm and land management has grown more complex, an associate degree in agriculture or related field is needed.

**Net Annual Labor Demand : 120****Advisory Committee Members**

Advisory board reviewed the proposals and has no recommendations.

**Summary of Recommendations**

Advisory board reviewed the proposals and has no recommendations.

**Include Advisory Committee Minutes with Attachments** Yes

**Supporting Documents**

Viticulture\_Enology\_and\_Wine\_Business\_Occupations..pdf

Labor market report for Viticulture v2.docx (/Form/Program/\_DownloadFile/520/10?fileId=674)

SCCRC Vit level 2 Narrative

**I have attached all supporting documents** Yes

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

**Library Resources****Percentage of courses offered distance learning**

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

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

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

**Approximate cost of additional materials and equipment to implement new curriculum****Additional comments:**

Based on the library's research, no purchases are recommended at this time.

**Feasibility Analysis - Dean's Page**

**Program Title** Viticulture Level 2

**Top Code** 0104.00 - Viticulture, Enology and Wine Business\*

**CIP Code** 01.0309: Viticulture and Enology.

**Lecture Load****Lab Load**

**Total Workload** 0.000

**New Faculty** 0.00

**New Equipment Needs** 0.00

**Facilities/Repairs** 0.00

**New Support Staff** 0.00

**Library Materials** 0.00

**Other** 0.00

**Total Fiscal Impact** 0.00

**Gainful Employment**

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

**Course Review Date** 04/09/2021

**Program Review Date** 04/08/2022

**The program is feasible:**

Yes, this program is feasible. This is a modification of one certificate with a large number of electives into three focused stackable certificates

**The program is not feasible:****Funding Source/Plan**

This program is supported by FTES from the courses and ancillary activities are supported by the AHC VEN Foundation

**Special Dates**

Instructional Services

**Date Reviewed Semester** Fall 2021**Catalog Term** 2021/2022**Top Code** 0104.00 - Viticulture, Enology and Wine Business\* **Program Control Number****APP Chair:** 10/28/2021**Originator** Koch, Alfredo**Origination Date:** 04/10/2020**Comments****DE %** 0.00%**College has Submitted with C-ID Descriptors****Program Goal** CTE (all non-ADT awards with CTE TOP-Codes) **TOP Code** 0104.00 - Viticulture, Enology and Wine Business\***Units for Degree Major/Emphasis (Minimum):** 35**Units for Degree Major/Emphasis (Maximum):** 35**Total Units (Minimum)****Total Units (Maximum)****Annual Completers****Faculty Workload:** 0.000**New Faculty Position****New Equipment** 0.00**New/Remodeled Facilities****Library Materials****Gainful Employment** Yes**Net Annual Labor Demand** 120**Program Review Date** 04/08/2022**Apprenticeship** No**Distance Education Percentage****District Governing Board Approval Date**

# Allan Hancock College<sup>81</sup>

## Program Outline

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**Title:** Viticulture Level 3

**Award Type:** Certificate of Achievement 16 or more semester units

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This viticulture level 3 certificate of achievement is designed for students who completed viticulture levels 1 and 2 certificates of achievement in preparation for advancing careers in vineyard management, vineyard pest management, fertilizer sales, vineyard irrigation, and mid-level management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard manager, research viticulturist, or production supervisor.

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**The graduate of the Certificate of Achievement 16 or more semester units in Viticulture Level 3 will:**

- Use basic ideas and concepts in viticulture, including biology and ecophysiology of vines and grape cultivars to work in the viticulture industry.
  - Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.
  - Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
  - Assess and apply sustainable ecological vineyard practices and modern technologies.
  - Apply and follow checks and controls (audits) to whole vineyard operations.
  - Explain and describe federal, state, and county regulations related to vineyard management including development, pesticide use, worker safety and the environment.
- 

### Program Requirements

**A total of 46 units is required for this Level 3 certificate of achievement including the 35 units from Level 2.**

**Units: 35**

**Required core courses (9 units):**

**Units: 9**

VEN101	Introduction to Winemaking/Enology	3
VEN312	Advanced Viticulture	3
VEN323	Vineyard and Winery Evaluation	3

**Plus a minimum of 2 units from the following:**

**Units: 2**

VEN140	Viticulture Operations 4	3
VEN141	Viticulture Operations 5	3
VEN142	Viticulture Operations 6	1
AG149	Cooperative Work Experience: Occupational	1 - 8

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**Total Program Units**

**46**

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## New Credit Program: Viticulture Level 3 - Certificate of Achievement 16 or more semester unit

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**Program Title** Viticulture Level 3

**Department** Life & Physical Sciences

**Discipline** VEN

**Award Type** Certificate of Achievement 16 or more semester units

**Date Reviewed Semester** Fall

**Year** 2020

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

**Does award also prepare students for transfer?** No

**Proposed Start** 08/10/2021

**Other**

**Justification/Need for New or Modified Program**

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

This program is being expanded and separated into three stacked certificates. This is a new certificate that encompasses some of the courses from the previous certificate. This is the third of the stacked certificates and is intended to focus on advancing skills and mid-level management skills in a vineyard.

**Proposed Program Mission Statement**

The Viticulture & Enology program offers courses mainly in the area of viticulture and enology, providing excellent college-level education and hands-on experience conducting students to obtain an Associate Degree or Certificates, transfer to four-year institutions, or expand their knowledge and practice experience in these areas.

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Contributor

- Abel, Sean
- DeGroot, Dave

**Program Goals and Objectives**

The goal of this program is to provide students with skills and knowledge for advancing, ongoing employment in the viticulture industry in positions such as vineyard manager, research viticulturist, or production supervisor. This is achieved through courses designed to introduce students to expanding ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars as well as the understanding of viticultural activities and processes in final grapes produced, how these processes impact the quality and taste of wines, including yearly activities and grapevine phenology describing alternatives to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.

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

This certificate is being created to include the essential elements of advancing workforce development for those interested in working in and managing vineyards. It is the third of three stackable certificates.

**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.**

Technical expertise and knowledge are at the forefront of what the Allan Hancock College Viticulture Program attempts to develop and instill in its students. Through a variety of courses, students engage in the study and practice of positions within the viticulture industry. This provides them the opportunity to develop a critical awareness of the discipline and the industry.

This program proposal clarifies the pathway through our Viticulture and is in congress with the college's mission to support the "creative, intellectual, cultural, and economic vitality of our diverse community" and the larger college educational masterplan of providing "focused" learning for the students we serve, as well as providing a path to "life long learning" as envisioned by the mission statement of the California Community College system.

**Enrollment and Completer Projections**

**Enter estimated number of program completers:**

15

**What were the enrollment projections based on?**

Previous years of course offerings.

**Place of Program in Exsisting Curriculum**

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

This is a modification of an existing certificate in that the original certificate is being streamlined/reduced and three stackable, focused certificates are being added.

Lab Equipment  
 Media Equipment  
 Qualified Staff  
 Instructional Supplies  
 Software/Technology

**Please specify**

Current equipment is adequate as this certificate is constructed from existing courses.

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

**List qualified faculty members who will be available to teach the program.** Alfredo Koch, Richard Fuller

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

**What type of facilities/classroom are available for this program?** Lecture classrooms and the campus vineyard.

**Is this adequate? If no, list the types of facility needs for this program.** No. We currently borrow space from other departments. We anticipate a more dedicated space for AG/VEN when the STEM and MESA centers move to their new facilities.

**Catalog Description**

This viticulture level 3 certificate of achievement is designed for students who completed viticulture levels 1 and 2 certificates of achievement in preparation for advancing careers in vineyard management, vineyard pest management, fertilizer sales, vineyard irrigation, and mid-level management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard manager, research viticulturist, or production supervisor.

**Program Requirements**

**A total of 46 units is required for this certificate including Viticulture Level 2-Certificate of Achievement (35 units)**

**Required core courses (9 units):**

VEN101	Introduction to Winemaking/Enology	3
VEN312	Advanced Viticulture	3
VEN323	Vineyard and Winery Evaluation	3
<b>Plus a minimum of 2 units from the following:</b>		
VEN140	Viticulture Operations 4	3
VEN141	Viticulture Operations 5	3
VEN142	Viticulture Operations 6	
AG149	Cooperative Work Experience: Occupation	1 - 8
		1

**Program Learning Outcomes (PLO)**

1. Use basic ideas and concepts in viticulture, including biology and ecophysiology of vines and grape cultivars to work in the viticulture industry.
2. Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.
3. Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
4. Assess and apply sustainable ecological vineyard practices and modern technologies.
5. Apply and follow checks and controls (audits) to whole vineyard operations.
6. Explain and describe federal, state, and county regulations related to vineyard management including development, pesticide use, worker safety and the environment.

**Gainful Employment Yes**  
**Apprenticeship**

**Labor Market Information (LMI) and Analysis**

According to the Wine Institute, California makes 90% of all US wine and is the world's 4 th largest producer with 4,100 bonded wineries, \$61 billion in state economic impact and 330,000 jobs in California alone.

AHC is targeting two job markets for the placement of our graduates. The first is Precision Agriculture Technicians (Standard Occupational Classification (SOC) 19-4099.02) and the second is Farmers, Ranchers and other Agricultural Managers (SOC 11-9013). The tables below summarize the workforce need and salary profile for these two job markets (From the State of California Employment Development Department)

Workforce outlook for Precision Agriculture Technicians (2012-2022)  
 Location New or Replacement jobs Median Hourly Pay Median Salary

Santa Barbara County	N/A	\$28.28	\$58,811
San Luis Obispo County	N/A	\$34.05	\$70,830
Ventura County	N/A	\$28.52	\$59,317
California	4,700	\$21.48	\$44,700
National	31,600	\$21.25	\$44,200

Source: State of California Employment Development Department.

Workforce Outlook for Farmers/ Ranchers/ Agricultural Managers (2012-2022)

Location Rank (# of jobs) New or replacement jobs

Location	Rank	# of jobs	Median Hourly Pay	Median Salary
Santa Barbara County	6	1,400	\$29.26	\$60,858
San Luis Obispo County	5	890	\$33.01	\$68,658
Ventura County	4	4,220	\$32.30	\$67,182
California	-	20,800	\$42.76	\$89,000
National	-	150,200	\$33.71	\$70,110

Source: State of California Employment Development Department.

There is an increasing specialization in agriculture, requiring skilled personnel in a myriad of agricultural arenas. According to the Occupational Outlook Handbook, farmers, ranchers, and agricultural managers typically gained skills through work experience and had at least a high school diploma; as farm and land management has grown more complex, an associate degree in agriculture or related field is needed.

**Net Annual Labor Demand 120**

Advisory Committee Recommendations  
 Advisory board reviewed the proposals and has no recommendations.

**summary of Recommendations**

Advisory board reviewed the proposals and has no recommendations.

**Include Advisory Committee Minutes with Attachments No**

Supporting

Vit and Enol Salary Survey 2019 wbm\_2019-10-3.pdf (/Form/Program/\_DownloadFile/521/10?fileId=671)

Labor market report for Viticulture v2.docx (/Form/Program/\_DownloadFile/521/10?fileId=673)

SCCRC Vit level 3 Narrative - 20210507.docx (/Form/Program/\_DownloadFile/521/10?fileId=975)

I have attached all supporting documents Yes

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

## Library Resources

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### Percentage of courses offered distance learning

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

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

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

### Approximate cost of additional materials and equipment to implement new curriculum

**Additional comments:** Based on the library's research, no purchases are recommended at this time.

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### Feasibility Analysis - Dean's Page

**Program Title** Viticulture Level 3

**Top Code** 0104.00 - Viticulture, Enology and Wine Business\*

**CIP Code** 01.0309: Viticulture and Enology.

**Lecture Load**

**Lab Load**

**Total Workload** 0.000

**New Faculty** 0.00

**New Equipment Needs** 0.00

**Facilities/Repairs** 0.00

**New Support Staff** 0.00

**Library Materials** 0.00

**Other** 0.00

**Total Fiscal Impact** 0.00

### Gainful Employment

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

**Course Review Date** 04/09/2021

**Program Review Date** 04/08/2022

### The program is feasible:

Yes, this program is feasible. This is a modification of one certificate with a large number of electives into three focused stackable certificates

### The program is not feasible:

### Funding Source/Plan

This program is supported by FTES from the courses and ancillary activities are supported by the AHC VEN Foundation

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

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

#### Special Dates

Instructional Services

**Date Reviewed Semester** Fall 2020

**Catalog Term** 2022/2023

**Top Code** 0104.00 - Viticulture, Enology and Wine Business\* **Program Control Number**

**APP Chair** 10/28/2021

**Originator** Koch, Alfredo

**Origination Date** 04/10/2020

**Comments**

**DE %:** 14.29%

#### College has Submitted with C-ID Descriptors

**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes) **TOP Code** 0104.00 -

Viticulture, Enology and Wine Business\* **Units for Degree Major/Emphasis (Minimum)**

**Units for Degree Major/Emphasis (Maximum)**

**Total Units (Minimum)** 46.000

**Total Units (Maximum)** 46.000

**Annual Completers**

**Faculty Workload** 0.000

**New Faculty Position**

**New Equipment** 0.00

**New/Remodeled Facilities**

**Library Materials**

**Gainful Employment** Yes

**Net Annual Labor Demand** 120

**Program Review Date** 04/08/2022

**Apprenticeship**

**Distance Education Percentage** 14.29

**District Governing Board Approval Date**

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.G.
Subject: California State Preschool Program Continued Funding Application 2022-2023, Delegation of Signature Authorization	Enclosures: Page 1 of 1

BACKGROUND

The California State Preschool Program (CSPP) requires the annual completion of the Continued Funding 2022-2023 application from all contractors who receive state funding through the California Department of Education. The Continued Funding application, Section IX K requires a copy of the agency's board resolution or minutes authorizing signatures on the document by the authorized representative. Maria Suarez, program director, requests that Dr. Kevin Walthers be delegated as the authorizing signature on the application which is due on December 17, 2021, by 5:00 p.m.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends that the board of trustees, delegate Dr. Kevin Walthers as the authorizing signature on the California State Preschool Program Continued Funding 2022-2023 application.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.H.
Subject: Second Reading: New Board Policy 3715, Intellectual Property	Enclosures: Page 1 of 2

BACKGROUND

New board policy 3715, Intellectual Property, is legally required. The superintendent/president shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by district employees and students. The new board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

New board policy 3715, Intellectual Property, was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt new board policy 3715, Intellectual Property as submitted.

Administrator Initiating Item: Robert Curry	Final Disposition:
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BP 3715

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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 3 – General Institution**

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**BP 3715 INTELLECTUAL PROPERTY**

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by District employees and students.

**References:** 17 U.S. Code Sections 101 et seq.;  
35 U.S. Code Sections 101 et seq.;  
37 Code of Federal Regulations Sections 1.1 et seq.

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**Adopted:**

*(This is a new policy)*

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.I.
Subject: Second Reading: Board Policy 4010, Academic Calendar	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 4010, Academic Calendar was reviewed per administrative procedure 2410 that states board policies are to be reviewed on a five-year cycle. After review, the board policy required no revisions or updates. The board policy has been vetted through the shared governance process.

Board Policy 4010, Academic Calendar was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation that the board of trustees adopt Board Policy 4010, Academic Calendar as presented.

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

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**BP 4010 ACADEMIC CALENDAR**

The Superintendent/President shall, in consultation with the appropriate groups, submit to the Board of Trustees for approval an academic calendar.

Reference: Education Code Section 70902(b)(12)

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**Adopted: 1/10/17**

*(This is a new policy)*

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.J.
Subject: Second Reading: Revised Board Policy 4240, Academic Renewal	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 4240, Academic Renewal was reviewed per administrative procedure 2410 that states board policies are to be reviewed on a five-year cycle. After review, a minor update to clarify language was made in the board policy. The board policy has been vetted through the shared governance process.

Revised Board Policy 4240, Academic Renewal was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation that the board of trustees adopt revised Board Policy 4240, Academic Renewal as presented.

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

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**BP 4240 ACADEMIC RENEWAL**

Previously recorded substandard academic performance may be alleviated if it is not reflective of a student's demonstrated scholastic ability. The Superintendent/President shall establish procedures that provide for academic renewal.

Reference: Title 5 Section 55046

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**Adopted: 1/10/17**

*(This is a new policy)*

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.K.
Subject: Second Reading: Revised Board Policy 4222, Remedial Coursework	Enclosures: Page 1 of 2

BACKGROUND

Revised board policy 4222, Remedial Coursework, is legally required. No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this policy are students enrolled in English as a Second Language (ESL) courses and students identified as having a verified learning disability. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Revised board policy 4222, Remedial Coursework, was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised board policy 4222, Remedial Coursework as submitted.

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

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**BP 4222 REMEDIAL COURSEWORK**

No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this policy are students enrolled in English as a Second Language (ESL) courses and students identified by the district as having a verified learning disability.

**References:** Title 5 Section 55035, (*repealed*)  
55502, and 56014

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**Adopted: 6/16/92**

**Revised: 4/11/17**

**Revised:**

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.L.
Subject: Second Reading: Revised Board Policy 5010, Admissions	Enclosures: Page 1 of 3

BACKGROUND

Board Policy 5010, Admissions was reviewed per administrative procedure 2410 that states board policies are to be reviewed on a five-year cycle. After review, the board policy was updated to add a reference to administrative procedure 5011. The revised board policy has been vetted through the shared governance process.

Revised Board Policy 5010, Admissions was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation that the board of trustees adopt revised Board Policy 5010, Admissions as presented.

Administrator Initiating Item: <p style="text-align: center;">Nohemy Ornelas</p>	Final Disposition:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

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**BP 5010 ADMISSIONS**

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

**Admission** – Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special full-time student.

Any student enrolled in grades **11 or 12** may attend summer session.

**Denial of Requests for Admission** – If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the

Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Also see Administrative Procedure 5011, Admissions and Concurrent Enrollment of High School and Other Young Students.

References: Education Code Sections 76000, 76001, 76002, and 76038;  
Labor Code Section 3077;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Part 668.16(p);  
WASC/ACCJC Accreditation Standard II.C.6

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**Adopted: 3/11/04**

**Revised: 6/19/12**

**Revised: 3/17/15**

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.M.
Subject: Second Reading: Board Policy 5070, Attendance Accounting	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 5070, Attendance Accounting was reviewed per administrative procedure 2410 that states board policies are to be reviewed on a five-year cycle. After review, the board policy required no revisions or updates. The board policy has been vetted through the shared governance process.

Board Policy 5070, Attendance Accounting was submitted for the board's review on November 9, 2021. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

A recommendation that the board of trustees adopt Board Policy 5070, Attendance Accounting as presented.

Administrator Initiating Item: <p style="text-align: center;">Nohemy Ornelas</p>	Final Disposition:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

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**BP 5070 ATTENDANCE ACCOUNTING**

The Superintendent/President shall ensure that procedures are maintained to support documentation of all course enrollment, course repetition, disenrollment, and attendance reporting as required by the state. Support documentation will be maintained to enable an independent determination regarding the accuracy of district claims for state support. Authorized, detailed procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

Also see BP/AP 5055 titled Enrollment Priorities and AP 5070 titled Attendance Accounting

References: Education Code Sections 76370 and 8450;  
Title 5, Sections 55720, 55729, and 58000 et seq.

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**Adopted: 12/6/83**  
**Revised: 5/17/05**  
**Revised: 6/19/12**  
**Revised: 4/12/16**

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.N.
Subject: Short- Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Enclosures: Page 1 of 2

BACKGROUND

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

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

**Short-Term:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Barger, Thomas Colin	Program Assistant III	12/15/21 - 5/18/22	The fine arts department is offering art 122/123 life drawing 1 & 2 fall 2021 and spring 2022. Art models are a necessity for life drawing classes.	\$18.34
Sanchez, Josiah	Program Assistant IV	1/3/22 – 3/31/22	To assist with classroom technology. With hybrid courses continuing in the spring, this employee is needed into 2022.	\$22.54
Canongo, Sarah	Program Assistant IV	1/3/22 – 3/31/22	To assist with classroom technology. With hybrid courses continuing in the spring, this employee is needed into 2022.	\$22.54

(Continue Page 2)

Assignments for the 2021-2022 fiscal year will be included in the 2021-2022 fiscal year budget

RECOMMENDATION

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Continued Short-Term:**

Chavez, Cesar	Program Assistant IV	1/3/22 – 3/31/22	To assist with classroom technology. With hybrid courses continuing in the spring, this employee is needed into 2022.	\$22.54
<b>Gonzalez Jardon, Edgar</b>	<b>Program Assistant V</b>	<b>12/13/21 – 2/25/22</b>	<b>Substitute for community education to replace vacant community education technician position.</b>	<b>\$26.00</b>
<b>Hernandez, Monica</b>	<b>Library Multi-Media Technician, Lompoc</b>	<b>10/15/21 – 6/30/22</b>	<b>New position to support the Lompoc library in the evening until recruitment takes place.</b>	<b>\$21.65</b>
<b>Venegas, Laura</b>	<b>Lab Assistant, Tutorial/OACL, Santa Maria</b>	<b>1/17/22 – 4/26/22</b>	<b>New position to assist students in the tutorial center/OACL in the evening until recruitment takes place.</b>	<b>\$17.98</b>
<b>Median, Juan</b>	<b>Program Specialist-Tutor</b>	<b>12/15/21 – 6/30/22</b>	<b>Cal-SOAP tutor</b>	<b>\$20.00</b>
<b>Gonzalez, Ana</b>	<b>Program Assistant II</b>	<b>1/3/22 – 5/31/22</b>	<b>To provide clerical support to the noncredit counseling program.</b>	<b>\$15.98</b>

**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>
<b>Lowers, Danny</b>	<b>Instructional Aide V</b>	<b>1/24/22 – 6/30/22</b>	<b>See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs</b>
<b>Lowers, Danny</b>	<b>Instructional Aide VI</b>	<b>1/24/22 – 6/30/22</b>	<b>See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs</b>

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.O.
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments

1. Melissa Sierra, student account technician, auxiliary accounting services, full-time, 12 months, 37 hours weekly, range 19-B, classified bargaining unit salary schedule 55, effective December 2, 2021.

Reason: Ms. Sierra fills the vacancy of Kim Sampson who resigned, effective April 15, 2021.

2. Ivet Escobar, campus security officer, campus police, full-time, 12 months, 19 hours weekly, range 14-A, classified bargaining unit salary schedule 55 (prorated .5135), effective December 1, 2021.

Reason: Ms. Escobar fills the vacancy of Christopher Bennett, who became the full-time campus safety officer, effective, October 1, 2021.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$ 37,412 for the 2021-2022 fiscal year.
2. The cost to the unrestricted general fund is approximately \$2,935 and the parking fee fund of \$7,937 for a total of \$10,872 for the 2021-2022 fiscal year.
3. The cost to the unrestricted general fund is approximately \$37,377 for the 2021-2022 fiscal year.
4. The cost to the unrestricted general fund is approximately \$37,575 for the 2021-2022 fiscal year.
5. The cost to the unrestricted general fund is approximately \$50,411 for the 2021-2022 fiscal year.

These costs will be included in the 2021-2022 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Melissa Sierra, student account technician, auxiliary accounting services, effective December 2, 2021; Ivet Escobar, campus safety officer, campus police, effective December 1, 2021; Brent Dionisio, office service technician I, counseling, effective December 6, 2021; the promotion of Patricia Prado-Rios, outreach coordinator, student activities and outreach, effective January 3, 2022, and Salvador Perez, maintenance lead worker, facilities, effective December 15, 2021.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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3. Brent Dionisio, office service technician I, counseling, full time, 12 months, 37 hours weekly, range 14-B, classified bargaining unit salary schedule 55, effective December 6, 2021.

Reason: Mr. Dionisio fills the vacancy of Christina McMillan, who was promoted to administrative assistant II, academic affairs, effective April 1, 2019.

#### Promotions

4. Patricia Prado-Rios, FROM student success outreach retention specialist, counseling, full time, 12 months, 37 hours weekly, range 20-C, classified bargaining unit salary schedule 55 TO outreach coordinator, student activities and outreach, full time, 12 months, 37 hours weekly, range 27-B, classified bargaining unit salary schedule 55, effective January 3, 2022.

Reason: Ms. Prado-Rios fills the vacancy of Rosa Olmedo, who retired August 3, 2021.

5. Salvador Perez, FROM maintenance specialist-carpenter, facilities, full time, 12 months, 37 hours weekly, range 25-D, classified bargaining unit salary schedule 55 TO maintenance lead worker, facilities, full time, 12 months, 37 hours weekly, range 32-C, classified bargaining unit salary schedule 55, effective December 15, 2021.

Reason: Mr. Perez fills the vacancy of Bridget Tate, who was promoted to maintenance supervisor, effective September 20, 2021.

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.P.
Subject: Out-of-Classification Assignments of Classified Service Employees	Enclosures: Page 1 of 2

BACKGROUND

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

The following personnel actions are recommended:

1. Victoria Rivas FROM office service technician I, counseling, full time, 12 months, 37 hours weekly, range 14-F, classified unit salary schedule 55 TO office service technician I, counseling, full time, 12 months, 37 hours weekly, range 14-F, classified unit salary schedule 55 plus five (5) percent, retroactive to September 17, 2021 through December 10, 2021, or earlier per district need.

Reason: Ms. Rivas is performing extra duties outside her job description due to providing coverage and support to the AIM to Dream Center in Santa Maria and Lompoc Valley Center. Ms. Rivas will return to her regular assignment December 11, 2021, or earlier per district need.

FISCAL IMPACT

1. The cost to Title V is approximately \$853 for the 2021-2022 fiscal year.
2. The cost to the unrestricted general fund is approximately \$1,223 for the 2021-2022 fiscal year.
3. The cost to the HEERF fund is approximately \$5,039 for the 2021-2022 fiscal year.
4. The cost to the unrestricted general fund is approximately \$1,236 for the 2021-2022 fiscal year.
5. The cost to the unrestricted general fund is approximately \$962 for the 2021-2022 fiscal year.
6. The cost to the unrestricted general fund is approximately \$3,334 for the 2021-2022 fiscal year.

These costs are included in the 2021-2022 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the out-of-classification assignments of Victoria Rivas, office service technician, counseling, retroactive to September 17, 2021 through December 10, 2021, or earlier per district need; Stacy Krelle, interim CAL/WORKS coordinator, Extended Opportunity Program and Services (EOPS), retroactive October 4, 2021 through January 31, 2022, or earlier per district need; Erica Biely, senior institutional effectiveness analyst, retroactive July 1, 2021 through June 30, 2022, or earlier per district need; Lillian Edmondson, tutorial /OACL technician, learning resource center, effective January 24, 2022 through May 3, 2022, or earlier per district need; Gemma Garcia, student retention outreach specialist, counseling, retroactive September 17, 2021 through December 10, 2021, or earlier per district need; and Miguel Gutierrez, instructional assistant, writing center, retroactive July 1, 2021 through June 30, 2022, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Stacy Krelle, FROM EOPS specialist, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 19-F, classified bargaining unit salary schedule 55 TO interim Cal/Works coordinator, Extended Opportunity Program and Services (EOPS), full time, 12 months, 37 hours weekly, range 29-B, classified bargaining unit salary schedule 55, retroactive to October 4, 2021 through January 31, 2022, or earlier per district need.

Reason: Ms. Krelle has temporarily assumed CalWorks coordinator duties outside her job description effective October 4, 2021. Ms. Krelle will return to her regular assignment February 1, 2022, or earlier per district need.

3. Erica Biely, FROM senior institutional effectiveness analyst, institutional effectiveness, full time, 12 months, 37 hours weekly, range 32-F, classified bargaining unit salary schedule 55 TO senior institutional effectiveness analyst, institutional effectiveness, full time, 12 months, 37 hours weekly, range 32-F, classified bargaining unit salary schedule 55, plus (5) percent retroactive July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: Ms. Biely is performing extra duties outside her job description due to COVID-19 operational support. Ms. Biely will return to her regular assignment July 1, 2022, or earlier per district need.

4. Lillian Edmondson, FROM tutorial/OACL(Open Access Computer Lab) technician, learning resource center, full time, 12 months, 37 hours weekly, range 14-C, classified bargaining unit salary schedule 55 TO tutorial/OACL technician, learning resource center, full time, 12 months, 37 hours weekly, range 20-A, classified bargaining unit salary schedule 55, effective January 24, 2022 through May 3, 2022, or earlier per district need.

Reason: Ms. Edmondson is performing additional duties assisting students due to a vacancy at our Lompoc library tutorial center. Ms. Edmondson will return to her regular assignment May 4, 2022, or earlier per district need.

5. Gemma Garcia, FROM student retention outreach specialist, counseling, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55 TO AIM to dream program coordinator, counseling, full time, 12 months, 37 hours weekly, range 29-A, classified bargaining unit salary schedule 55, retroactive September 17, 2021 through December 10, 2021, or earlier per district need.

Reason: Ms. Garcia is performing additional duties due to a leave in the AIM to dream center in Santa Maria and Lompoc. Ms. Garcia will return to her regular assignment December 11, 2021, or earlier per district need.

6. Miguel Gutierrez, FROM instructional assistant, writing center, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55 TO instructional assistant, writing center, full time, 12 months, 37 hours weekly, range 20-E, classified bargaining unit salary schedule 55, plus (5) percent retroactive July 1, 2021 through June 30, 2022, or earlier per district need.

Reason: Mr. Gutierrez is performing additional duties outside of his job description to provide onsite and remote support to students and faculty in the writing center. Mr. Gutierrez will return to his regular assignment July 1, 2022, or earlier per district need.

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.Q.
Subject: New and/or Revised Classified Bargaining Unit Job Descriptions	Enclosures: Page 1 of 4

BACKGROUND

Following negotiations with CSEA, tentative agreement, and local ratification, the following new classified bargaining unit job descriptions are recommended for approval:

New

Administrative Assistant II (Human Resources)

Classified- Clerical - Range 17

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends that the board of trustees approve the new classified bargaining unit job description, administrative assistant II human resources.

Administrator Initiating Item: <p style="text-align: center;">Ruben Ramirez</p>	Final Disposition:
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**ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCES)****DEFINITION**

Under general supervision of the Assistant Director Human Resources performs a variety of responsible and comprehensive secretarial and clerical work to support departmental functions. Values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS**

The incumbent, under limited supervision, in this position is responsible for secretarial functions and assignments of an instructional department or program or service area and will function as an operations office manager. The incumbent has responsibility for explaining policies, procedures, and precedence to students, faculty, staff, and the public. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may also give guidance to other clerical staff including student help. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

**ESSENTIAL FUNCTIONS**

1. Serves as an informational resource and first point of contact for students, staff and the public.
2. Provides and coordinates fingerprinting and/or computer-generated background checks and processes results with the Department of Justice and other agencies.
3. Processes incoming and outgoing mail
4. Provides entry level support to input data into the HRIS database such as tuberculosis, immunizations, overtime, health and physical, and other items;
5. Gathers information for the preparation, processing, and response of subpoena requests and employment verifications
6. Supports student worker onboarding process
7. May support HR council and/or committee meetings
8. Collects data, creates and drafts a variety of written documents and reports; maintains organizational files, records, website, mailing lists, groups and emails.
9. Supports department purchasing & receiving supplies
10. Assists department with administrative tasks and maintains the department calendar.
11. Coordinate the hiring, scheduling, supervision, and evaluation of student workers.
12. Fields student, faculty, and staff questions and complaints; forwards to the appropriate HR team member if unable to answer questions and complaints.
13. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS****Knowledge of:**

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

**Demonstrated ability to:**

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

**Education and Experience:**

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

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

New  
10/2021

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.R.
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, regarding Vaccine and Testing Mandate	Enclosures: Page 1 of 5

BACKGROUND

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 and its Allan Hancock College Chapter #251 “CSEA” regarding vaccine and testing mandate.

FISCAL IMPACT

Dependent on vaccination status of CSEA members.

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 vaccine and testing mandate.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**MEMORANDUM OF UNDERSTANDING**  
**Vaccine and Testing Mandate**

This Memorandum of Understanding (“MOU”) is entered into by and between the Allan Hancock Joint Community College District (the “District”) and the California School Employees Association and its Allan Hancock Joint Community College District Chapter #251 (together “CSEA”).

On August 31, 2021, the Board of Trustees adopted a resolution for a vaccine requirement for all district employees and students to protect the health and safety of the College community. It was further resolved that those with vaccine exemptions be subject to COVID-19 testing.

The District and CSEA have met and conferred concerning the subject matter of this MOU.

**AGREEMENT**

In consideration of mutual agreements set forth herein, the parties agree as follows:

**General Considerations**

1. The district will inform local CSEA leadership and classified employees about vaccine availability and procedures for receiving vaccinations when clinics are hosted on-campus. The district will regularly update information on the college COVID website at [www.hancockcollege.edu/covid](http://www.hancockcollege.edu/covid).
2. The District will grant a \$250 (grossed up for statutory deductions) one-time payment to all bargaining unit members who are fully vaccinated (Two (2) weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, OR Two (2) weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine). Payment will occur off cycle on supplementary payroll (10<sup>th</sup> of the month following board ratification). Employees who are not fully vaccinated at the time of the initial payment may provide proof of vaccination to human resources to receive a payment on the supplemental payroll following notification to human resources. Should additional vaccination incentives be offered, or at greater values to other bargaining units or meet and confer groups, CSEA shall receive the difference.
3. In the absence of statutory leave related to COVID-19. If a classified employee schedules an appointment to be vaccinated, and their appointment conflicts with their schedule, the employee will be released from their assignment for a reasonable period to receive the vaccination (not to exceed 4 hours per vaccination). The employee may use their own accrued balances to supplement on the day of each vaccination or if they experience side effects associated with vaccination. If statutory COVID-19 leaves are made available during the effective period of this MOU, those leaves will be retroactively applied to any member who used accrued leave associated with vaccination during the term of this MOU.

## Vaccine Exemptions

4. The District acknowledges that under federal and state law, it must make reasonable accommodations to the vaccine requirement for employees who meet the legal requirements regarding having a sincere religious belief that is inconsistent with the vaccination mandate or who have a medical or disability-related reason that prevents vaccination. The District will inform employees how to request a religious or medical accommodation in writing to the Office of Human Resources. Employees must submit such a request in writing. Such employees shall be subject to the testing requirements described below. If an employee requests such accommodation, the employee has the right to have a union representative present to assist with discussing accommodation. If an employee meets the legal requirements for an exemption from the vaccination mandate and there is no reasonable accommodation available, the employee may take an unpaid leave of absence. The employee will be allowed to use accrued paid leave and afterwards take an unpaid leave of absence and will continue to receive any employer-provided health coverage on the same basis as if they were in paid status, as if taking leave under FMLA and CFRA. (See 2 C.C.R. § 10092(c).) The District will not oppose unemployment insurance benefits eligibility for employees who, through the reasonable accommodation process, obtain a period of unpaid leave as an accommodation because they cannot be vaccinated.
5. The parties recognize that the CDC and other medical experts do not believe the COVID-19 vaccine poses any special risks to pregnant or lactating people. Nevertheless, to accommodate individual concerns, the District will permit employees who are pregnant or lactating to delay getting vaccinated until no longer pregnant or lactating. Such employees shall take part in a reasonable accommodation process and submit to COVID-19 testing.

## Testing Requirements

6. Employees who meet the requirements of having a sincerely held belief that is inconsistent with vaccination or are medically unable to obtain a vaccine and are approved for a medical exception, shall submit to regularly scheduled testing (at no cost to the employee) to ensure employees are negative of the COVID-19 virus and are cleared to be on-campus. Tests should be completed no more than three days prior to arrival on campus unless the frequency of required testing is reduced by the board of trustees.
  - a. Testing requirements will be suspended for 90 days following a verified COVID-19 infection. Members who have had COVID-19 will not be required to test for 90 days from when they started having symptoms from that previous infection (or since their first positive COVID-19 test if asymptomatic).

7. The District is providing testing services on campus at no-cost to employees. Additionally, employees may utilize their own healthcare provider, private or county resources for testing services. The district cannot guarantee off campus resources will be offered at no cost. The hours of operation and available test-types may vary, it is the responsibility of the employee to ensure they are tested in-time to meet their required testing obligations.
  - a. Testing Frequency: All unvaccinated employees shall adhere to the testing requirements established by the board of trustees.
  - b. Release Time: The District will release employees required to test from their assignment for a reasonable period, not to exceed 2 hours, to receive their test.
  - c. Weekend testing may be available as a courtesy, but it is not required that employees test on weekends.
  - d. Should the district be unable to provide testing (e.g. runs out of test kits), the district will release employees required to test from their assignment for a reasonable period to receive the off-campus test. The district will additionally reimburse the employee for out of pocket costs for testing if free testing through the county or other resources are unavailable.
  
8. Employees who decline testing are not permitted on campus and may use accrued vacation, personal necessity, or comp time to remain in paid status. The employee may then elect unpaid leave. Such an employee shall retain all seniority accrued prior to the unpaid leave and shall be entitled to return to work to their former position upon providing proof of vaccination, agreeing to participate in required testing, or if the circumstances of the pandemic change such that the board of trustees lifts the vaccination and testing mandates. Employees who remain non-compliant by May 27, 2022, and have exhausted their leave balances, will be placed on the 39-month rehire list.
  
9. When the District determines that the circumstances of the COVID-19 pandemic have changed such that the vaccination and testing mandate is lifted, the employer will notify CSEA and any employees who are on leaves of absence under this MOU.

### **Further Agreements**

10. 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 in accordance with state/county isolation and quarantine guidelines.

11. Should a department or worksite be severely impacted by non-compliance with testing requirements, the District and CSEA shall meet and negotiate the impact on existing workloads of the remaining employees when such absences occur.
12. The District shall maintain the privacy of all information about employees' vaccination status as required. All employees shall submit proof to the District designated monitor(s) and will only be tracked and recorded by this designee.
13. Any disputes arising under this Agreement shall be addressed under the grievance procedure of the parties' collective bargaining agreement (Article 7: Grievance Procedure).
14. This MOU applies to all classified employees within the scope of representation set forth in the collective bargaining agreement between the parties.
15. This Agreement shall remain in effect until such time the board of trustees lifts the vaccination and testing mandate. CSEA and the district shall meet and negotiate as necessary based on changes to either the mandate or state/federal/county guidance related to vaccine and testing requirements and shall become effective upon ratification by the parties and the Board of Trustees.

*Pam Blanchard*

Pam Blanchard (Oct 27, 2021 22:30 PDT)

PAM BLANCHARD

Chapter #251 Acting President

*Carlos Lopez*

Carlos Lopez (Oct 29, 2021 10:34 PDT)

CARLOS LOPEZ

CSEA Labor Representative

For California School Employees Association

*Ruben Ramirez*

Ruben Ramirez (Oct 27, 2021 11:22 PDT)

RUBEN RAMIREZ

Director of Human Resources

For the District

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.S.
Subject: New and/or Revised Confidential Supervisory Job Description	Enclosures: Page 1 of 5

BACKGROUND

Following negotiations with CSEA, tentative agreement, and local ratification, the human resources assistant position was negotiated out of the classified bargaining unit and replaced with the human resources technician in the supervisory/confidential group. This bargained change impacts one current employee and one vacant position whereby the human resources assistant position is being eliminated and replaced with the confidential position. The effective date of this action is January 1, 2022.

New

Human Resources Technician  
Replaces: Human Resources Assistant

Confidential – Range 15  
Classified – Clerical - Range 25

FISCAL IMPACT

Filled position - \$788 to the unrestricted general fund moving from range 25 – C on salary schedule 55, to range 15 – B on salary schedule 40.

Vacant – Net increase in budget at range 15 step A, \$6142.

RECOMMENDATION

Staff recommends that the board of trustees approve the removal of the classified bargaining unit position and replacing with the new confidential/ supervisor job description, human resources specialist, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock College  
~~Clerical/Confidential~~  
 Human Resources

~~Classified~~

Range ~~25~~15

## HUMAN RESOURCES ASSISTANT TECHNICIAN

### DEFINITION

Under the supervision of the Assistant Director, Human Resources, performs diversified and complex clerical and technical support duties relative to all aspects of the human resources department operation; values and promotes the vision and mission of the college.

### CLASS CHARACTERISTICS

Under minimal supervision, this position is distinguished by providing clerical and technical support in academic and classified personnel processes and in contract negotiations and contract administration with limited supervision. The incumbent will perform diversified routine and multifaceted clerical and technical support duties involving independent judgment requiring in-depth knowledge of assigned functions and will receive direction from human resources coordinators with regard to their specific areas of responsibility when providing assistance.

### ESSENTIAL FUNCTIONS

1. Composes and proofreads correspondence; prepares meeting notes; processes and updates various forms, applications and related documents. ~~May perform audits.~~
- ~~1-2.~~ Information, data and document collection to support internal and external audits.
3. ~~Serves as a front desk informational resource to employees, job applicants and the general public, including performing receptionist duties. Interacts with, and provides information to applicants, faculty, staff, administrators, public and private agencies.~~
4. ~~7.~~ Works with payroll department to monitor Monitors status of temporary staff so they do not work more than 170 actual work days in any fiscal year or exceed authorized limit if less than 170 actual work days in accordance with California Education Code;:-
5. ~~Provides general administrative support, assists with duties of a complex, sensitive, and confidential nature; performs complex research and performs other administrative support for a variety of projects and office duties.~~
6. ~~Provides clerical and operational support to other human resources staff.~~  
~~—Provides support for fingerprinting for fingerprinting and/or computer-generated background checks and processes results with the Department of Justice and others~~
- ~~2-7.~~
8. Compiles information and prepares, maintains, and updates a variety of documents and personnel files; establishes and maintains filing systems and records management and verifies accuracy and completeness.
9. Update personnel files and HR website with approved board items such as job descriptions.
- ~~3-10.~~ Responds to unemployment and workers comp claims.
11. ~~Assists with~~ Supports recruitment and onboarding activities, including organization and maintenance of recruitment records and interview documents and may serve as equity monitor for interview sessions.
12. Process out of class and salary placements for PT Faculty; other bargaining groups as assigned.
13. Conducts new hire training

14. Assists applicants throughout the application process and troubleshoots issues with applicant tracking system.
- ~~4.15. Coordinate and sSupports the student worker hiring function.~~
- ~~5. Assists with developing new and revised job descriptions.~~
- ~~6.16. Inputs employee information and other~~Enters new hire, leave, and assignment data into the HR Information System; establishes and maintains automated records and files; initiates queries and generates computerized reports and documents.
- ~~7.17. Provides assistance with the candidate interview process.~~
- ~~8.18. Develops and implements orientation sessions for all new employees and ensures all appropriate documentation is completed.~~
- ~~9.19. Coordinates all employee tuberculosis testing requirements and maintains a vendor network to provide this service; enters and tracks tuberculosis data in HRIS.-~~
- ~~10. Provides assistance to input and review data from employee leave of absence reports and requests in a timely manner to ensure compliance with the District's policies and employee collective bargaining agreement regulations.~~
- ~~20.~~
- ~~11.~~
- ~~12.21. Processes incoming and outgoing mail; responds to inquiries and provides a variety of detailed information to personnel, students and the public concerning program or function services, policies and procedures.~~
- ~~13. Monitors and maintains inventory levels of office and other designated supplies to include ordering, receiving office suppliesC; creates purchase requisitions and process invoices for payment, reimbursements, and budget transfers.~~
- ~~14.22. Reviews and processes encumbrances and reimbursements.~~
- ~~15. Maintains records to track employee and retiree payments; performs benefit record audits as necessary.~~
- ~~16. Assists in the processing of Affordable Care Act IRS Form 1095 for employer-provided healthcare coverage. Creates audit reports and tracks employee work hours.~~
- ~~17.23. Schedules and arranges appointments, meetings, special events and other activities as directed; coordinates facility use; assists with maintaining office calendar.~~
- ~~18.24. Assists with arrangements for administrators and faculty to attend recruitment fairs, conferences and workshops as needed.~~
- ~~19.25. Provides assistance to maintain and monitor staff professional development program and calendar of activities.~~
- ~~20. Assists with monitoring and maintaining the volunteer report.~~
- ~~26.~~
- ~~Assists employees and supervisors with basic interpretation of HR policies and procedures.~~
- ~~21.27.~~
- ~~22.28. Provides assistance for the preparation of monthly board agenda items.~~
- ~~23.29. Provides assistance with monitoring the administrator and classified employee annual performance evaluation process.~~
- ~~30. Provides training and gives direction to student workers.~~
- ~~31. Maintains high standards of confidentiality.~~
- ~~24.32. Assists HR management with special projects.~~
- ~~25.33. Performs other duties as assigned.~~

## MINIMUM QUALIFICATIONS

**Knowledge of:**

- Human resources policies and procedures;
- Telephone techniques and etiquette;
- Federal and state laws and regulations governing areas of responsibility;
- Recordkeeping and report preparation techniques;
- Business letter and report writing, editing and proofreading;
- Office organization and file maintenance;
- Applicable computer software programs to manage word-processing, the development of spreadsheets, and database manipulation;
- Collective bargaining agreement rules and regulations for all employees, as appropriate;
- HR Information System(s).

**Demonstrated Ability to:**

- Communicate effectively, both orally and in writing;
- Interpret and apply human resources department policies, procedures, rules and regulations;
- Perform diversified and complex clerical support duties involving independent judgment requiring in-depth knowledge of an assigned function or program;
- Use a computer with speed and accuracy and utilize multiple computer software applications;
- Understand and follow oral and written directions, analyze situations accurately, and make decisions on routine procedural matters with limited supervision;
- Effective customer service and organizational skills, as well as timely completion of assigned projects and activities.
- Maintain high levels of confidentiality.

**Education and Experience:**

An associate ~~of science~~ degree in business, human resources, or a related field ~~secretarial science or word/information processing systems or comparable college level coursework in business, human resources or related field~~ and two years increasingly responsible clerical experience involving frequent public contact, preferably in a human resources office- 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 or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.

**Physical Demands:**

- ~~Typically may~~Routinely sit sits 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 an understanding of the diverse academic, socioeconomic, cultural, and

ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.

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Revised 9/21  
Reclass 7/18  
R 9/15  
R 5/13  
3/00  
9/97

**CONSENT ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 12.T.
Subject: Appointments of Temporary Nontenure-Track Faculty Member	Enclosures: Page 1 of 2

BACKGROUND

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

Appointment

1. Anjali Misra, temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, full time, 10 months, 175 days, column V, step 6, faculty contract salary schedule, effective January 3, 2022 through May 31, 2022, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Misra will continue to perform duties as the primary researcher in support of the Industrial Hemp Research Project.

**In accordance with California Education Code, section 87482, the following temporary, nontenure-track faculty appointments are recommended:**

2. Dawn Hamilton, temporary, nontenure-track faculty, English, full-time, 10 months, 175 days, column IV, step 2, faculty contract salary schedule, effective January 24, 2022 through May 25, 2022, or earlier per district need.

**Reason: Ms. Hamilton will replace this semester, four full-time faculty who are no longer employed.**

FISCAL IMPACT

1. The cost to the hemp project research fund is approximately \$51,871 for the 2021-2022 fiscal year.
2. **The cost to the unrestricted fund is approximately \$56,701 for the 2021-2022 fiscal year.**
3. **The cost to the unrestricted general fund is approximately \$105,516 for the 2021-2022 fiscal year.**

These costs will be included in the 2021-2022 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Anjali Misra temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, effective January 3, 2022 through May 31, 2022, or earlier per district need, and contingent upon continued funding; **Dawn Hamilton, temporary, nontenure-track faculty, English, effective January 24, 2022 through May 25, 2022, or earlier per district need; and, Chris Carroll, temporary, non-tenure-track faculty, English, full-time, effective August 15, 2021 through May 19, 2022, or earlier per district need.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Continued - Appointment**

- 3. Chris Carroll, temporary, nontenure-track faculty, English, full time, 10 months, 175 days, column V, step 3, faculty contract salary schedule #10, effective August 15, 2021 through May 19, 2022, or earlier per district need.**

**Reason: Mr. Carroll was board-reported in October under the incorrect California Education Code section. The California Education Code he should be under is section 87482 as a temporary, nontenure-track faculty appointment.**

**ACTION ITEM**

To:	Board of Trustees	Date:	December 14, 2021
From:	Superintendent/President	Item Number:	14.A.
Subject:	Award of Contract to Omnia Partners/Garland Utilizing Piggy-Back Contract #PW1925 with Racine County, WI for the Reroofing of Buildings G and L (including Additive Alternates #1 and #2) and the Refurbishment of Roofs for Buildings M300 and M400	Enclosures:	Page 1 of 5

BACKGROUND

The Final State Budget for fiscal year 2021-22 contained \$3,745,087 in scheduled maintenance funds for the district. These funds must be fully expended by June of 2025. Because of the unprecedented amount of scheduled maintenance funding, both Budget Council and Facilities Council endorsed a recommendation to divide the amount proportionately between the Santa Maria campus and the Lompoc Valley Center. Using building square footage data found in the Chancellor's Office online building database program (Fusion), we were able to ascertain that 75.15 percent or \$2,814,131.51 of the total amount should be retained for projects on the Santa Maria campus and 24.85 percent or \$930,955.49 should be allocated for projects at the Lompoc Valley Center.

Before the scheduled maintenance funds were received, a comprehensive assessment of district roofs was completed, for both the Santa Maria and Lompoc Valley campuses. This assessment included information on square footage, type, condition, and life expectancy for each roof in the district. The assessment identified the roof on building O-300 of being at risk of imminent "failure" followed by the roofs on buildings L and G, both of which were rated as poor. The assessment also recommended refurbishing the roofs on buildings M/300 and M/400, which would extend their useful lives.

Our original estimates to have this work done was \$2,350,000. However, by utilizing a piggy-back bid through Omnia Partners/Garland, we will be able to accomplish the entire scope, plus two additive alternates (i.e., restore single ply upper roofs of building G & L with Liquitec) for \$2,199,802. Because lead times on materials are longer than normal due to supply chain issues, staff is recommending that the board award the contract now in anticipation of starting work in the summer.

FISCAL IMPACT

The proposal amount is \$2,199,802 and will be funded with Scheduled Maintenance funds.

RECOMMENDATION

Staff recommends that the board of trustees award the contract to Omnia Partners/Garland Utilizing Piggy-Back Contract #PW1925 with Racine County, WI for the reroofing of buildings G and L (including Additive Alternates #1 and #2) and the refurbishment of roofs for buildings M300 and M400 in the amount of \$2,199,802.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Garland/DBS, Inc.**  
**3800 East 91<sup>st</sup> Street**  
**Cleveland, OH 44105**  
**Phone: (800) 762-8225**  
**Fax: (216) 883-2055**



## **ROOFING MATERIAL AND SERVICES PROPOSAL**

**Allan Hancock College**  
**800 S College Dr**  
**Santa Maria, CA 93454**

**Date Submitted: 11/24/2021**  
**Proposal #: 25-CA-211141**  
**MICPA # PW1925**

**California General Contractor License #: 949380**

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

### **Scope of Work: Base Bid**

#### **Single-Ply Roof Replacement - Building L and G (At Specified Roof Areas)**

1. Completely remove all existing layers of roofing and insulation down to deck
2. Repair all damage noted to wood deck on unit cost basis
3. Install 1/2" Densdeck prime per ASCE-7 mechanically attached
4. Install 60-mil Solarbrite KEE membrane fully adhered with Solarbrite VOC adhesive
5. Replace all coping and trim with prefinished 22 GA steel
6. Replace edge metal with Solarclad KEE clad metal as needed
7. PVC walkpads are to be installed in a path leading from roof access to each access panel of rooftop equipment. Walkpads are to be installed at access panel of all equipment.
8. Internal gutter roofing on building G surrounding skylights on covered sections is to be excluded
9. All expansion joints are to be replaced with new Situra Expansion joints

#### **Single-Ply Roof Restoration - Building M 300 and 400 (At Specified Roof Areas)**

1. Pressure wash entire roof surface
2. Reinforce all flashings and pipes with base coat of Liquitec and polyester reinforcement

3. Apply base coat of Liquitec with embedded polyester at 3 gallons per 100SF over entire roof.
4. Install top coat of Liquitec at 2 gallons per 100 SF over entire roof
5. Replace all wood conduit supports with Durablocks

**Base Bid:**

<b>Proposal Price Based Upon Market Experience:</b>	<b>\$ 1,757,316</b>
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**Garland/DBS Price Based Upon Local Market Competition:**

<b>L&amp;L Roofing</b>	<b>\$ 1,757,316</b>
<b>Nations Roof</b>	<b>\$ 1,771,691</b>
<b>Quaglino Roofing</b>	<b>\$ 1,977,259</b>
<b>ERC Roofing &amp; Waterproofing</b>	<b>\$ 2,576,113</b>

**Scope of Work: Add Alternate 1****Single-Ply Roof Restoration - Building G Upper Roof Sections**

1. Pressure wash entire roof surface
2. Reinforce all flashings and pipes with base coat of Liquitec and polyester reinforcement
3. Apply base coat of Liquitec with embedded polyester at 3 gallons per 100SF over entire roof.
4. Install top coat of Liquitec at 2 gallons per 100 SF over entire roof
5. Replace all wood conduit supports with Durablocks

**Add Alternate 1:**

<b>Proposal Price Based Upon Market Experience:</b>	<b>\$ 172,490</b>
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**Garland/DBS Price Based Upon Local Market Competition:**

<b>L&amp;L Roofing</b>	<b>\$ 172,490</b>
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**Scope of Work: Add Alternate 2****Single-Ply Roof Restoration - Building L Upper Roof Sections**

1. Pressure wash entire roof surface
2. Reinforce all flashings and pipes with base coat of Liquitec and polyester reinforcement
3. Apply base coat of Liquitec with embedded polyester at 3 gallons per 100SF over entire roof.
4. Install top coat of Liquitec at 2 gallons per 100 SF over entire roof
5. Replace all wood conduit supports with Durablocks

**Add Alternate 2:**

<b>Proposal Price Based Upon Market Experience:</b>	<b>\$ 269,996</b>
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**Garland/DBS Price Based Upon Local Market Competition:**

<b>L&amp;L Roofing</b>	<b>\$ 269,996</b>
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Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

**Clarifications/Exclusions:**

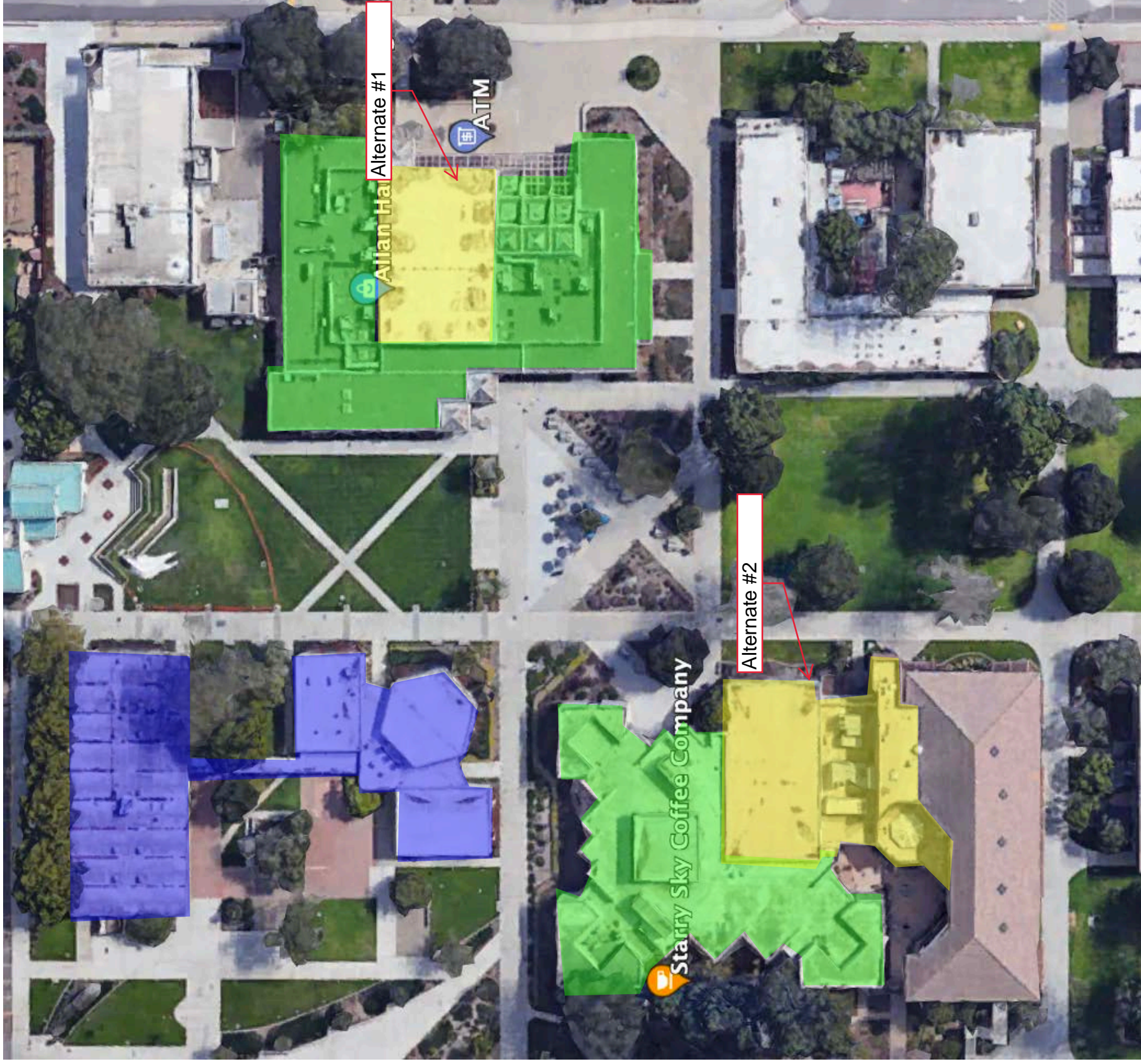
1. Permits are excluded. If permits are required, they will be addressed via Change Order.
2. Bonds are included.
3. Plumbing, Mechanical, Electrical work is excluded.
4. Masonry work is excluded.
5. Interior Temporary protection is excluded.
6. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

*Matt Egan*

Matt Egan  
Garland/DBS, Inc.  
(216) 430-3662



**BIDDING INFORMATION**

Base Bid and Basis of Award:

Replacement of all roofing on Building L and G with 60-mil Solarbrite membrane (highlighted in green) and Restore all roofing on Building M 300 & 400 with Liquitac (highlighted in blue)

Alternate #1 Restore single ply upper roof of building G with Liquitac  
 Alternate #2 Restore upper roof sections of building L with Liquitac (Highlighted in yellow)

Send bids directly via email on the DBS bid form to: Garland/DBS  
 dbsbids@garlandind.com

**GENERAL NOTES**

1. Contractor to verify all conditions
2. Contractor is responsible for keeping the building watertight during installation

**Note:** Roofing areas included in scope are identified in the corresponding illustration

**All Roof Sections Highlighted**

**PROJECT DETAILS**

1. All debris should be disposed of in a certified landfill.
2. All details not specified shall meet manufacturer requirements.
3. Contractor to verify all conditions.
4. Contractor to protect all grounds and concrete from damage.
5. Reference Data Sheets for specific product information
6. Contractor to add line item pricing for deck replacement per square foot
7. Contractor responsible for all applicable permits

**PROJECT OVERVIEW**

**Replacement Scope**

1. Remove existing roofing system down to deck on L and G lower roof sections
2. Repair all damage to deck per unit cost
3. Install 1/2" DensDeck prime mechanically attached
4. Install one ply 60-mil Solarbrite fully adhered per specs and details

**Restoration scope**

1. Pressure wash entire roof surface
2. Apply base coats of Liquitac two-part urethane coating at 3 gallons per 100sf with polyester fully embedded. 1.5 gallons, polyester and then 1.5 gallons
3. Apply top coat of Liquitac two-part urethane coating applied at 2 gallons per 100sf



**ACTION ITEM**

To:	Board of Trustees	Date:	December 14, 2021
From:	Superintendent/President	Item Number:	14.B.
Subject:	Resolution 21-26, Emergency Procurement of Heating Ventilation and Air Conditioning Upgrades and Authorize the Agreement for Furnishing and Installing Heating, Ventilation and Cooling System Upgrades with SitelogIQ, Inc.	Enclosures:	Page 1 of 59

**BACKGROUND**

In June of 2021, the district retained SitelogIQ, Inc. to perform an assessment of existing heating ventilation and air conditioning (HVAC) units on the Santa Maria campus. The district received the results of the assessment in July of 2021. The assessment indicated that 50 of the existing HVAC units should be replaced. SitelogIQ, Inc has submitted a proposal to upgrade air quality by replacing 50 existing heating, ventilation, and air conditioning (HVAC) systems with new air-conditioning systems, installation of 163 Engineered Infection Protection (EIP) filtration units, and the installation of 19 EIP monitoring units. All new HVAC systems will be commissioned to ensure proper outside air ventilation code requirements are met. SitelogIQ, Inc. will also manage all aspects of the project, including the implementation of the retrofit, for a guaranteed maximum price.

The district earmarked \$2,500,000 of its federal Higher Education Emergency Relief Funds (HEERF) for HVAC replacement as part of its HEERF spending plan. HEERF dollars cannot be used for the acquisition of real property or construction. However, HEERF grant funds can be used for the installation or renovation of a HVAC system, to help with air filtration to prevent the spread of COVID-19. Because there are significant time constraints on when HEERF funds must be spent, time is of the essence. Therefore, we are recommending that the board adopt Resolution 21-26, Emergency Procurement of Heating Ventilation and Air Conditioning Upgrades and waive the competitive bid requirements and enter directly into an agreement with SitelogIQ, Inc. for the furnishing and installing of heating, ventilation, and cooling system upgrades.

**FISCAL IMPACT**

\$3,455,126 will be funded through a combination of HEERF III grant funds and the Capital Outlay Projects fund.

**RECOMMENDATION**

Staff recommends that the board of trustees adopt Resolution 21-26, Emergency Procurement of Heating Ventilation and Air Conditioning Upgrades and Authorize the Agreement for Furnishing and Installing Heating, Ventilation and Cooling System Upgrades with SitelogIQ, Inc. in the amount of \$3,455,126.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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RESOLUTION NO. 21-26  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

APPROVING ADOPTION FOR THE EMERGENCY PROCUREMENT OF HEATING  
VENTILATION AND AIR CONDITIONING UPGRADES

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of November 17, 2021, there 44,993 confirmed cases of COVID-19 in Santa Barbara County, and officials are concerned that the number is rising; and

WHEREAS, the County Health Officer Order 2021-10.5 states that since April 2021, the Delta variant has been circulating in the County. This variant is highly transmissible in indoor settings and requires multicomponent prevention strategies to reduce spread. Despite high vaccination rates, the County is experiencing substantial levels of community transmission due to the Delta variant, and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, employees, and families in our campus communities; and

WHEREAS, the Center for Disease Control has stated that ventilation is a component of maintaining healthy environments in that good ventilation can reduce the number of virus particles in the air which is an important COVID-19 prevention strategy for schools and colleges; and

WHEREAS, Section 1102 of the Public Contract Code defines “emergency” to mean a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,” and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines “emergency” to mean “a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. ‘Emergency’ includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage”; and

WHEREAS, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bid; and

WHEREAS, the Allan Hancock Joint Community College District (“College”) desires to enter into a contract for the replacement of existing heating, ventilation and cooling (HVAC) equipment to improve the indoor air quality in our learning environments throughout the College and reduce the College’s utility costs and operational expenses and the College has determined that it would be to no advantage to engage in the public bidding process as the outcome will likely result in substantially increased costs for the project. (Graydon v. Pasadena Redevelopment Agency (1 980) 104 Cal.App.3d 63 1);

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Allan Hancock Joint Community College District that:

1. All of the recitals set forth above are true; and
2. That competitive solicitation for the furnishing and installation of replacement equipment for the College’s HVAC systems would work an incongruity with the purpose of competitive bidding, be unavailing as affecting the final result, and produce no advantage to the District or render the procurement practically impossible; and
3. That the College approves the immediate negotiated procurement of the furnishing and installation of HVAC equipment without competitive bidding; and
4. That the Governing Board delegates to the Superintendent/President, or his/her designee, authority to execute all agreements and complete all necessary documents for the furnishing and installation of HVAC replacement equipment and to otherwise fulfill the intent of this Resolution.

PASSED AND ADOPTED this 14<sup>th</sup> day of December 2021 by the following votes:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

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

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held December 14, 2021, by the vote above stated, which resolution is on file in the Office of the said Board.

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

**AGREEMENT FOR FURNISHING AND INSTALLING HEATING,  
VENTILATION AND COOLING SYSTEM UPGRADES**

by and between

Allan Hancock Joint Community College District

and

SitelogIQ, Inc

Date: \_\_\_\_\_

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## FACILITY SOLUTIONS AGREEMENT

This FACILITY SOLUTIONS AGREEMENT (“Agreement”), dated as of \_\_\_\_\_ Enter Date \_\_\_\_\_, (“Effective Date”), is by and between ALLAN HANCOCK JOINT COMMUNITY COLLEGE District, a California Community College District, organized and existing under the laws of the State of California (“COLLEGE”) and SitelogIQ, Inc, a Delaware corporation (“CONTRACTOR”) (each a “Party” and collectively, the “Parties”).

### RECITALS

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19 or “coronavirus”) was first identified and has spread globally causing serious illness and in some cases death, thereby necessitating the declaration of a State of Emergency by the Governor of the State of California on March 4, 2020 and the Declaration of a State of Emergency by the President of the United States on March 13, 2020; and

WHEREAS, COVID-19 has impacted Santa Barbara County, necessitating the declaration of a local public health emergency by the Santa Barbara County on March 12, 2020;

WHEREAS, the Center for Disease Control (“CDC”) recommends a layered approach to reduce exposures to the virus that causes COVID-19. This approach includes using multiple mitigation strategies, including, among other things, improvements to building ventilation, to reduce the spread of disease and lower the risk of exposure.

WHEREAS, COLLEGE desires to engage CONTRACTOR to install energy efficient heating, ventilation and cooling (“HVAC” or “System”) upgrades to increase the delivery of clean air and dilute potential contaminants, and

NOW THEREFORE, in consideration of the mutual promises set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

### AGREEMENT

#### ARTICLE I – DEFINITIONS AND CERTIFICATIONS

##### DEFINITIONS

Unless otherwise required by the context in which any term appears: (a) capitalized terms used in this Agreement shall have the respective meanings set forth in Exhibit A; (b) the singular shall include the plural and vice versa; (c) the word “including” shall mean “including, without limitation,” (d) references to “Sections” and “Exhibits” shall be to sections and exhibits of this Agreement; (e) the words “herein”, “hereof” and “hereunder” shall refer to this Agreement as a whole and not to any particular section or subsection; and (f) references to this Agreement shall include a reference to all attached Exhibits, as the same may be amended, modified, supplemented or replaced from time to time.

## CONTRACTOR CERTIFICATIONS

This Agreement includes the following CONTRACTOR certifications, the forms of which are attached in Exhibit B, which must be completed by CONTRACTOR prior to commencement of the work on the Project:

- 1.1. Drug-Free Workplace / Tobacco-Free Environment Certification (Exhibit B-1)
- 1.2. Asbestos & Other Hazardous Materials Certification (Exhibit B-2)
- 1.3. Iran Contracting Act Certification (Exhibit B-3)
- 1.4. Workers Compensation Certificate (Exhibit B-4)
- 1.5. Prevailing Wage Certification (Exhibit B-5)
- 1.6. Payment Bond (Exhibit B-6)
- 1.7. Performance Bond (Exhibit B-7)

## ARTICLE II – SCOPE OF WORK

### 2.1 Scope of Work.

CONTRACTOR shall furnish to COLLEGE and install, an energy efficiency HVAC system upgrades which shall consist of the HVAC Replacements & Engineered Infection Protection (EIP) Installation set forth in Exhibit C, Work Order 1, which shall be referred to herein as (the "Project").

CONTRACTOR's work performed pursuant to this Agreement shall be referred to herein as ("Work") and shall be performed in accordance with this Agreement and Exhibits attached hereto.

If applicable, construction work shall not commence at the Site prior to DSA approval of the Project plans.

### 2.2 Performance of the Work.

CONTRACTOR agrees to use, and agrees that it shall require each of its Subcontractors to use, only personnel who are qualified and properly trained and who possess every license, permit, registration, certificate or other approval required by Applicable Law or any Governmental Authority to enable such Persons to perform their Work involving any part of CONTRACTOR's obligations under this Agreement.

CONTRACTOR agrees that all materials and Equipment to be supplied or used by CONTRACTOR or its Subcontractors in the performance of its obligations under this Agreement shall be new (if being incorporated into the System) or in good operating condition (if not being incorporated into

the System) and fit for the use(s) for which they are employed by CONTRACTOR or its Subcontractors. Such materials and Equipment shall at all times be maintained, inspected and operated pursuant to Industry Standards and as required by Applicable Law. CONTRACTOR further agrees that all licenses, permits, registrations and certificates or other approvals required by Applicable Law or any Governmental Authority will be procured and maintained for such materials and Equipment at all times during the use of the same by CONTRACTOR or its Subcontractors in the performance of any of CONTRACTOR's obligations under this Agreement.

### 2.3 Liens.

CONTRACTOR warrants good title, free and clear of all liens, claims, charges, security interests, and encumbrances whatsoever, to all Equipment and other items furnished by it or any of its Subcontractors that become part of the System to the extent payment therefore has been received by CONTRACTOR from COLLEGE.

### 2.4 Compliance with Applicable Laws.

CONTRACTOR specifically agrees that it shall at all times fully comply with Applicable Laws and that it shall perform the Work in accordance with the Applicable Laws.

### 2.5 Independent Contractor.

CONTRACTOR is acting hereunder as an independent CONTRACTOR and not as an agent or employee of the COLLEGE. The CONTRACTOR shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the COLLEGE.

### 2.6 Subcontractors.

CONTRACTOR shall at all times be responsible for the acts and omissions of Subcontractors. CONTRACTOR shall be responsible for performance of all the Work, whether performed by CONTRACTOR or its Subcontractors. COLLEGE shall not undertake any obligation to pay or to be responsible for the payment of any sums to any Subcontractor. The COLLEGE shall have no responsibility for settling Subcontractor claims or disputes.

### 2.7 Performance & Payment Bonds.

Prior to commencing any portion of the Work, the CONTRACTOR shall furnish separate payment and performance bonds for its portion of the Work which shall cover 100% faithful performance of and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the Work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties.

To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the CONTRACTOR shall, upon request of the Owner, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Owner. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time,

or modifications of the time, terms, or conditions of payment to the CONTRACTOR will release the surety. If the CONTRACTOR fails to furnish the required bonds, the Owner may terminate the Contract for cause.

#### 2.8 Protective Measures.

CONTRACTOR shall be responsible for all injury or damage to individuals or property that may occur as a result of its fault or negligence, or that of its Subcontractors, in connection with the performance of the Work.

CONTRACTOR shall take all reasonably necessary precautions for the safety of its employees and any and all other individuals present in the area where Work is performed (which areas shall be referred to herein as (the "Site")) and prevent accidents or injury to individuals on, about, or adjacent to the premises where the Work is being performed.

CONTRACTOR shall keep areas where Work is performed pursuant to this Agreement and surrounding areas free from accumulation of waste materials or rubbish caused by the Work, and at the end of each Day that the CONTRACTOR performs the Work, CONTRACTOR shall remove any debris, store such debris in containers at its sole expense, and leave the Site in a clean and orderly condition. Upon Final Completion, CONTRACTOR shall remove from the relevant part of the Site all waste materials, rubbish, debris, debris containers, tools, Equipment, machinery and surplus materials from the Site and leave the Site in a clean and orderly condition.

#### 2.9 Title; Risk of Loss.

From Effective Date and until the date of Substantial Completion for the Work, CONTRACTOR assumes risk of loss and full responsibility for the cost of replacing or repairing any damage to the System and all damages to and defects in materials, Equipment, supplies and maintenance equipment (including temporary materials, equipment and supplies) that are purchased by CONTRACTOR for permanent installation in or for use during construction of the System.

Except as set forth in the Operations and Maintenance Agreement, if applicable, COLLEGE shall bear the risk of loss and full responsibility with respect of the System from and after the date of Substantial Completion of the Work.

Title to all materials, Equipment, supplies and maintenance equipment required by this Agreement, to be purchased by CONTRACTOR for permanent installation as part of the System or for use by COLLEGE or Project Owner in the operation of that portion of the System subject to the particular Work Order shall pass to the COLLEGE upon the achievement of Substantial Completion of the Work required by that Work Order.

#### 2.10 Unanticipated Conditions.

CONTRACTOR has conducted a full and complete visual inspection of the Project Site, including (a) the readily apparent surface conditions of the area where a HVAC System will be installed including areas where utilities are located such as manhole covers, pull boxes, marked underground service areas, etc., (b) all staging, storage, delivery, and other areas necessary to perform the Work, (c) ingress to and egress from each Site for all supplies, personnel and Equipment. If any conditions exist, arise, or are

discovered at the Site that differ materially from those conditions that CONTRACTOR discovered or should have reasonably discovered based on the inspections set forth in the first sentence of this Section 2.4, including without limitation, conditions related to Hazardous Materials or archeological findings, soils conditions, or subsurface obstructions of which Contractor was not aware on the date of this Agreement or could not reasonably be expected to anticipate based on the inspection described above, and such conditions involve the incurrence by CONTRACTOR of any material expenses to correct or accommodate such conditions (hereinafter, "Unanticipated Condition"), CONTRACTOR shall submit a request for approval of a Change Order and payment of the related expenses to COLLEGE. COLLEGE and CONTRACTOR may mutually agree to reduce portions of the Work to offset the Change Order request to comply with COLLEGE budget limits.

#### 2.11 Suspension of the Work.

If CONTRACTOR does not receive payment of any undisputed invoices submitted in accordance with this Agreement, CONTRACTOR shall have the right, upon not less than fifteen (15) business days written notice, to suspend the Work under this Agreement. CONTRACTOR shall be entitled to compensation for all undisputed amounts under this Agreement. If COLLEGE issues full payment of the undisputed invoice within fifteen (15) business days of written notice of intention to suspend, the notice of intention to suspend shall have no further force or effect and CONTRACTOR shall continue to perform the services hereunder as if the notice of intention to suspend had not been given. In the event of any such suspension, CONTRACTOR shall be entitled to request (i) an extension of the deadlines of this Agreement for the same period of the suspension, and (ii) the reimbursement of the additional costs and expenses, if any, reasonably incurred and substantiated by CONTRACTOR (provided CONTRACTOR undertakes reasonable efforts to mitigate such costs and expenses) in protecting, securing or insuring the Work, the delay resulting from such suspension, and in resumption of the Work. If a suspension of the Work under this Section continues for more than two (2) months, CONTRACTOR shall be entitled to, at its sole discretion, terminate this Agreement.

COLLEGE may suspend the Work temporarily at its discretion. In the event of any such suspension, CONTRACTOR shall be entitled to request (i) an extension of the deadlines of this Agreement for the same period of the suspension, and (ii) the reimbursement of the additional costs and expenses, if any, reasonably incurred and substantiated by CONTRACTOR (provided CONTRACTOR undertakes reasonable efforts to mitigate such costs and expenses) in protecting, securing or insuring the Work, the delay resulting from such suspension, and in resumption of the Work. If a suspension of the Work under this Section) continues for more than six (6) months, CONTRACTOR shall be entitled, at its sole discretion, to terminate this Agreement.

In the event that the Work is totally or partially suspended, the Party that has caused the suspension (whether by reason of an act, omission or default) shall bear all the damages, costs and expenses caused by the suspension. If the suspension is not due to an act, omission or default of any of the Parties, and such delay falls under the definition of an Excusable Delay, then the deadlines of this Agreement will be extended for the same period of the suspension, or for such other period that the Parties deem reasonable in view of the circumstances, and COLLEGE shall assume any costs arising under the effects of the suspension on the obligations of the Parties under this Agreement. Notwithstanding the occurrence or continuation of any Force Majeure Event, the provisions of this Section shall apply.

After the resumption of the performance of the Work, CONTRACTOR shall, after due notice to COLLEGE, examine the Work affected by the suspension. CONTRACTOR shall make good any defect, deterioration or loss of the construction or the Work affected that may have occurred during the suspension period. Costs properly incurred by CONTRACTOR (including but not limited to demobilization and mobilization costs, insurance fees, and repair cost) shall be added to the Work Order Price, so long as the suspension did not arise due to any act, omission or default on the part of CONTRACTOR.

#### 2.12 Labor.

CONTRACTOR shall be responsible for all CONTRACTOR labor-related delays or disruption of the progress of the Work. CONTRACTOR shall promptly take any and all reasonable steps that may be available in connection with the resolution of violations of collective bargaining agreements or labor jurisdictional disputes. CONTRACTOR shall advise COLLEGE promptly in writing of any actual or threatened labor dispute of which CONTRACTOR has knowledge that might materially affect the performance of the Work by CONTRACTOR or by any of its Subcontractors. Notwithstanding the foregoing, (a) the settlement of strikes, walkouts, lockouts or other labor disputes shall be at the discretion of the Party having the difficulty, (b) a labor-related delay shall not give rise to a change in the Construction Schedule unless such delay constitutes a Force Majeure Event under paragraph (c) of the definition thereof, and (c) in no event will labor-related delays or difficulties give rise to additional payments to CONTRACTOR.

#### 2.13 Substantial Completion.

Substantial Completion of the PROJECT shall be deemed to have occurred if the following conditions have been met:

- i. the System is mechanically, electrically, and structurally constructed in accordance with the requirements of this Agreement, the Work and Industry Standards, except for non-critical punchlist items that do not affect operations;
- ii. COLLEGE and Contractor shall have agreed on the punchlist items. For clarity purposes, the punchlist shall include final as-built drawings, operation and maintenance manuals, Performance Test, and final lien waivers; and

All punchlist items shall be completed no later than sixty (60) Business Days after Substantial Completion Date unless otherwise delayed by the local utility. Failure of CONTRACTOR to fulfill this obligation shall entitle COLLEGE to complete the pending works on its own. COLLEGE shall issue final payment to CONTRACTOR minus the cost to complete remaining or incomplete punchlist items.

Any dispute between COLLEGE and CONTRACTOR with respect to the projected achievement of Substantial Completion shall be resolved in accordance with the terms and conditions articulated herein.

#### 2.14 Final Completion.

Final Completion of the PROJECT shall be deemed to have occurred only if:

- i. All punchlist items have been completed or waived;
- ii. All manuals, drawings and other documents expressly required to be delivered by CONTRACTOR hereunder have been delivered to COLLEGE;
- iii. On-site operation and maintenance training as required has occurred;
- iv. All final Lien waivers have been obtained;
- v. A Certificate of Final Completion in a form similar to Exhibit F is duly signed by COLLEGE's Representative and the CONTRACTOR's Representative; and

Upon Final Completion, CONTRACTOR shall submit to COLLEGE a Certificate of Final Completion in a form similar to Exhibit F certifying that all of the foregoing conditions have been satisfied. COLLEGE shall, within five (5) Business Days after the receipt by COLLEGE of such written certificate, shall execute an acknowledgment of such certificate if CONTRACTOR has achieved Final Completion or provide written notice of CONTRACTOR's failure to achieve Final Completion. CONTRACTOR shall promptly take such action or perform such Work as is required to achieve Final Completion and shall thereupon issue to COLLEGE another notice as set forth above. This procedure shall be repeated until such time as COLLEGE has acknowledged Final Completion.

Payment of retention from the Agreement, less any sums withheld pursuant to the terms of this Agreement or applicable law, shall not be made to the CONTRACTOR sooner than thirty-five (35) calendar days, but under no circumstances later than sixty calendar days after the date the COLLEGE acknowledges Final Completion,.

Any dispute between COLLEGE and CONTRACTOR with respect to the projected achievement of Final Completion shall be resolved in accordance with the terms and conditions articulated herein.

#### 2.15 Inspection.

All Work performed by CONTRACTOR and all Equipment shall be subject to inspection by COLLEGE (or its designee), but such right of inspection of the Work or equipment furnished by CONTRACTOR shall not relieve CONTRACTOR of responsibility for the proper performance of the Work or equipment to the extent provided under this Agreement. CONTRACTOR shall provide to COLLEGE or COLLEGE's designee access to CONTRACTOR's facility or facilities where the Work is being performed during business hours, and subject to compliance with Site safety rules and policies. COLLEGE shall ensure that the inspections do not affect the normal performance of this Agreement unless Work is not in compliance with this Agreement.

#### 2.16 Representations & Warranties.

- a. Representations and Warranties of CONTRACTOR. CONTRACTOR represents and warrants to COLLEGE that:
- i. CONTRACTOR is a Delaware corporation, duly organized, validly existing, and in good standing under the laws of the State of Delaware, and has full power to engage in the business it presently conducts and contemplates conducting, and is and will be duly licensed or qualified and in good standing under the laws of the State of California and in each other jurisdiction wherein the nature of the business transacted by it makes such licensing or qualification necessary and where the failure to be licensed or qualified would have a material adverse effect on its ability to perform its obligations hereunder.
  - ii. CONTRACTOR has (either directly or through a Subcontractor ) all the required authority, ability, skills, experience and capacity necessary to perform and shall diligently perform the Work in a timely and professional manner, utilizing sound procurement principles, project management procedures, construction procedures and supervisory procedures, all in accordance with Industry Standards. CONTRACTOR has (either directly or through a Subcontractor ) the experience and skills necessary to determine, and CONTRACTOR has reasonably determined, that CONTRACTOR can perform the Work for the Work Order Price.
  - iii. The execution, delivery and performance by CONTRACTOR of this Agreement will not (i) violate or conflict with any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents or (ii) subject the System or any component part thereof to any lien other than as contemplated or permitted by this Agreement.
  - iv. There are no undisclosed actions, suits, proceedings, patent or license infringements or investigations pending or, to CONTRACTOR's knowledge, threatened against it before any court or arbitrator that individually or in the aggregate could result in any materially adverse effect on the business, properties or assets or the condition, financial or otherwise, of CONTRACTOR or in any impairment of its ability to perform its obligations under this Agreement.
  - v. All goods, services, equipment, parts, and materials furnished in connection with the Work related to the System are new, unused and undamaged at the time of delivery to the Site.
  - vi. The individual executing this Agreement on behalf of CONTRACTOR is duly authorized to execute and deliver this Agreement on behalf of CONTRACTOR and this Agreement is binding upon CONTRACTOR in accordance with its terms.

- b. Representations and Warranties of COLLEGE. COLLEGE represents and warrants to CONTRACTOR that:
- i. COLLEGE is a California School COLLEGE duly organized, validly existing, and in good standing under the laws of the State of California, and has full legal capacity and standing to pursue its purpose (including the capacity to dispose of and encumber all of its assets) and full power to engage in the business it presently conducts and contemplates conducting.
  - ii. The execution, delivery and performance by COLLEGE of this Agreement will not (i) violate or conflict with any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents or (ii) subject the System or any component part thereof or the Site or any portion thereof to any lien other than as contemplated or permitted by this Agreement.
  - iii. There are no undisclosed actions, suits, proceedings, patent or license infringements or investigations pending or, to COLLEGE's knowledge, threatened against it before any court or arbitrator that individually or in the aggregate could result in any materially adverse effect on the business, properties or assets or the condition, financial or otherwise, of COLLEGE or in any impairment of its ability to perform its obligations under this Agreement.
  - iv. COLLEGE will exercise commercially reasonable efforts to procure funding for the Project within 365 days of the Effective Date.
  - v. COLLEGE has proof of funds, to the satisfaction of the CONTRACTOR, that are necessary from time to time to pay CONTRACTOR the Work Order Price in accordance with the terms of this Agreement.
  - vi. The individual executing this Agreement on behalf of COLLEGE is duly authorized to execute and deliver this Agreement on behalf of COLLEGE and this Agreement is binding upon COLLEGE in accordance with its terms.

### **ARTICLE III – CONTRACT PRICE AND PAYMENT**

#### 3.1 Contract Price.

CONTRACTOR agrees to perform the Work for the fixed price in the amount of \$3,455,126.00 (Three Million, Four Hundred and Fifty-Five, One Hundred and Twenty-Six dollars and no cents) which shall include the cost of all labor, materials, services, taxes, insurance, overhead, equipment, and all costs and expenses to furnish and install the HVAC Upgrades which comprise the Project Scope of Work, which fixed cost shall be referred to herein as ("Contract Price"):

- (i) Payment of the Contract Price shall be made in compliance with the process described in **Exhibit C**.
- (ii) Should any Change Order result in an increase in the Contract Price, the cost of such Change Order shall be agreed to in advance by the CONTRACTOR and the COLLEGE, subject to the monetary limitations set forth in Public Contract Code section 20118.4. In the event that the CONTRACTOR proceeds with a Change in work without an agreement between the COLLEGE and CONTRACTOR regarding the cost of a Change Order, the CONTRACTOR waives any Claim of additional compensation for such additional work.
- (iii) The Contract Price is firm and fixed and includes all expenses to be incurred by CONTRACTOR including, but not limited to, Equipment and materials, and taxes, related to CONTRACTOR's performance of its obligations under this Agreement.
- (iv) Any additional Work not otherwise specified in Exhibit C shall be resolved through a Change Order to this Agreement.
- (v) COLLEGE and CONTRACTOR may mutually agree to reduce portions of the Work to offset the Change Order request or to comply with COLLEGE budget limits.
- (vi) When a Change Order is proposed, the CONTRACTOR shall furnish a complete breakdown of actual costs of credits and extras, itemizing materials, labor, taxes, overhead and profit. Subcontract work shall be so indicated. All costs must be fully documented. The following limitations shall apply:

### 3.2 Limitations Where Contract Price Changes are Involved.

Overhead and Profit for the CONTRACTOR. The CONTRACTOR's overhead and profit on the cost of subcontracts shall be a sum not exceeding ten percent (10%) of such costs. The CONTRACTOR's overhead and profit on the costs of work performed by the CONTRACTOR shall be a sum not exceeding fifteen percent (15 %) of such costs. Overhead and profit shall not be applied to the cost of taxes and insurance by CONTRACTOR or sub-Contractors or to credits. No processing or similar fees may be charged by the CONTRACTOR in connection with the Change Order.

- a. Bond Premiums.
- b. The actual rate of bond premiums as paid on the total cost (including taxes) will be allowed, but with no markup for profit and overhead.
- c. Taxes.
- d. State and city sales taxes should be indicated. Federal excise tax shall not be included. (COLLEGE will issue an exemption on request.)
- e. Change Order Certification.

- f. All change orders and requests for proposed change orders shall be deemed to include the following certification by the CONTRACTOR:
- g. The undersigned CONTRACTOR approves the foregoing as to the changes in work, if any, and as to the Agreement price specified for each item and as to the extension of time allowed, if any, for completion of the Project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which CONTRACTOR knows are false are made at the sole risk of the CONTRACTOR and may be a violation of the False Claims Act, as set forth in Government Code §§12650 et seq. It is understood that the changes to the Agreement shall only be effective upon approval by the Governing Board of the COLLEGE.
- h. It is expressly understood that the value of the extra work or changes expressly includes any and all of the CONTRACTOR's costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included herein are deemed waived.

### 3.3 Taxes.

The Contract Price includes (and CONTRACTOR assumes exclusive liability for and shall pay before delinquency) all federal, state or local sales, use, value added, excise and other taxes, charges or contributions imposed on, or with respect to all Equipment and CONTRACTOR's services contemplated by this Agreement, provided that COLLEGE shall pay and have exclusive liability with respect to any taxes payable with respect to COLLEGE's income. CONTRACTOR shall hold harmless, indemnify and defend COLLEGE, together with any and all its governing board, administrators, agents and employees from any liability, penalty, interest and expense by reason of CONTRACTOR's failure to pay such taxes, charges or contributions. CONTRACTOR and COLLEGE shall cooperate with each other to minimize the tax liability of both Parties to the extent legally permissible.

COLLEGE recognizes that the designer/contractor under this project may be eligible for a tax deduction for energy efficient commercial buildings under §179D of the Internal Revenue Code. COLLEGE agrees and recognize that Contractor will be the designer of this project for purposes of the §179D deduction. COLLEGE shall cooperate with Contractor in completing the paperwork and certifications necessary to allow Contractor to claim any §179D or other energy efficient commercial buildings tax deduction.”

### 3.4 Payment Process.

Cost Breakdown: Prior to submitting CONTRACTOR's first request for payment, the CONTRACTOR shall prepare and submit to the COLLEGE a cost breakdown (schedule of values) showing the major work items for each trade or operation required in construction of the Project. The work items shall be sufficiently detailed to enable the COLLEGE to accurately evaluate the completion percentages requested by the CONTRACTOR. The cost for each work item shall include overhead and profit. The total of all work item costs shall equal the amount of the Agreement.

Scope of Payment: Payment to the CONTRACTOR at the unit price or other price fixed in the Agreement for performing the work required under any item or at the lump sum price fixed in the Agreement for performing all the work required under the Agreement, shall be full compensation for furnishing all labor, materials, equipment and tools necessary to the work, and for performing and completing, in accordance with the specifications, all work required under the item or under the Agreement, and for all expense incurred by the CONTRACTOR for any purpose in connection with the performance and completion of the work.

Progress Payments: Payments to CONTRACTOR, unless there is a resolution indicating that the Work for the Project is substantially complex, within thirty-five (35) days after approval of the Request for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as certified and verified by Contractor) up to the last day of the previous month, less the aggregate of previous payments. In the case of a Project designated substantially complex, the sum paid to the Contractor shall be equal to ninety percent (90%) of the value of the Work performed (as certified and verified by Contractor). The value of the Work completed shall be the Contractor's best estimate. Work completed as estimated shall be an approximation or estimate only and no mistake, inaccuracy, error or falsification in said any approved estimate shall operate to release the Contractor, or any Surety upon any bond, from damages arising from such Work, or from the COLLEGE's enforcement of each and every provision of this Contract including but not limited to the Performance Bond and Payment Bond. The COLLEGE shall have the right to subsequently to correct any mistake, inaccuracy, error or falsification made or otherwise set forth in any approved Request for Payment and such correction may occur in any future Payment Application or in the Retention Payment to the Contractor. No Surety upon any bond shall be relieved, released or exonerated of its obligations under this Contract or any applicable bond when the COLLEGE is unable to correct an overpayment to the Contractor due to any abandonment by the Contractor or termination by the COLLEGE. Payments may at any time be withheld if in the judgment of the COLLEGE the work is not proceeding in accordance with the Agreement, the CONTRACTOR is not complying with the requirements of the Agreement, stop notices have been timely filed, the estimate contains an error, or the COLLEGE has incurred costs or requests reasonable financial assurances regarding defective work by the CONTRACTOR..

Final Payment: Within thirty (30) days after all required work is fully completed in accordance with the Agreement, the CONTRACTOR shall submit a final invoice for the total value of the work completed in accordance with the Agreement, which shall be subject to review and approval by the COLLEGE. As required by law, COLLEGE shall pay CONTRACTOR the unpaid balance of the Agreement price of the work, or the whole Agreement price of the work if no progress payment has been made, determined in accordance with the terms of the Agreement, less such sums as may be lawfully retained under any provision of the Agreement, including, but not limited to, amounts retained for damages, for stop notices, for third-party claims for which the CONTRACTOR is required to indemnify the COLLEGE, for defective work and costs incurred by the COLLEGE in connection therewith, or for other

such claims and damages attributable to the CONTRACTOR (“Final Payment”). Prior progress estimates and payments are subject to correction in the Final Payment. Tender of the Final Payment shall constitute denial by the COLLEGE of any unresolved claim. CONTRACTOR’s acceptance of the Final Payment shall operate as a full and final release to the COLLEGE and its agents from any and all unasserted claims CONTRACTOR has, or may have, related to this Agreement.

**Payments Do Not Imply Acceptance of Work:** The granting of any progress payment or payments by the COLLEGE or the receipt thereof by the CONTRACTOR shall not constitute acceptance of the work or of any portion thereof, and shall in no way lessen the liability of the CONTRACTOR to replace unsatisfactory work or material, whether or not the unsatisfactory character of such work or material was apparent or detected at the time such payment was made.

**Retention of Sums Charged Against CONTRACTOR:** It is mutually understood and agreed that when under any provision of this Agreement the COLLEGE shall charge any sums of money against the CONTRACTOR, the amount of such charge shall be deducted and retained by the COLLEGE from the amount of the next succeeding progress estimate, or from any other monies due or that may become due the CONTRACTOR on account of the Agreement. If on completion or termination of the Agreement such monies due the CONTRACTOR are found insufficient to cover the COLLEGE's charges against the CONTRACTOR, the COLLEGE shall have the right to recover the balance from the CONTRACTOR or the CONTRACTOR’s sureties.

**Release:** The CONTRACTOR and each assignee under an assignment in effect at the time of Final Payment shall, if required by the COLLEGE, execute and deliver at the time of Final Payment and as a condition precedent to Final Payment, a release in form and substance satisfactory to and containing such exemptions as may be found appropriate by the COLLEGE, discharging the COLLEGE, its officers, agents and employees of and from liabilities, obligations and claims arising under this Agreement.

**Payment to Sub-contractors and Suppliers:** The CONTRACTOR shall pay each sub-CONTRACTOR and supplier promptly on receipt of each progress payment from the COLLEGE for the materials, labor and equipment delivered to the site or incorporated in the work by each sub-CONTRACTOR during the period for which the progress payment is made, less any retention as provided above.

**Stop Notice Costs:** The COLLEGE reserves the right to charge the CONTRACTOR or surety, or to withhold from release of retention, all costs incurred by the COLLEGE, including attorney’s fees, for processing and defending stop notice claims

### 3.5 Prevailing Wages.

**Prevailing Wage.** California Labor Code. CONTRACTOR shall comply with all applicable provisions of the California Labor Code, Division 2, Part 7, Chapter 1, Articles 1-5, including (without limitation) the payment of the general prevailing per diem wage rates for public work projects in excess of \$1,000. In addition, CONTRACTOR and each Subcontractor shall comply with Chapter 1 of Division 2, Part 7 of the California Labor Code, commencing with Section 1720, and including Sections 1735, 1777.5 and 1777.6 forbidding discrimination, and Sections 1776, 1777.5 and 1777.6 concerning the employment

of apprentices by CONTRACTOR or Subcontractor. For ease of reference and clarity, the provisions referenced in section (a) are set forth in greater detail herein as follows:

Wage rates for this PROJECT shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations (DIR) are on file at the administrative office of the COLLEGE and are also available from the Director of the DIR. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and CONTRACTOR stipulates to the provisions contained therein:

- (a) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and
- (b) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.).

### 3.6 Monitoring and Enforcement by Labor Commissioner.

Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The CONTRACTOR and all subcontractors shall be required to furnish, at least monthly, certified payroll records directly to the Labor Commissioner in accordance with Labor Code section 1771.4. All payroll records shall be furnished in a format required by the Labor Commissioner. The CONTRACTOR and all subcontractors must sign up for, and utilize, the Labor Commissioner's electronic certified payroll records submission system. The COLLEGE will have direct and immediate access to all CPRs for the PROJECT that are submitted through the Labor Commissioner's system. The COLLEGE can use this information for any appropriate purpose, including monitoring compliance, identifying suspected violations, and responding to Public Records Act requests.

The Labor Commissioner/ DLSE may conduct various compliance monitoring and enforcement activities including, but not limited to, confirming the accuracy of payroll records, conducting worker interviews, conducting audits, requiring submission of itemized statements prepared in accordance with Labor Code section 226, and conducting random in-person inspections of the PROJECT site ("On-Site Visits"). On-Site Visits may include inspections of records, inspections of the Work site and observation of work activities, interviews of workers and others involved with the PROJECT, and any other activities deemed necessary by the Labor Commissioner/DLSE to ensure compliance with prevailing wage requirements. The Labor Commissioner/DLSE shall have free access to any construction site or other place of labor and may obtain any information or statistics pertaining to the lawful duties of the Labor Commissioner/DLSE.

Prior to commencing any Work on the PROJECT, the CONTRACTOR shall post the required notice/poster required under the California Code of Regulations and Labor Code section 1771.4 in both English and Spanish at a conspicuous, weatherproof area at the Project site. The required notice/poster is available on the Labor Commissioner's website.

### 3.7 DIR Registration.

Strict compliance with all DIR registration requirements in accordance with Labor Code sections 1725.5 and 1771.1 is a material obligation of the CONTRACTOR and all of its subcontractors (of any tier) under the Contract Documents. The foregoing includes, without limitation, compliance with DIR registration requirements at all times during performance of the Work by the CONTRACTOR and all of its subcontractors of any tier. The failure of the CONTRACTOR and all subcontractors of any tier to be properly registered with DIR at all times during performance of the Work is a material breach of the Contract and subject to termination for cause.

An affirmative and ongoing obligation of the CONTRACTOR under the Contract Documents is the verification that all subcontractors of any tier are at all times during performance of the Work are in full and strict compliance with the DIR registration requirements. The CONTRACTOR shall not permit or allow any subcontractors of any tier to perform any Work without the CONTRACTOR's verification that all subcontractors are in full and strict compliance with the DIR registration requirements. Any subcontractors of any tier not properly registered with the DIR shall be substituted in accordance with Labor Code section 1771.1. CONTRACTOR or its subcontractors of any tier shall not be entitled to any additional costs or time arising from or in any way related to compliance with the DIR registration requirements.

### 3.8 Davis-Bacon Act.

Because the Work under this Agreement is financed partially with federal funds (Higher Education Emergency Relief Fund (HEERF) , to the extent required by such financing, CONTRACTOR shall also comply with all applicable provisions of the Davis-Bacon Act (40 U.S.C. 3141-48). Specifically those provisions found at Title 29 CFR 5.5 requiring CONTRACTOR to pay the laborers and mechanics employed on the Project, on a weekly basis, no less than the wages and benefits that are prevailing in the area as determined by the Secretary of Labor.

## ARTICLE IV – CONTRACTOR'S INSURANCE

### 4.1 Insurance Requirements.

Before the commencement of work on the PROJECT, the CONTRACTOR shall purchase from and maintain in a company or companies lawfully authorized to do business in California with a financial rating of at least A+ status as rated in the most recent edition of Best's Insurance Reports, such insurance as will protect the COLLEGE from the claims set forth below, which may arise out of or result from the CONTRACTOR's operations under this Contract and for which the CONTRACTOR may be legally liable, whether such operations are by the CONTRACTOR, by a Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (a) Claims for damages because of bodily injury, sickness, disease, or death of any person COLLEGE requires indemnification in this agreement and coverage CONTRACTOR'S for employee claim;

- (b) Claims for damages insured by usual personal injury liability coverage, which are sustained by a person as a result of an offense directly or indirectly related to employment of such person by the CONTRACTOR or by another person;
- (c) Claims for damages because of injury or destruction of tangible property, including loss of use resulting therefrom, arising from operations under the Contract Documents;
- (d) Claims for damages because of bodily injury, death of a person, or property damage arising out of the ownership, maintenance, or use of a motor vehicle, all mobile equipment, and vehicles moving under their own power and engaged in the work for the PROJECT;
- (e) Claims involving contractual liability applicable to the CONTRACTOR's obligations under the Contract Documents, including liability assumed by and the indemnity and defense obligations of the CONTRACTOR and the Subcontractors; and
- (f) Claims involving Completed Operations, Independent Contractors' coverage, and Broad Form property damage, without any exclusions for collapse, explosion, demolition, underground coverage, and excavating. (XCU)
- (g) Claims involving sudden or accidental discharge of contaminants or pollutants.

#### 4.2 Additional Insured Endorsement Requirements.

The CONTRACTOR shall name, on any policy of insurance required under Article 6.1 above, the COLLEGE, the State of California, their officers, employees, and agents as additional insureds. Subcontractors shall name the CONTRACTOR, the COLLEGE, the State of California, their officers, employees, and agents as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims caused by operations performed by or on behalf of the insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the CONTRACTOR pursuant to this Article must be designated in the policy as primary to any insurance obtained by the COLLEGE. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

#### 4.3 Specific Insurance Requirements.

CONTRACTOR shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain all insurance coverages specified in Exhibit E

#### 4.4 Workers' Compensation Insurance.

During the term of this Contract, the CONTRACTOR shall provide workers' compensation insurance for all of the CONTRACTOR's employees working on the PROJECT under this Contract on or at the Site of the PROJECT and, in case any of the CONTRACTOR's work is subcontracted, the CONTRACTOR shall require the Subcontractor to provide workers' compensation insurance for all the Subcontractor's employees working on the PROJECT under the subcontract. In case any class of employees working on the PROJECT under this Contract on or at the Site of the PROJECT is not protected

under the Workers' Compensation laws, the CONTRACTOR shall provide or cause a Subcontractor to provide adequate insurance coverage for the protection of those employees not otherwise protected. The CONTRACTOR shall file with the COLLEGE certificates of insurance in accordance with Labor Code § 3700.

#### 4.5 Professional Liability.

Professional liability insurance, including contractual liability, with limits of \$1,000,000, per claim.

#### 4.6 Other Insurance.

The CONTRACTOR shall provide all other insurance required to be maintained under applicable laws, ordinances, rules, and regulations.

#### 4.7 Proof of Insurance.

The CONTRACTOR shall not commence work on the PROJECT, nor shall it allow any Subcontractor to commence work on the PROJECT until all required insurance and certificates have been obtained and delivered in duplicate to the COLLEGE for approval subject to the following requirements:

(a) Certificates and insurance policies shall include the following clause:

“The CONTRACTOR will provide notice to the COLLEGE if any of the policies are non-renewed, canceled, or reduced in required limits of liability or amounts of insurance.”

(b) Certificates of insurance shall state in particular those insured, the extent of insurance, location and operation to which the insurance applies, the expiration date, and cancellation and reduction notices.

(c) Certificates of insurance shall clearly state that the COLLEGE and the Architect are named as additional insureds under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by COLLEGE.

(d) The CONTRACTOR and its Subcontractors shall produce a certified copy of any insurance policy required under this Section upon written request of the COLLEGE.

#### 4.8 Compliance.

In the event CONTRACTOR fails to furnish and maintain any insurance required by this Article, the CONTRACTOR shall be in default under the Contract. Compliance by CONTRACTOR with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve the CONTRACTOR from liability assumed under any provision of the Contract Documents, including, without limitation, the obligation to defend and indemnify the COLLEGE.

#### 4.9 Hazardous Materials.

CONTRACTOR hereby specifically agrees to indemnify, defend and hold COLLEGE, their present and future Board members, administrators, employees, agents, representatives, successors and assigns harmless from and against any and all losses, liabilities, claims, demands, damages, causes of action, fines, penalties, costs and expenses (including, but not limited to, all reasonable consulting, engineering, attorneys' or other professional fees), that they may incur or suffer by reason of:

- (i) Any release of a Hazardous Material brought on to the Site by CONTRACTOR, or any pre-existing Hazardous Materials that, through CONTRACTOR's sole negligence, are released or disturbed at the Site;
- (ii) Any enforcement or compliance proceeding commenced by or in the name of any Governmental Authority because of an alleged, threatened or actual violation of any Applicable Law by CONTRACTOR; and
- (iii) Any action reasonably necessary to abate, remediate or prevent a violation or threatened violation of any Applicable Law by CONTRACTOR.

COLLEGE hereby specifically agrees to indemnify, defend and hold CONTRACTOR, its present and future direct or indirect parents, subsidiaries, affiliates, divisions, and their respective directors, officers, employees, shareholders, agents, representatives, successors and assigns harmless from and against any and all losses, liabilities, claims, demands, damages, causes of action, fines, penalties, costs and expenses (including, but not limited to, all reasonable consulting, engineering, attorneys' or other professional fees), that they may incur or suffer by reason of:

- (i) Any release of a Hazardous Material brought on to the Site by COLLEGE, Representative, or any pre-existing Hazardous Material that through COLLEGE's sole negligence, are released or distributed at the Site, with the exception of pre-existing Hazardous Material released or disturbed at the Site through CONTRACTOR's negligence;
- (ii) Any enforcement or compliance proceeding commenced by or in the name of any Governmental Authority because of an alleged, threatened or actual violation of any Applicable Law by COLLEGE, or COLLEGE Representative; and
- (iii) Any action reasonably necessary to abate, remediate or prevent a violation or threatened violation of any Applicable Law by or COLLEGE Representative.

## **ARTICLE V - BREACH & TERMINATION**

### 5.1 Termination by COLLEGE.

CONTRACTOR agrees that COLLEGE shall be entitled to terminate this Agreement upon the occurrence of any of the following circumstances:

- (i) Except as otherwise permitted under this Agreement, CONTRACTOR abandons the entire Work for more than ninety (90) days and fails to commence or continue performance of the Work within twenty (20) business days of CONTRACTOR's written notice from COLLEGE to commence or continue performance of the Work;

(ii) CONTRACTOR commits a material breach of this Agreement, and CONTRACTOR does not commence the cure of said breach and thereafter diligent pursuant to completion the cure of said breach, thirty (30) days following CONTRACTOR's receipt of written notice thereof from COLLEGE, or

(iii) CONTRACTOR makes a general assignment for the benefit of creditors, or a receiver is appointed on account of its insolvency, or it becomes the subject of any proceeding commenced under any federal or state insolvency statute or law for the relief of debtors.

Upon the occurrence of any of the foregoing, COLLEGE may instruct CONTRACTOR to discontinue all or any part of the Work, and CONTRACTOR shall thereupon discontinue the Work of such parts thereof. COLLEGE shall thereupon have the right to continue and complete the Work or any part thereof, by contract or otherwise.

## 5.2 Termination by Contractor.

If COLLEGE fails to make any payment to CONTRACTOR hereunder when due, which failure remains uncured for thirty (30) days following COLLEGE's receipt of written notice thereof from CONTRACTOR, the COLLEGE shall be in breach and CONTRACTOR shall have all rights and remedies that may be available under Applicable Law against COLLEGE with respect thereto, including without limitation the right to suspend performance of the Work or terminate this Agreement.

## **ARTICLE VI – INDEMNIFICATION**

CONTRACTOR shall fully indemnify, save harmless and defend COLLEGE from and against any and all costs, claims, and expenses incurred by COLLEGE and their successors, assigns, governing board members, administrators, managers, employees, agents, affiliates and partners in connection with or arising from any claim by a third party for physical damage to or physical destruction of property, or death of or bodily injury to any person (other than Affiliates of COLLEGE) arising from or relating to CONTRACTOR's performance of its obligations under this Agreement, but only to the extent caused by (a) the negligence, gross negligence or willful misconduct of CONTRACTOR or its Subcontractors, agents or employees or others under CONTRACTOR's control or (b) a breach by CONTRACTOR of its obligations hereunder.

COLLEGE shall fully indemnify, save harmless and defend CONTRACTOR and its successors, assigns, officers, directors, members, managers, employees, agents, affiliates and partners in connection with or arising from any claim by a third party for physical damage to or physical destruction of property, or death of or bodily injury to any person (other than Affiliates of CONTRACTOR or Subcontractors) arising from or relating to this Agreement, but only to the extent caused by (a) the negligence, gross negligence or willful misconduct of COLLEGE or its agents or employees or others under COLLEGE's control or (b) a breach by COLLEGE of its obligations hereunder.

Each Party shall indemnify, defend and hold the other Party, and its present and future governing board members, administrators, direct and indirect parents, subsidiaries and Affiliates and their directors, officers, shareholders, employees, agents and representatives harmless from and against any and

all claims, actions, suits, proceedings, losses, liabilities, penalties, damages, costs or expenses (including attorneys' fees and disbursements) of any kind whatsoever arising from (a) actual or alleged infringement or misappropriation by such Party (or in the case of CONTRACTOR, any Subcontractor) of any patent, copyright, trade secret, trademark, service mark, trade name, or other intellectual property right in connection with the System, including without limitation, any deliverable, (b) such Party's (and in the case of CONTRACTOR, any Subcontractor's) violation of any third-party license to use intellectual property in connection with the Work, including, without limitation, any deliverable. Notwithstanding the foregoing, the indemnification obligations of CONTRACTOR set forth in this section shall not apply when the claim of infringement arises from a particular design, process or product of a particular manufacturer or manufacturers that CONTRACTOR is directed by COLLEGE to use in connection with the Contract Documents, unless the CONTRACTOR has reason to believe there is an infringement of such intellectual property right.

If any claim is brought against a Party (the "Indemnified Party") that gives rise to a potential indemnity claim under this section, then the Indemnified Party shall give written notice of said claim to the other Party (the "Indemnifying Party"). Upon receipt of written notice of the claim, the Indemnifying Party shall be entitled to participate in, and, unless in the opinion of counsel for the Indemnifying Party a conflict of interest between the Parties may exist with respect to such claim, assume the defense of such claim, with counsel reasonably acceptable to the Indemnified Party. Where the Indemnifying Party has elected not to assume the defense of a claim that gives rise to a potential indemnity claim under this section, the Indemnifying Party shall reimburse the Indemnified Party for its reasonable and necessary defense expenses to the extent said claim is adjudged to be covered under the indemnity obligations. Even if the Indemnifying Party assumes the defense of the Indemnified Party with acceptable counsel, the Indemnified Party, at its sole option, may participate in the defense, at its own expense, with counsel of its own choice without relieving the Indemnifying Party of any of its obligations hereunder.

#### 6.1 Limitations of Liability.

No Consequential Damages. IN NO CIRCUMSTANCES SHALL THE CONTRACTOR OR COLLEGE OR ANY OF THEIR RESPECTIVE OFFICERS, MEMBERS OR EMPLOYEES BE LIABLE FOR PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY NATURE INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS OR REVENUES OR THE LOSS OF USE OF SUCH PROFITS OR REVENUE, LOSS BY REASON OF PLANT SHUTDOWN OR INABILITY TO OPERATE AT RATED CAPACITY, COSTS OF REPLACEMENT POWER OR CAPITAL, DEBT SERVICE FEES OR PENALTIES, INVENTORY OR USE CHARGES, DAMAGES TO REPUTATION, DAMAGES FOR LOST OPPORTUNITIES, REGARDLESS OF WHETHER SAID CLAIM IS BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHER THEORY OF LAW. NOTWITHSTANDING THE FOREGOING, THE LIMITATIONS ON PARTIES' LIABILITY FOR CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES IN THIS SECTION SHALL NOT APPLY TO THE PARTIES' RESPECTIVE INDEMNITY OBLIGATIONS AS SET FORTH IN THIS AGREEMENT FOR SUCH DAMAGES WHEN SUCH DAMAGES ARE SOUGHT BY THIRD PARTIES.

Maximum Liability. Whether an action or claim is based on warranty, contract, tort or otherwise, under no circumstance shall (i) COLLEGE's total liability arising out of or related to this Agreement exceed the minimum Insurance Limits as defined in Exhibit E of this Agreement, and (ii)

CONTRACTOR's total liability arising out of or related to this Agreement exceed the Insurance Limits as defined in Exhibit E of this Agreement.

## ARTICLE VII - MISCELLANEOUS

### 7.1 Representatives.

COLLEGE Representative. COLLEGE designates, and CONTRACTOR agrees to accept, Allan Hancock Joint Community College, ~~Assistant Superintendent~~ Associate Superintendent/Vice President of Finance and Administration Eric D. Smith, as COLLEGE Representative for all matters relating to CONTRACTOR's performance of the Work. The actions taken by COLLEGE Representative regarding such performance shall be deemed the acts of COLLEGE and shall be fully binding for COLLEGE. COLLEGE may, upon written notice to CONTRACTOR change the designated COLLEGE Representative.

CONTRACTOR Representative. CONTRACTOR designates, and COLLEGE agrees to accept, Kecia Davison as CONTRACTOR Representative for all matters relating to CONTRACTOR's performance under this Agreement. The actions taken by CONTRACTOR Representative shall be deemed the acts of CONTRACTOR and shall be fully binding for CONTRACTOR. CONTRACTOR may, upon written notice to COLLEGE change the designated CONTRACTOR Representative.

Power of Representatives. The Parties shall vest their Representatives with sufficient powers to enable them to assume the obligations and exercise the rights of CONTRACTOR or COLLEGE, as applicable, under this Agreement.

Notices to Representative. All amendments, Change Orders, notices and other communications between CONTRACTOR and COLLEGE contemplated herein shall be delivered in writing.

### 7.2 Ownership of Plans, Data, Reports and Material.

Contract Documents developed by CONTRACTOR under this Agreement shall become the property of COLLEGE when prepared and shall be delivered to COLLEGE upon completion of the Work; provided that nothing in the foregoing shall impair, alter or otherwise affect CONTRACTOR's proprietary rights in its patents, products or other intellectual property.

Any additional inventions or intellectual property created during performance of this Agreement shall be owned by CONTRACTOR.

CONTRACTOR further agrees to grant and hereby grants to COLLEGE an irrevocable, non-exclusive, royalty-free license under all patents, copyrights and other proprietary information of CONTRACTOR related to the Work now or hereafter owned or controlled by CONTRACTOR to the extent reasonably necessary for the operation, maintenance or repair of the System or any subsystem or component thereof designed, specified, or constructed by CONTRACTOR under this Agreement. No other license in such patents and proprietary information is granted pursuant to this Agreement.

### 7.3 Governing Law.

The formation, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event of any Dispute that is not resolved as provided herein, the Parties hereto agree to submit to the jurisdiction of any court of competent jurisdiction within Sacramento County, California and shall comply with all requirements necessary to give such court jurisdiction.

#### 7.4 Force Majeure.

CONTRACTOR shall promptly notify COLLEGE in writing of any delay or anticipated delay in CONTRACTOR's performance of this Agreement due to a Force Majeure Event, and the reason for and anticipated length of the delay. CONTRACTOR shall deliver such notice as soon as reasonably practicable, but in any event within forty-eight (48) hours of CONTRACTOR's becoming aware of such delay. CONTRACTOR shall be excused for any delays or defaults in the performance of its obligations under this Agreement that are the result of a Force Majeure Event. CONTRACTOR shall be entitled to a reasonable extension of time for delays due to a Force Majeure Event.

#### 7.5 Dispute Resolution.

Good faith negotiations. In the event that any question, dispute, difference or claim arises out of or in connection with this Agreement, including any question regarding its existence, validity, performance or termination (a "Dispute"), which either Party has notified to the other, senior management personnel from both CONTRACTOR and COLLEGE shall meet and diligently attempt in good faith to resolve the Dispute for a period of five (5) days following one Party's written request to the other Party for such a meeting. If, however, either Party refuses or fails to so meet, or the Dispute is not resolved by negotiation, the dispute resolution provisions set forth herein shall apply to the extent applicable to the Dispute.

CONTRACTOR Non-Binding Mediation. If the Dispute remains unresolved, a Party may require that a non-binding mediation take place with a mediator mutually chosen by COLLEGE and CONTRACTOR. If COLLEGE and CONTRACTOR are unable to agree on a mediator, then either may request that the American Arbitration Association (the "AAA") to appoint a mediator. The mediator's fee and expenses shall be paid one-half by COLLEGE, and one-half by CONTRACTOR. In any such mediation, representatives of the Parties with authority to resolve the dispute shall meet for at least three hours with mediator. The obligation to mediate shall not be binding upon any Party with respect to (i) requests for preliminary injunctions, temporary restraining orders, specific performance, or other procedures in a court of competent jurisdiction to obtain interim relief deemed necessary by such court to preserve the status quo or prevent irreparable injury pending resolution by mediation of the actual Dispute; (ii) actions to collect payments not subject to bona fide Dispute; or (iii) claims involving third parties who have not agreed to participate in the mediation of the Dispute. The provisions of this section shall survive any termination of this Agreement.

#### 7.6 Notices and Demands.

Any notice, request, demand or other communication required or permitted under this Agreement, shall be deemed to be properly given by the sender and received by the addressee if made in writing (a) the same day if personally delivered; (b) three (3) days after deposit in the mail if mailed by

certified or registered air mail, post prepaid, with a return receipt requested; or (c) the same day if sent by facsimile or electronic mail with confirmation. Mailed notices, facsimile notices or electronic notices shall be addressed as follows to:

**COLLEGE:**

Name: Allan Hancock Joint Community College  
District  
Attention: Eric D. Smith  
Address: 800 South College Dr.  
Santa Maria, CA 93454  
  
Phone: (805) 922-6966 ext. 3221  
  
Email: [Ericd.smith@hancock.edu](mailto:Ericd.smith@hancock.edu)

With a copy to:

Name:  
  
Attention:  
  
Address:

**CONTRACTOR:**

Name: SitelogIQ  
Attention: Kecia Davison, President West Energy  
Address: 1651 Response Rd., Suite 300  
Sacramento, CA 95815  
Phone: (888) 819-0041  
  
E-mail: [kecia.davison@sitelogiq.com](mailto:kecia.davison@sitelogiq.com)

7.7 Nondisclosure.

To the extent permitted by law, whichever Party receives confidential information (the “Receiving Party”) from the other Party (the “Disclosing Party”) shall not use for any purpose other than performing the Work under this Agreement or divulge, disclose, produce, publish, or permit access to, without the prior written consent of the Disclosing Party, any such information of the Disclosing Party. Confidential Information includes, without limitation, all information or materials prepared in connection with the Work performed under this or any related subsequent Agreement, designs, drawings, specifications, techniques, models, data, documentation, source code, object code, diagrams, flow charts,

research, development, processes, procedures, know-how, manufacturing, development or marketing techniques and materials, development or marketing timetables, strategies and development plans, personnel names and other information related to CONTRACTOR, Suppliers, personnel, pricing policies and financial information, and other information of a similar nature, whether or not reduced to writing or other tangible form, and any other trade secrets. Confidential information does not include (a) information known to the Receiving Party prior to obtaining the same from the Disclosing Party; (b) information in the public domain at the time of disclosure by the Receiving Party; or (c) information obtained by the Receiving Party from a third party who did not receive same, directly or indirectly, from the Disclosing Party. The Receiving Party shall use the higher of the standard of care that the Receiving Party uses to preserve its own confidential information or a reasonable standard of care to prevent unauthorized use or disclosure of such confidential information. Notwithstanding anything herein to the contrary, the Receiving Party has the right to disclose Confidential Information without the prior written consent of the Disclosing Party: (i) as required by any court or other Governmental Authority, or by any stock exchange upon which the shares of any Party are listed, (ii) as otherwise required by law, (iii) as advisable or required in connection with any government or regulatory filings, including without limitation, filings with any regulating authorities covering the relevant financial markets, (iv) to its attorneys, accountants, financial advisors or other agents, in each case bound by confidentiality obligations, (v) to banks, investors and other financing sources and their advisors, in each case bound by confidentiality obligations; or (vi) in connection with an actual or prospective merger or acquisition or similar transaction where the party receiving the Confidential Information is bound by confidentiality obligations. If a Receiving Party believes that it will be compelled by a court or other Governmental Authority to disclose confidential information of the Disclosing Party, it shall give the Disclosing Party prompt written notice, and in all cases not less than five (5) Business Days' notice in advance of disclosure, so that the Disclosing Party may determine whether to take steps to oppose such disclosure. Notwithstanding the foregoing, CONTRACTOR acknowledges that this Agreement, once fully executed and approved by the COLLEGE's Board of Trustees, is public information, subject to release in response to public information requests under California Government Code § 6250 et seq. (Public Records Act). COLLEGE shall use reasonable efforts to prevent or limit disclosure of the Confidential Information.

#### 7.7 Time of Essence.

Time is expressly agreed to be of the essence of this Agreement and each, every and all of the terms, conditions and provisions herein.

#### 7.8 Validity.

The provisions contained in each section, subsection and clause of this Agreement shall be enforceable independently of each of the others and their validity shall not be affected if any of the others are invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid. The Parties shall, if necessary, negotiate in good faith and make any necessary amendments to ensure the enforceable terms of this Agreement reflect the true intent of the Parties as of the date of execution of this Agreement.

#### 7.9 Binding Effect.

This Agreement shall be binding on the Parties hereto and on their respective permitted successors, heirs and assigns.

7.10 Modifications.

No oral or written amendment or modification of this Agreement by any administrator, Board member, officer, agent or employee of CONTRACTOR or COLLEGE, either before or after execution of this Agreement, shall be of any force or effect unless such amendment or modification is in writing and is signed by any duly authorized representative of both Parties to be bound thereby.

7.11 Headings.

The headings in this Agreement are for convenience of reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

7.12 Counterparts; Signature Pages.

This Agreement may be executed in counterparts which, taken together, shall constitute a single instrument. Facsimile and other electronically transmitted signature pages shall be effective to bind a Party to this Agreement.

7.13 Announcements and Publications.

CONTRACTOR shall coordinate with COLLEGE with respect to, and provide advance copies to COLLEGE for review of, the text of any proposed announcements or publications that include any non-public information concerning the Work prior to the dissemination thereof to the public or to any Person other than Subcontractors or advisors of CONTRACTOR, in each case, who agree to keep such information confidential. If COLLEGE delivers written notice to CONTRACTOR rejecting any such proposed announcement or publication within two (2) Business Days after receiving such advance copies, the CONTRACTOR shall not make such public announcement or publication; provided, however, that CONTRACTOR may disseminate or release such information in response to requirements of Governmental Authority.

7.14 Complete Agreement.

This Agreement together with the Exhibits hereto completely and exclusively states the agreement of the Parties regarding its subject matter and its terms govern, all prior proposals, agreements, or other communications between the Parties, oral or written, regarding such subject matter. No oral agreement or conversation with any officer or employee of either Party or any or all prior proposals shall affect or modify any of the terms and conditions of this Agreement. This Agreement shall not be modified except by written amendment signed on behalf of the COLLEGE and CONTRACTOR by their duly authorized representatives. Any purported oral amendment to the Agreement shall have no effect.

7.15 No Agency.

This Agreement is not intended, and shall not be construed, to create any association, joint venture, agency relationship or partnership between the Parties or to impose any such obligation or liability upon either Party. Neither Party shall have any right, power or authority to enter into any agreement or undertaking for, or act as or be an agent or representative of, or otherwise bind, the other Party.

7.16 Priority of Documents.

In the event of conflicting provisions between any of the Contract Documents, the provisions shall govern in the following priority: first, duly executed amendments to this Agreement (to the extent not superseded by a subsequent amendment); second, this Agreement; third, Work Order in Exhibit C, and fourth, the other Contract Documents.

7.17 Assignment.

No Party shall be entitled to assign or subcontract this Agreement or any of its rights or obligations under this Agreement, nor shall it enter into any transaction as a result of which it may transfer, assign, charge or dispose by any title of any of those rights and obligations, without the prior written consent of the other Party, which shall not be unreasonably withheld, provided that CONTRACTOR may subcontract that portion of the Work to Subcontractors. Notwithstanding the foregoing, (i) without the consent of the CONTRACTOR, COLLEGE shall be entitled to assign its right, title and interest in and to this Agreement (and, in particular, any rights arising in relation to any insurance policy and any other right to collect any amount from CONTRACTOR) to any lenders by way of security for the performance of obligations to such lenders; (ii) without consent of the COLLEGE, CONTRACTOR shall be entitled to assign its right, obligation, title and interest in and to this Agreement in connection with a merger or acquisition of CONTRACTOR; and (iii) without consent of COLLEGE, CONTRACTOR shall be entitled to assign its right, obligation, title and interest in and to this Agreement to an Affiliate of the CONTRACTOR.

7.18 No Waiver.

Either Party's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance shall not be construed as a general waiver of any part of such provision. The provision shall remain in full force and effect.

**[Signatures on following page]**

IN WITNESS WHEREOF, the Parties hereto have duly executed and delivered this Agreement as of the date set forth above.

---

Allan Hancock Joint Community College  
District, a Community College organized and  
existing under the laws of the State of California

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**SitelogIQ Inc,**  
a Delaware corporation,

By: \_\_\_\_\_  
Name: Kecia Davison  
Title: President, West Energy  
CONTRACTOR's License #: 1054171

## **EXHIBIT A DEFINITIONS**

“Affiliate” of a specified Person means any Person that directly or indirectly through one or more intermediaries control, is controlled by, or is under common control with, such specified Person. As used in this definition of Affiliate, the term “control” of a specified Person including, with correlative meanings, the terms, “controlled by” and “under common control with,” means (a) the ownership, directly or indirectly, of 50% or more of the equity interest in a Person or (b) the power to direct or cause the direction of the management and policies of a Person, whether through ownership of voting securities, by contract or otherwise.

“Agreement” shall have the meaning set forth in the preamble.

“Applicable Law” shall mean, with respect to any Governmental Authority, any constitutional provision, law, statute, rule, regulation, ordinance, treaty, order, decree, judgment, decision, certificate, injunction, registration, license, permit, authorization, guideline, governmental approval, consent or requirement of such Governmental Authority, as construed from time to time by any Governmental Authority.

“Applicable Permits” means those permits identified as the responsibility of CONTRACTOR as determined in Exhibit C.

“Authority Having Jurisdiction (AHJ)” means those local, state, or federal entities having regulatory authority over a specific aspect of the Project, such as building officials, Department of State Architecture, and fire departments.

“Business Day” means Mondays to Fridays, except such days on which banks are permitted or required to close in California.

“Certificate of Substantial Completion” shall mean a document in similar form to Exhibit F.

“Certificate of Final Completion” shall mean a document in similar form to Exhibit F.

“Change” shall mean any addition to, deletion from, suspension of, or other modification to the quality, function, or intent of the Work, including without limitation any such addition, deletion, suspension, or other modification that effects a change in the scope of the Work. An “Unanticipated Condition” as defined herein, experienced by CONTRACTOR during the course of the Work is included within the definition of “Change”.

“Change Order” shall mean a written document signed by COLLEGE and CONTRACTOR to adjust the Work Order Price or Construction Schedule as a result of a Change issued after execution of this Agreement.

“Commencement of Work” shall mean the commencement of Work for each Work Order.

“Construction Schedule” shall mean the schedule for implementation of the Work as determined by the CONTRACTOR to meet the Project Milestones as set forth on Exhibit C.

“Construction Documents” shall mean construction documents prepared by CONTRACTOR and approved by COLLEGE.

“Contract Documents” shall mean this Agreement and Exhibits hereto, and drawings, specifications, plans, calculations, models and designs that are part of this Agreement and the Construction Documents prepared by CONTRACTOR and approved by COLLEGE.

“CONTRACTOR” shall have the meaning set forth in the preamble.

“CONTRACTOR Representative” shall mean the individual designated by the CONTRACTOR..

“COLLEGE” shall have the meaning set forth in the Preamble to this Agreement.

“COLLEGE Permits” means those permits identified as the responsibility of COLLEGE in Exhibit C.

“COLLEGE’s Representative” shall mean the individual designated by COLLEGE.

“Day” means calendar day unless it is specified that it means a “Business Day”.

“Disclosing Party” shall have the meaning set forth herein.

“Dispute” shall have the meaning set forth herein.

“Dollar” and “\$” shall mean the lawful currency of the United States of America.

“Effective Date” shall mean the date first set forth in the preamble.

“Equipment” shall mean (a) all materials, supplies, apparatus, machinery, equipment, parts, tools, components, instruments, appliances, spare parts and appurtenances thereto that are required for prudent design, construction or operation of the System in accordance with Industry Standards and (b) all materials, supplies, apparatus, machinery, equipment, parts, tools, components, instruments, appliances, spare parts and appurtenances thereto described in, required by, reasonably inferable from or incidental to the Scope of Work or the Contract Documents.

“Excusable Delay” shall mean a Delay outside of CONTRACTOR’s control that prevents CONTRACTOR from achieving Substantial Completion accordance with the Project Schedule, and to the extent that such Delay adversely affects the Work such that the performance of the Work is prevented or delayed, CONTRACTOR shall be entitled to an adjustment in the Construction Schedule and deadlines of this Agreement. For purposes of this Agreement, an Excusable Delay shall include any of the following events:

- (a) an act or failure to act of, or other delay caused by, or negligence of, COLLEGE or its agents or employees;
- (b) changes in the design, scope or schedule of the Project unilaterally required by the COLLEGE;

- (c) the suspension of Work in whole or in part by COLLEGE;
- (d) labor disputes, fire, vandalism, delay in manufacturing and deliveries;
- (e) adverse weather conditions not reasonably anticipated and in excess of 150% of the normal weather (*e.g.*, rain, snow, sleet) for the local geographic area for the past ten (10) years as measured in a given month;
- (f) unforeseen conditions at any Site, including discovery or existence of Hazardous Substances;
- (g) the occurrence of a Force Majeure, or other unavoidable casualties or other causes beyond CONTRACTOR's control;
- (h) any equipment or material delays caused by suppliers or vendors;
- (i) adverse changes to regulatory requirements;
- (j) any other cause outside CONTRACTOR's control after CONTRACTOR's best efforts to mitigate that delay, to the extent that CONTRACTOR is able to mitigate such delay, provided that a failure to perform of CONTRACTOR's subcontractors' shall not be an Excusable Delay, unless such subcontractors are unable to perform the Work as a result of any of the events described in this definition of "Excusable Delay".

"Facility" shall mean any and all properties of the COLLEGE upon which the System shall be constructed or to which the System shall be connected, including land, buildings, structures, equipment, and electrical tie-in points.

"Final Completion" shall mean satisfaction or waiver of all of the conditions for completion have been satisfied.

"Force Majeure Event" shall mean, when used in connection with the performance of a Party's obligations under this Agreement, any act or event (to the extent not caused by such Party or its agents or employees) which is reasonably unforeseeable, or being reasonably foreseeable, reasonably unavoidable (including by taking prudent protective and preventative measures) and outside the control of the Party which invokes it, and which renders said Party unable to comply totally or partially with its obligations under this Agreement. In particular, any of the following shall be considered a Force Majeure Event:

- (a) war (whether or not war is declared), hostilities, revolution, rebellion, insurrection against any Governmental Authority, riot, terrorism, acts of a public enemy or other civil disturbance;
- (b) acts of God, including but not limited to, unusually severe storms, floods, lightning, earthquakes, hailstorms, ice storms, tornados, typhoons, hurricanes, landslides, volcanic eruptions, winds in excess of ninety (90) miles per hour, and objects striking the earth from space (such as meteorites) sabotage or destruction by a third party (other than any CONTRACTOR retained by or on behalf of the Party) of FACILITY and equipment relating to the performance by the affected Party of its obligations under this Agreement;
- (c) strikes, walkouts, lockouts or similar industrial or labor actions or disputes, in each case of a regional or national nature;
- (d) changes in Applicable Law after the Effective Date that materially impact a Party's ability to perform under this Agreement; and
- (e) acts of any Governmental Authority that materially restrict or limit CONTRACTOR's access to the Site.
- (f) plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other restrictions.
- (g) explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged break-down of transport, telecommunication or electric current

“Funding Date” shall mean the date that COLLEGE has received monetary funds necessary to fulfill its obligations under this Agreement.

“Governmental Authority” shall mean any national, autonomic, regional, province, town, city, or municipal government, or other administrative, regulatory or judicial body of any of the foregoing.

“Hazardous Material” shall mean oil or petroleum and petroleum products, asbestos and any asbestos containing materials, radon, polychlorinated biphenyl's (“PCBs”), urea formaldehyde insulation, lead paints and coatings, and all of those chemicals, substances, materials, controlled substances, objects, conditions and waste or combinations thereof which are now listed, defined or regulated in any manner by any federal, state or Applicable Law.

“Indemnified Party” shall have the meaning set forth herein.

“Indemnifying Party” shall have the meaning set forth herein.

“Industry Standards” shall mean those standards of care and diligence normally practiced by a majority of engineering, construction and installation firms in performing services of a similar

nature in jurisdictions in which the Work will be performed and in accordance with good construction practices, Applicable Permits, and other standards established for such Work.

“Manufacturer Warranty” shall have the meaning set forth in Exhibit C.

“Party” shall mean, individually, each of the parties to this Agreement.

“Performance Tests” means, the tests of the System, as more particularly described in Exhibit C.

“Person” shall mean any individual, corporation, partnership, company, joint venture, association, trust, unincorporated organization or Governmental Authority.

“Project” shall mean the entirety of Work to be performed by CONTRACTOR pursuant to the terms and conditions of the Work and any Change Orders.

“Receiving Party” shall have the meaning set forth herein.

“Representatives” shall mean the CONTRACTOR Representative and the COLLEGE Representative and each may individually be referred to as a "Representative".

“Rock” is defined as limestone, sandstone, granite or similar rocks in solid beds or masses in original or stratified position which can be removed only by continuous drilling, blasting or the use of pneumatic tools, and all boulders of 1 cubic yard in volume or larger. Material which can be loosened with a pick, frozen materials, soft laminated shale and hardpan, which for convenience or economy is loosened by drilling, blasting, wedging or the use of pneumatic tools, shall not be classified as “Rock”.

“Site” shall have the meaning set forth in the first recital, and is more fully described in Exhibit C. An individual Site shall mean any area of a property owned by the COLLEGE upon which a System is constructed.

“Subcontractor” shall mean any Person, other than CONTRACTOR and Suppliers, retained by CONTRACTOR to perform any portion of the Work (including any Subcontractor of any tier) in furtherance of CONTRACTOR’s obligations under this Agreement.

“Substantial Completion” shall mean satisfaction or waiver of all of the conditions for substantial completion of the Scope of Work as defined in Section 2.13

“Substantial Completion Date” shall mean the actual date on which the Substantial Completion has occurred.

“Suppliers” shall mean those Equipment suppliers with which CONTRACTOR contracts to build the System.

“System” shall have the meaning ascribed in the Recitals to this Agreement.

“Third Party” shall have the meaning of any persons or entity not affiliated with CONTRACTOR or COLLEGE.

“Unanticipated Condition” shall have the meaning set forth herein.

“Work” shall mean all obligations, duties, and responsibilities assigned to or undertaken by CONTRACTOR and described in Exhibit C with respect to the System.

“Scope of Work” shall mean the Work for in the Project Exhibit C.

“CONTRACTOR.

**EXHIBIT B  
CERTIFICATIONS**

Exhibit B-1	Drug-Free Workplace / Tobacco-Free Environment Certification
Exhibit B-2	Asbestos and Other Hazardous Materials Certification
Exhibit B-3	Iran Contracting Act Certification
Exhibit B-4	Workers Compensation Certification
Exhibit B-5	Prevailing Wage Certification
Exhibit B-6	Payment Bond
Exhibit B-7	Performance Bond
Exhibit B-8	Fingerprinting/Criminal Background Investigation Certification

**DRUG-FREE WORKPLACE / TOBACCO-FREE ENVIRONMENT CERTIFICATION**  
**(EXHIBIT B-1)**

Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990, requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the CONTRACTOR or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred. The \_\_\_\_\_ is not a "state agency" as defined in the applicable section(s) of the Government Code, but the \_\_\_\_\_ is a local agency under California law and requires all CONTRACTORS on projects to comply with the provisions and requirements of Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990. CONTRACTOR shall certify that it will provide a drug-free workplace by doing all of the following:

- 1 Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- 2 Establishing a drug-free awareness program to inform employees about all of the following:
  - a. The dangers of drug abuse in the workplace.
  - b. The person's or organization's policy of maintaining a drug-free workplace.
  - c. The availability of drug counseling, rehabilitation, and employee-assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations.
- 3 Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I understand that if the \_\_\_\_\_ determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

In addition, and pursuant to, without limitation, 20 U.S.C section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and \_\_\_\_\_ Board Policies, all \_\_\_\_\_ sites, including the Sites, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in \_\_\_\_\_ property. \_\_\_\_\_ property includes COLLEGE Owned or Leased buildings, grounds, COLLEGE owned vehicles and vehicles owned by others while on \_\_\_\_\_ property. I acknowledge that I am aware of the \_\_\_\_\_'s policy regarding tobacco-free environments and hereby certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Sites.

Date: \_\_\_\_\_

Proper Name of CONTRACTOR: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ASBESTOS & OTHER HAZARDOUS MATERIALS CERTIFICATION**

(EXHIBIT B-2)

CONTRACTOR hereby certifies that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations “New Material Hazardous,” shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of CONTRACTOR’s work on the Project for the COLLEGE.

CONTRACTOR further certifies that it has instructed its employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos-containing material.

Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the COLLEGE’s determination. The costs of any such tests shall be paid by CONTRACTOR if the material is found to be New Hazardous Material.

All Work or materials found to be New Hazardous Material or Work or material installed with “New Hazardous Material” containing equipment will be immediately rejected and this Work will be removed at CONTRACTOR’s expense at no additional cost to the COLLEGE.

CONTRACTOR has read and understood the document Hazardous Materials Procedures & Requirements, and shall comply with all the provisions outlined therein.

Date:

Proper Name of CONTRACTOR:

\_\_\_\_\_  
SitelogIQ

Signature:

Print Name:

Title:

\_\_\_\_\_  
Kecia Davison

President, West Energy

**IRAN CONTRACTING ACT CERTIFICATION****(EXHIBIT B-3)****(Public contract code sections 2202-2208)**

Agreement for Replacements of HVAC, and Building Automation Control Systems  
Upgrades between \_\_\_\_\_ School COLLEGE

(“COLLEGE”) and SiteLogIQ (“CONTRACTOR” or “Bidder”)  
(“Contract” or “Project”).

Per Public contract code sections 2202-2208 or COLLEGE’s reduced threshold,  
prior to bidding on or submitting a proposal for a contract for goods or services of \$500,000.00 or  
more to the COLLEGE, the Bidder must either:

1. Certify it is **NOT** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or
2. Demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **ONE** of the options below. California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205).

**OPTION #1 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **NOT** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

*By (Authorized Signature)*

<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or to enter into or to renew, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and **ATTACH DOCUMENTATION DEMONSTRATING THE EXEMPTION APPROVAL.**

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT

**WORKERS' COMPENSATION CERTIFICATION****(EXHIBIT B-4)**

The Bidder and all Subcontractors under the CONTRACTOR shall pay all workers on all work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the State of California Department of Industrial Relations, for the type of work performed and the locality in which the work is to be performed within the boundaries of the COLLEGE, pursuant to sections 1770 et seq. (1770 & 3700) of the California Labor Code.

Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by the Director of the State of California Department of Industrial Relations, are available upon request at the COLLEGE's principal office. Prevailing wage rates are also available on the internet at <http://www.dir.ca.gov>.

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation by one (1) or more insurers duly authorized to write compensation insurance in this state; and/or
- b. By securing from the Department of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Department of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: \_\_\_\_\_

Proper Name of CONTRACTOR: SiteLogIQ

Signature: \_\_\_\_\_

Print Name: Kecia Davison

Title: President, West Energy

(In accordance with Labor Code sections 1860 and 1861, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

END OF DOCUMENT

**PREVAILING WAGE AND  
RELATED LABOR REQUIREMENTS CERTIFICATION**

**(EXHIBIT B-5)**

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

**1. CLAUSES MANDATED BY CONTRACT WORK HOURS & SAFETY STANDARDS ACT.**

As used in the following paragraphs, the terms laborers and mechanics include watchmen and guards.

- a. Overtime requirements.** No CONTRACTOR or Subcontractor contracting for any part of the Contract Work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty  
(40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek.
- b. Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in the foregoing paragraph the CONTRACTOR and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such CONTRACTOR and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the foregoing paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to Work in excess of the standard workweek of forty (40) hours without payment of the overtime wages required by the foregoing paragraph.
- c. Withholding for unpaid wages and liquidated damages.** The COLLEGE may upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of Work performed by the CONTRACTOR or Subcontractor under the Contract or any other Federal contract with the same CONTRACTOR, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONTRACTOR, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or Subcontractor for unpaid wages and liquidated damages as provided in the foregoing paragraph.
- d. Subcontracts.** The CONTRACTOR or Subcontractor shall insert in any subcontracts the foregoing paragraphs concerning Overtime Requirements and Violation: Liability for Unpaid Wages and Liquidated Damages and also a clause requiring each Subcontractor to include these clauses in any lower tier subcontracts. CONTRACTOR shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set in this section.

I hereby certify that I will also conform to the Federal Labor Standards Provisions regarding minimum wages, withholding, payrolls and basic records, apprentice and trainee employment requirements, equal employment opportunity requirements, Copeland Act requirements, Davis-Bacon and Related Act requirements, Contract Work Hours and Safety Standards Act requirements, and any and all other applicable requirements for federal funding for all Work on the above Project.

Date: \_\_\_\_\_

Proper Name of CONTRACTOR: SiteLogIQ

Signature: \_\_\_\_\_

Print Name: Kecia Davision

Title: President, West Energy

END OF DOCUMENT

**PAYMENT BOND****CONTRACTOR's Labor & Material  
Bond****(EXHIBIT B-6)**

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the governing board ("Board") of the \_\_\_\_\_ COMMUNITY COLLEGE DISTRICT (or "COLLEGE") and Sitemiq, Inc ("Principal") have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient and proper to perform the following project:

Furnishing and Installation of HVAC, ("Project" or "Contract") which Contract dated \_\_\_\_\_, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part thereof; and

WHEREAS, pursuant to law and the Contract, the Principal is required, before entering upon the performance of the work, to file a good and sufficient bond with the body by which the Contract is awarded in an amount equal to one hundred percent (100%) of the Contract price, to secure the claims to which reference is made in sections 9000 through 9510 and 9550 through 9566 of the Civil Code, and division 2, part 7, of the Labor Code.

NOW, THEREFORE, the Principal and \_\_\_\_\_ ("Surety") are held and firmly bound unto all laborers, material men, and other persons referred to in said statutes in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_), lawful money of the United States, being a sum not less than the total amount payable by the terms of Contract, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, by these presents.

The condition of this obligation is that if the Principal or any of his or its subcontractors, of the heirs, executors, administrators, successors, or assigns of any, all, or either of them shall fail to pay for any labor, materials, provisions, provender, or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal or any of his or its subcontractors of any tier under Section 13020 of the Unemployment Insurance Code with respect to such work or labor, that the Surety will pay the same in an amount not exceeding the amount herein above set forth, and also in case suit is brought upon this bond, will pay a reasonable attorney's fee to be awarded and fixed by the Court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under section 9100 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond. Should the condition of this bond be fully performed, then this obligation shall become null and void; otherwise it shall be and remain in full force and affect.

SIQ/AHC  
11/30/21

And the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of Contract or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

(Affix Corporate Seal)

\_\_\_\_\_  
Principal

\_\_\_\_\_  
By

\_\_\_\_\_  
Surety

\_\_\_\_\_  
By

\_\_\_\_\_  
Name of California Agent of Surety

\_\_\_\_\_  
Address of California Agent of Surety

\_\_\_\_\_  
Telephone No. of California Agent of Surety

**PERFORMANCE BOND****(EXHIBIT B-7)**

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the governing board ("Board") of the \_\_\_\_\_ COMMUNITY COLLEGE DISTRICT, (or "COLLEGE") and SiteLogIQ, Inc. ("Principal") have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient and proper to perform the following project:

Furnishing and Installation of HVAC, ("Project" or "Contract") which Contract dated \_\_\_\_\_, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract. \_\_\_\_\_

NOW, THEREFORE, the Principal and \_\_\_\_\_ ("Surety") are held and firmly bound unto the Board of the COLLEGE in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents, to:

- Perform all the work required to complete the Project; and
- Pay to the COLLEGE all damages the COLLEGE incurs as a result of the Principal's failure to perform all the Work required to complete the Project.

The condition of the obligation is such that, if the above bounden Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in the Contract and any alteration thereof made as therein provided, on his or its part to be kept and performed at the time and in the intent and meaning, including all contractual guarantees and warranties of materials and workmanship, and shall indemnify and save harmless the COLLEGE, its trustees, officers and agents, and representatives as therein stipulated, then this obligation shall become null and void, otherwise it shall be and remain in full force and virtue.

Surety expressly agrees that the COLLEGE may reject any CONTRACTOR or subcontractor proposed by Surety to fulfill its obligations in the event of default by the Principal. Surety shall not utilize Principal in completing the Work nor shall Surety accept a Bid from Principal for completion of the Work if the COLLEGE declares the Principal to be in default and notifies Surety of the COLLEGE's objection to Principal's further participation in the completion of the Work.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period equal to the warranty and/or guarantee period of the Contract, during which time Surety's obligation shall continue if CONTRACTOR shall fail to make full, complete, and satisfactory repair and replacements and totally protect the COLLEGE from any and all loss or damage resulting from or caused by defective materials or faulty workmanship. The obligations of Surety hereunder shall continue so long as any obligation of CONTRACTOR remains. Nothing herein shall

limit the COLLEGE’s rights or the CONTRACTOR or Surety’s obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(Affix Corporate Seal)

\_\_\_\_\_  
Principal

\_\_\_\_\_  
By

\_\_\_\_\_  
Surety

\_\_\_\_\_  
By

\_\_\_\_\_  
Name of California Agent of Surety

\_\_\_\_\_  
Address of California Agent of Surety

\_\_\_\_\_  
Telephone No. of California Agent of Surety

**FINGERPRINTING / CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION  
(EXHIBIT B-8)**

The undersigned does hereby certify to the governing board of the \_\_\_\_\_ as follows:

That I am a representative of the CONTRACTOR currently under contract ("Contract") with the \_\_\_\_\_; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of CONTRACTOR.

CONTRACTOR certifies that it has taken at least one of the following actions with respect to the construction Project that is the subject of the Contract (check all that apply):

\_\_\_\_\_ The CONTRACTOR has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees and all of its subcontractors' employees who may have contact with \_\_\_\_\_ pupils in the course of providing Services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of CONTRACTOR's employees and of all of its subcontractors' employees who may come in contact with \_\_\_\_\_ pupils during the course and scope of the Contract is attached hereto; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, CONTRACTOR has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between CONTRACTOR's employees and \_\_\_\_\_ pupils at all times; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, CONTRACTOR certifies that all employees will be under the continual supervision of, and monitored by, an employee of the CONTRACTOR who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising CONTRACTOR's employees and its subcontractors' employees is

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_ The Work on the Contract is at an unoccupied Site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the \_\_\_\_\_ pupils.

CONTRACTOR's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with \_\_\_\_\_ pupils regardless of whether they are designated as employees or acting as independent CONTRACTORS of the CONTRACTOR.

Date: \_\_\_\_\_

Proper Name of CONTRACTOR: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT C  
SCOPE OF WORK**

**Schedule of Values**

**EXHIBIT C**

**Work Order #1**

**EXHIBIT E  
INSURANCE**

**CONTRACTOR Insurance Requirements**

1. Required Coverages. CONTRACTOR shall carry and maintain with carriers or self-insurance, as a minimum, the following insurance coverage:
  - i. Workers Compensation Insurance and Employers Liability. In accordance with the laws of the state of where work may be done with limits for employer's liability in the minimum amount of one million dollars (\$1,000,000) for each occurrence and one million dollars (\$1,000,000) for each occurrence of bodily injury on a per employee basis;
  - ii. Commercial General Liability. One million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage, products and completed operations;
  - iii. Commercial Automobile Liability, Any Auto. One million dollars (\$1,000,000) per accident including owned, non-owned, and hired automobiles.
  - iv. Excess coverage of four million dollars (\$4,000,000) per occurrence and aggregate, or any other equivalent, available insurance coverage of the CONTRACTOR.
  - v. Builders' Risk Insurance: CONTRACTOR shall procure and maintain builders' risk insurance (all-risk coverage) or similar policy as part of its Property/Inland Marine coverage for an amount equal to one hundred percent of the Agreement sum for the benefit of the COLLEGE, and the CONTRACTOR and Subcontractors as their interest may appear. In projects involving no structural change or building construction, this requirement may be waived in writing, at the COLLEGE's sole option.
  - vi. Professional liability insurance, including contractual liability, with limits of \$1,000,000, per claim.
  
2. Policy Endorsements. Insurance coverage required to be maintained by CONTRACTOR under this Agreement shall:
  - i. provide a severability of interests or cross liability clause for Commercial General Liability Insurance;
  - ii. except in the case of worker's compensation insurance and other statutory insurances where it would be inappropriate, name COLLEGE and others as may

be reasonably required by COLLEGE, as additional insured's; and to the extent permissible in accordance with the policy, include a waiver of subrogation by the insurers in favor of COLLEGE and each of its respective assignees, Affiliates, agents, officers, directors, employees, insurers or policy issuers and a waiver of any right of the insurers to any set-off or counterclaim, whether by endorsement or otherwise, in respect of any type of liability of any of the Persons insured under any such policies.

3. Certificates. CONTRACTOR shall throughout the Agreement Term provide certificate(s) and/or memoranda of insurance evidencing the coverage specified in this Attachment E to COLLEGE upon COLLEGE's reasonable request.

**EXHIBIT F**

**CERTIFICATE OF SUBSTANTIAL/FINAL COMPLETION AND ACCEPTANCE**

The undersigned, \_\_\_\_\_ (“the COLLEGE”), having its office at \_\_\_\_\_, having entered into the AGREEMENT FOR FURNISHING AND INSTALLING HEATING, VENTILATION AND COOLING SYSTEM UPGRADES (“Agreement”) dated \_\_\_\_\_, 2021, with \_\_\_\_\_ (“\_\_\_\_\_”), does hereby certify as follows:

1. I am authorized to issue this [Substantial][Final] Completion Certificate on behalf of the COLLEGE.
2. As of the date hereof, all the requirements for achievement of [Substantial][Final] Completion pursuant to the Agreement have been met.

**ACCEPTANCE**

CONTRACTOR: SitelogIQ

By: \_\_\_\_\_

Name: Kecia Davison  
Title: President, West Energy

COLLEGE:  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACTION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 14.C.
Subject: Resolution 21-27, Pension Rate Stabilization Program	Enclosures: Page 1 of 3

**BACKGROUND**

CalSTRS and CalPERS employer contribution rates continue to increase. Rates are anticipated to increase to 19.10 percent for CalSTRS and 27.80 percent for CalPERS by fiscal year 2025-26. During the 2015-16 fiscal year, the district set aside \$4,542,528 as an offset to future CalSTRS and CalPERS employer contribution rates. This amount has been earning in the county treasury, on average, less than one half of one percent in interest earnings per year.

In partnership with the Community College League of California, Public Agency Retirement Services (PARS) offers an option for districts to set funds aside for these costs in an irrevocable trust through the Pension Rate Stabilization Program (PRSP). By contributing funds in one of these portfolio options, districts can realize returns that exceed traditional country treasurer rates. These returns could ultimately be used to offset a portion of growing pension obligation costs. Other advantages of the PRSP include the following:

- The district can reimburse itself for STRS/PERS costs or transfer funds to STRS/PERS to mitigate contribution increases.
- Funds are protected from diversion in irrevocable trust which may curtail stakeholder pressure to use funds in other ways.
- Assets can be used as a source of funds for pension-related costs when District revenues are constrained or a difficult budgetary year.

The reallocation of these assets from the county treasury to the PRSP has been vetted through our shared governance process, including Budget Council and College Council. The next step would be for the Board to approve the resolution authorizing participating in the trust and identifying a district plan administrator.

**FISCAL IMPACT**

Increased investment earnings on the principal amount of \$4,542,528.

**RECOMMENDATION**

Staff recommends that the board of trustees adopt Resolution 21-27, Pension Rate Stabilization Program.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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RESOLUTION NO. 21-27  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
ADOPTION OF THE PENSION RATE STABILIZATION PROGRAM

WHEREAS PARS Public Agency Retirement Services (PARS) has made available the Pension Rate Stabilization Program for the purpose of pre-funding pension obligations; and

WHEREAS the Allan Hancock Joint Community College District (“District”) is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the District’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS the District’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Trustees hereby adopts the PARS Pension Rate Stabilization Program, effective December 14, 2021; and
2. The Governing Board of Trustees hereby appoints the Associate Superintendent/Vice President, Finance and Administration, or his/her successor or his/her designee as the District’s Plan Administrator for the Program; and
3. The District’s Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District’s Program.

PASSED AND ADOPTED this 14<sup>th</sup> day of December 2021 by the following votes:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held December 14, 2021, by the vote above stated, which resolution is on file in the Office of the said Board.

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

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.A.
Subject: Board Self-Evaluation	Enclosures: Page 1 of 4

**BACKGROUND**

Every year the board of trustees conducts a self-evaluation as specified in board policy 2745, Board Self-Evaluation. All trustees will complete their self-evaluation before the meeting. Scores will be tallied and reviewed during the meeting.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

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## **BP 2745 BOARD SELF-EVALUATION**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

An annual self-evaluation will be conducted by the Board of Trustees.

To that end, the Board has established the following processes:

- The Board shall determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the Board.
- If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board Secretary.
- A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

**Reference:** WASC/ACCJC Accreditation Standard IV.C.10

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<b>Adopted: 6/18/91</b>	<b>Revised: 5/16/95</b>
<b>Revised: 8/18/92</b>	<b>Revised: 3/19/96</b>
<b>Revised: 4/20/93</b>	<b>Revised: 4/21/98</b>
<b>Revised: 4/26/94</b>	<b>Revised: 6/20/00</b>
<b>Revised: 11/22/94</b>	<b>Revised: 10/21/14</b>
<b>Revised: 3/21/95</b>	<b>Reviewed: 9/8/20</b>

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## BOARD OF TRUSTEES – SELF EVALUATION Fall 2021

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>I. Mission, Planning, and Policy</i>				
1. The board assures that there is an effective planning process and is appropriately involved in the process.				
2. The board regularly reviews the district’s mission and goals and monitors progress towards the goals.				
3. The board fulfills its policy role; the board’s policies are up-to-date and regularly reviewed.				
<i>II. Board-CEO Relations</i>				
4. The board maintains an excellent working relationship with the CEO.				
5. The board sets clear expectations for and effectively evaluates the CEO.				
6. The board delegates authority to and supports the CEO.				
<i>III. Community Relations &amp; Advocacy</i>				
7. Board members represent the interests of the citizens in the district.				
8. The board advocates on behalf of the college to local, state, and federal governments.				
<i>IV. Educational Programs and Quality</i>				
9. The board effectively monitors the quality and effectiveness of the educational program and services.				
10. Board members are knowledgeable about the districts educational programs and services.				

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>V. Fiduciary Role</i>				
11. The board assures the fiscal stability and health of the district.				
12. The board monitors implementation of the facilities plan.				
<i>VI. Human Resources and Staff Relations</i>				
13. Board members refrain from attempting to manage employee work.				
14. The board respects faculty, staff, and student participation in college decision-making.				
<i>VII. Board Leadership</i>				
15. The board understands and fulfills its roles and responsibilities.				
16. The board expresses its authority only as a unit.				
17. The board regularly reviews and adheres to its code of ethics or standards of practice.				
18. Board members avoid conflicts of interest and the perception of such conflicts.				
<i>VIII. Board Meetings</i>				
19. Board meeting agendas provide sufficient information and time to explore and resolve key issues.				
20. The board understands and adheres to the Brown Act.				
<i>IX. Board Education</i>				
21. New members receive orientation to board roles and the institution.				
22. Board members participate in trustee development activities.				
23. The board evaluation process helps the board enhance its performance.				

\_\_\_\_\_

\_\_\_\_\_

Trustee Signatures

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.B.
Subject: Redistricting Update	Enclosures: Page 1 of 1

BACKGROUND

Every ten years, following the collection of census data, the college reviews the trustee representative boundaries to ensure they comply with federal mandates. Over the past three months Max Rexroad of Redistricting Insights worked with the district to create several new trustee boundary options.

On October 26, the college issued a news release inviting the public to visit the trustee boundary redistricting webpage and provide public comment. Currently there are three maps available on the [AHC redistricting website](#).

- Scenario A was the preferred map of those presented at the September 14 board meeting and identifies communities of interest as Guadalupe, Lompoc, Northern Santa Maria and Santa Ynez Valley;
- Scenario B identifies maintains the communities of interest in Scenario A and adds Orcutt as a community of interest, keeping that area intact; and,
- Scenario C maintains the communities of interest but alters the boundaries of Northern Santa Maria to be more compact and reflective of the community’s view of what constitutes “northern.”

Trustees may weigh in on the new maps or suggest new ideas during the meeting. Draft maps will be presented again in January with a final map to be approved at the February meeting.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.C.
Subject: Annual Report of District Accomplishments for 2020-2021	Enclosures: Page 1 of 1

BACKGROUND

This item was moved to the January 2022 board meeting.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.D.
Subject: Brown Act Guidelines	Enclosures: Page 1 of 8

**BACKGROUND**

During the November 9, 2021 board meeting, questions were raised regarding two aspects of the Brown Act.

The first was in regard to the limitations on board engagement with those providing public comment or those providing constituent reports. Subsequently, members of Academic Senate Exec raised questions in regard to the ability of board members to ask clarifying questions of staff reports or to ask general operational questions during said reports. At the request of multiple board members, we reached out to our legal counsel for guidance on these important issues. The full opinion is attached to this memo. The summary of the opinion is that board meetings are not town hall meetings where board members engage in debate or dialogue. The purpose of the Brown Act is to ensure that public bodies conduct their deliberations in full view of the public. Said another way, board meetings should be viewed as “meetings held in public” where the board provides transparency for decision making.

The second issue focused on a statement during the Academic Senate report that cited a paper from 1988 (before the implementation of AB 1725) that suggested members of academic senate exec have regular meetings with board members and that this is happening at “many” colleges. At the request of two board members, I called several of my close colleagues to see if this happens at their district. All said that it does not. Fearing that this unanimous sentiment may be the result of adverse selection, I expanded the question to all 72 district level CEOs in the state. Using a survey in Microsoft Forms, I provided the background for the question, a link to the document that was presented and asked if this was a standard practice at other districts. Ultimately 58 district CEOs responded, with 55 indicating that this was not a practice in their district. The full survey results are attached to this memo.

Administrator Initiating Item: <p style="text-align: center;"><b>Kevin G. Walthers</b></p>	Final Disposition:
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December 6, 2021

**CONFIDENTIAL AND ATTORNEY-CLIENT PRIVILEGED****VIA EMAIL****kevin.walthers@hancockcollege.edu**Dr. Kevin G. Walthers  
Allan Hancock Joint CCD  
800 South College Drive  
Santa Maria, CA 93455**Re: *Opinion re Board Interaction with Public Comments Under Brown Act***  
**Client-Matter: AL090/001**

Dear Dr. Walthers:

You have asked for our opinion regarding Board interaction with public comments during meetings. Based on the discussion below, we conclude that the Brown Act permits the Board to make only brief comments on items not on the agenda. Further, the Brown Act permits the Board to engage in public comments that fall within the scope of the agenda. Our analysis and conclusions are as follows.

**I. QUESTIONS PRESENTED**

1. May the Board of Trustees respond to public comments at a public meeting about items that are not on the agenda?
2. May the Board of Trustees engage with non-Board members at a public meeting regarding items that are on the agenda, including reports that are part of the agenda?
3. May the Board of Trustees respond to public comments or a staff report at a public meeting by placing the item on a future meeting's agenda?

**II. BRIEF ANSWERS**

1. No, the Brown Act prohibits acting or engaging on an item not on the agenda. The Brown Act permits the Board to "briefly respond" to public comment on an item not on the agenda.

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2. Yes, the Brown Act permits the Board to discuss matters that are on the agenda.<sup>1</sup> We do not recommend that the Board engage in give and take or debate with members of the public commenting on items on the agenda.
3. Yes, the Brown Act permits the Board to refer a member of the public to staff for factual information, to request that staff report back to the body at a subsequent meeting concerning any matter, or to take action to place a matter on a future agenda.

### **III. FACTS PRESENTED**

At the November 9, 2021 Board of Trustees meeting the Faculty Association relayed that their attorney, Robert Bezemek, advised the Faculty Association that the Board could engage with the public when members of the public provide public comments at Board Meetings. You have asked to what extent the Board is permitted and required to respond to public comments.

### **IV. ANALYSIS**

#### **A. THE BROWN ACT AND EDUCATION CODE PUBLIC COMMENT REQUIREMENTS**

The purpose of the Ralph M. Brown Act (“Act”) is to encourage public participation in government and to ensure the public’s right to attend the meetings of public agencies.<sup>2</sup> The Act requires each meeting’s agenda to be available in advance of the meeting. The Act further requires that each item on the agenda include a brief general description.<sup>3</sup> The Education Code allows the public to place matters directly on meeting agendas and allows the public to address the Board regarding items on the agenda.<sup>4</sup>

Additionally, each agenda for public meetings must include an “opportunity for members of the public to address the legislative body on any item of interest to the public.”<sup>5</sup> This includes both (1) a general comment period that includes comments on any area of concern that falls within the Board’s subject matter jurisdiction, and (2) a specific comment period where the public may comment on any agenda items prior to and during consideration of the item.<sup>6</sup>

The Act permits reasonable restrictions on the public’s right to comment.<sup>7</sup> “Including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.”

<sup>1</sup> Gov. Code, § 54954.3, subd. (a).

<sup>2</sup> *Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors* (2005) 129 Cal.App.4th 205, 209.

<sup>3</sup> Gov. Code, § 54954.2, subd. (a).

<sup>4</sup> Ed. Code, § 72121.5

<sup>5</sup> Gov. Code, § 54954.3, subd. (a).

<sup>6</sup> Gov. Code, § 54954.3 subd. (a); *Chaffee v. San Francisco Public Library Com.* (2005) 134 Cal.App.4th 109.

<sup>7</sup> Gov. Code, § 54954.3, subd. (b)(2).

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Furthermore, the Board is restricted from acting or discussing any item that does not appear on the posted agenda.<sup>8</sup> The Act permits members of the Board to “briefly respond to statements made or questions posed by persons exercising their public testimony rights.”<sup>9</sup> Additionally, even without public comment the Board may (1) ask a question for clarification, (2) make a brief announcement or brief report on his/her activities, (3) request for staff or other resources to provide factual information, (4) request that a matter is placed on an agenda for a future meeting.<sup>10</sup>

## **B. APPLICATION**

Applying these principles to your specific questions, we provide the following.

### **1. May the Board of Trustees respond to public comments at a public meeting about items that are not on the agenda?**

The public comment section of public meetings is required. The public may make any comment on items on the agenda or not on the agenda, if the subject matter is within the jurisdiction of the Board. The Act permits reasonable time limitations on public comments.

When the public comments at a public meeting concern items that are not on the agenda, the Board may only give a brief response. The Act further permits the Board to (1) ask a question for clarification, (2) make a brief announcement or brief report on his/her/their activities, (3) request for staff or other resources to provide factual information, (4) request that a matter be placed on an agenda for a future meeting. The Act does not permit any further discussion or action outside of this list. Any discussion beyond this list constitutes a violation of the Act.

No cases discuss the meaning of “a brief response.” The Act requires the agenda include all meeting topics in order to put the public on notice. The Act’s intent is to keep the public informed and included in public governance. The Board and individual Trustees should avoid commenting on or discussing any item that was not clearly included in the agenda to avoid depriving the public of access to the Trustees’ thoughts and inclinations.

Finally, the Board may only respond to comments in a substantial manner when certain limited emergencies arise.<sup>11</sup>

### **2. May the Board of Trustees engage with non-Board members at a public meeting regarding items that are on the agenda, including reports that are part of the agenda?**

The Act limits the Board’s abilities to comment on non-agenda items, but does not explicitly limit the Board from commenting on any agenda items during the public meeting. This

<sup>8</sup> Gov. Code, § 54954.2, subd. (a)(3).

<sup>9</sup> Gov. Code, § 54954.2, subd. (a)(3).

<sup>10</sup> Gov. Code, § 54954.2, subd. (a)(3).

<sup>11</sup> Gov. Code, § 54954.2.

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is the only guidance the Act provides on what the Board can say at public meetings. The Brown Act does not specifically prohibit interaction with non-Board members. However, the Board should remain vigilant in staying within the bounds of the agenda and exercise an abundance of caution with regard to interaction with non-Board members.

The Board's meeting is just that – the Board's business meeting, which the Board must conduct in public. It is not a town hall or a debate. As a best practice, we recommend Trustees generally limit their responses at a Board meeting to other Trustees and their questions to the administration.

3. **May the Board of Trustees respond to public comments or a staff report at a public meeting by placing the item on a future next meeting's agenda?**

The Brown Act contains a provision that specifically permits a Trustee or the entire Board to refer a question to staff, request staff to report to the Board, or place an item on the next meeting's agenda.<sup>12</sup> The language is straightforward and clearly permits the Board to place items on future agendas or ask for a staff report at a future meeting.

V. **CONCLUSION**

The Board may only "briefly respond" to public comments on items not on the agenda. It may respond more substantively to public comments on items that are on the agenda, but recommend against that as a best practice. Finally, the Board or an individual Trustee may ask for a staff report on any item, or may ask to have an item placed on the agenda for a future meeting.

Thank you for the opportunity to be of assistance to you in this matter. Please do not hesitate to call me if you have further questions.

Very truly yours,

LIEBERT CASSIDY WHITMORE

Eileen O'Hare-Anderson

EOA:cgd

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<sup>12</sup> Gov. Code, § 54954.2, subd. (a)(3).

# Board Members Meeting w Academic Senate Directly

At our last board meeting, the AHC Academic Senate president referenced a document from the Academic Senate for California Community Colleges, *Local Senate Guidelines for Effective Relations with Faculty and Administration* (1988. Grosz, K. C.) This would have been published during the transition to AB 1725 when our shared governance process was codified. The upshot of bringing this up was to seek direct communication with the board from the academic senate and this section was highlighted:

## **SET UP BREAKFAST OR LUNCHEON MEETINGS WITH TRUSTEES**

*Members of the Executive Committee should take turns meeting with members of the board of trustees to maintain an important relationship. The senate president, incoming president, and past president should meet periodically, perhaps before each board meeting, with the president of the board to review senate activities. This should not, however, be used as an opportunity to avoid sharing concerns with the college president. The president should be informed in advance of any concerns which the senate president plans to take to the board, and the president should have the opportunity to resolve those concerns before they are brought to the attention of the board members. Keep in mind that board members are precluded by law from meeting as a group outside regularly scheduled or noticed meetings; it will probably be necessary to meet with one or two members at a time.*

This request also came with a statement that "there are two types of colleges - those that are doing this and those that aren't," although no mention was made of actual names of colleges. I contacted a half dozen colleagues and none are doing this, but out of an abundance of caution I am asking all 72 district CEOs to answer this quick survey.

Thank you in advance - I'll be sure to share the results back to you.

\* Required

1. Does your Board (or subsets of your board) have regularly scheduled meetings with your Academic Senate Executive team? \*

Yes

No

2. Would you recommend such meetings to your colleagues as a best practice? \*

- Yes
- No
- No opinion

3. Please provide any other information you think would be useful (optional).

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 Microsoft Forms

# Board Members Meeting w Academic Senate Directly

58

Responses

02:54

Average time to complete

Active

Status

1. Does your Board (or subsets of your board) have regularly scheduled meetings with your Academic Senate Executive team?

<span style="color: blue;">●</span> Yes	3
<span style="color: orange;">●</span> No	55



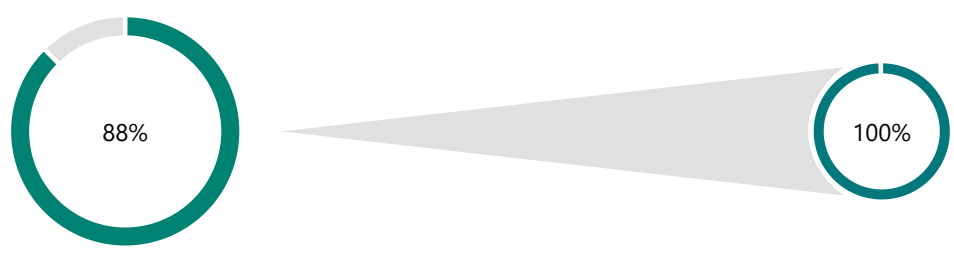
2. Would you recommend such meetings to your colleagues as a best practice?

 Insights

<span style="color: blue;">●</span> Yes	3
<span style="color: orange;">●</span> No	51
<span style="color: green;">●</span> No opinion	4



88% of people answered **No** for this question, and the majority answered "**No**" for Question 1.





## INFORMATION ITEM

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.E.
Subject: Faculty Hiring Plans	Enclosures: Page 1 of 1

### BACKGROUND

The college has the opportunity to hire new faculty for the 2022-2023 academic year. Over the past two years, there have been 14 retirements or resignations from the faculty ranks that have not been filled as of yet.

There are many factors to consider in determining the amount of new faculty to bring on. Of particular concern is the “fiscal cliff” built into the Student Centered Funding Formula (SCFF). The SCFF seeks to incentivize colleges to improve completion – something that Allan Hancock College was doing prior to implementation of the new formula. We have set records for numbers of graduates and expanded access to financial aid. However the bulk of the funding formula is still based on enrollment.

Enrollment funding is stabilized through the 2024-2025 academic year, but after that there is a reset of base enrollment funding. In the base year (2018-2019) AHC reported 9,554 full time equivalent students (FTES). Last year the FTES dropped to 7,224 – a decline of almost 25%. With no further action from the legislature to extend base stabilization funding, the college faces a substantial shortfall of funding. If we are able to recover half of the enrollment lost prior to the “fiscal cliff,” the college will be facing a shortfall in state funding of \$4 million.

This is cause for concern, but not panic. AHC continues to manage budgets in a way that allows for long term planning. College CEOs are working with the Chancellor’s Office and the Community College League of California to encourage the legislature to build in current allocations as part of a “base plus” model going forward. We expect there to be legislation to that end filed this year.

For the coming hiring season (Spring 2022), we have funding from the state to hire eight new faculty members, and we may have an opportunity to expand beyond that with savings from retirements. However, these plans are impacted by two procedural issues that require input from Academic Senate:

- Completion of BP 7120 (faculty hiring) – this is a core piece of the college’s DEI work that the Human Resources Council sent to Academic Senate in February of 2021. Once Academic Senate approves it, we can take it to College Council and the board; and,
- A plan to address the new ethnic studies requirement from the state. This will take s a new type of approach to course offerings. Some colleges are creating ethnic studies departments while others are working on social science curriculum to meet the need with existing (or slightly expanded) faculty. Lack of a plan this year will not impact hiring, but may create new priorities in the 2023-2024 academic year.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.F.
Subject: Employee Resignations and Retirements	Enclosures: Page 1 of 1

BACKGROUND

The superintendent/president has accepted the following:

Resignation

1. Erick Alvarado Lopez, community education technician, community education, effective October 28, 2021.  
Mr. Alvarado Lopez has been employed with the district since September 19, 2017.
2. Mayra Marquez, community education technician, community education, effective November 8, 2021.  
Ms. Marquez has been employed with the district since October 19, 2011.
3. Xixi Zhai, wellness program specialist, student health services, effective December 9, 2021.  
Ms. Zhai has been employed with the district since November 1, 2018.
4. **Samuel Cortese, instructional assistant, public safety, effective January 4, 2022.**  
**Mr. Cortese has been employed with the district since September 11, 2020.**
5. **Dylan Gitchell, technical support specialist, information technology services, effective January 7, 2022.**  
**Mr. Gitchell has been employed with the district since October 10, 2019.**

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.G.
Subject: First Reading: Review Board Policy 4030, Academic Freedom	Enclosures: Page 1 of 3

**BACKGROUND**

Board Policy 4030, Academic Freedom, underwent the review process and is presented for approval. The policy was reviewed per Administrative Procedure 2410, which states all policies and procedures are to be reviewed on a five-year cycle. During review, the board policy required no revisions or updates.

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

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

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## **BP 4030 ACADEMIC FREEDOM**

The District is committed to the principle that academic freedom is essential to the education of its students. Academic freedom is fundamental to protecting the rights of the instructor to teach and of the student to learn.

Academic freedom is the right to engage in scholarship, research, or other creative work in order to seek truth and expand knowledge, in an atmosphere of unfettered free inquiry. Faculty members are entitled to full freedom in creative endeavors and research and in the performance and/or publication of such work.

Faculty members and their students are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy and debate are necessary aspects of critical inquiry, but the freedom to teach and learn must be joined by a sustained effort to distinguish between knowledge and belief. To ensure the freedom to seek and profess truth and knowledge, the faculty member shall not be subjected to censorship or discipline by the college on grounds that the faculty member has expressed opinions or views, or provided access to materials, or guest speakers, which are controversial, unpopular, or contrary to the attitudes of the community or institution. Faculty members should encourage the expression of differing points of view, while being careful to avoid the repeated and excessive intrusion of material that has no relation to their subject matter. Students have the same freedom in discussing the subject matter in the classroom, and the same responsibility to respect the rights and opinions of others.

Faculty members have the right and responsibility to select textbooks, course materials, and methods of assessment that they deem appropriate to meet the stated learning outcomes for their courses, consistent with the approved Course Outlines of Record and, as appropriate, in consultation with their department, program, or disciplinary colleagues. Faculty are entitled to freedom in their use of online sources and internet sites and may arrange for classroom lecturers or speakers to make presentations in regularly scheduled classes or groups of classes when the use of these resources are relevant to the subject matter and help achieve stated learning outcomes of the course.

Faculty members are both members of the community and representatives of an educational institution. When they speak or write as community members, they should be free from institutional censorship or discipline. However, they should make every effort to

indicate that they are not speaking for the institution. When they speak or write as representatives of an educational institution, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others.

Academic freedom should be limited to no greater degree in electronic format than in printed or oral communication. While expression in an electronic format is obviously different in important ways from print or oral expression – for example, in the far greater speed of communication, and in the capacity to convey messages to far wider audiences – such factors do not justify alteration or dilution of basic principles of academic freedom and free inquiry within the academic community. The district shall make every effort to balance the need for security of the electronic communications network with these fundamental principles of open scholarly communication and research.

The right to academic freedom shall be protected and supported through the establishment and use, when necessary, of appropriate due process procedures.

Excerpted and modified from *1940 Statement of Principles on Academic Freedom and Tenure* with 1970 interpretative comments, AAUP (paragraphs 2, 3, and 4); *Academic Freedom and Electronic Communications*, AAUP, 2014; Policy Statement on “Academic Freedom and Professional Ethics,” Pasadena Community College, 2001; and Faculty Handbook, Boston University, 1987.

See AP 3430 Prohibition of Harassment  
BP/AP 3720 Computer and Network Use

References: Title 5 Section 51023;  
ACCJC Accreditation Eligibility Requirement 20; ACCJC Accreditation  
Standard I.C.7 (*formerly II.A.7*);  
1940 AAUP Statement of Principles on Academic Freedom and Tenure

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**Adopted: 7/21/98**  
**Revised: 7/12/16**  
**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.H.
Subject: First Reading: Revised Board Policy and Administrative Procedure 4102, Career and Technical Education Programs	Enclosures: Page 1 of 6

**BACKGROUND**

Revised board policy and administrative procedure 4102, Career and Technical Education Programs, underwent the review process and are presented for approval. The board policy and administrative procedure were reviewed per Administrative Procedure 2410, which states all policies and procedures are to be reviewed on a five-year cycle. During review, the board policy and administrative procedure were revised to add clarifying language.

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

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

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**BP 4102 ~~ADVISORY COMMITTEES FOR~~  
~~INSTRUCTIONAL PROGRAMS~~ CAREER AND TECHNICAL  
EDUCATION PROGRAMS**

In fulfilling its ~~function~~ mission as a ~~center of learning~~ an inclusive learning environment that ~~and in meeting~~ meets the needs of a diverse community, Allan Hancock College offers ~~occupational education~~ a portfolio of Career and Technical Education (CTE) programs. CTE programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for careers and/or further education in current or emerging professions. ~~An occupational program is one whose primary goal is preparing students for employment immediately upon completing the program, and/or upgrading employment skills.~~

Each ~~occupational~~ CTE program shall have an established advisory committee. Advisory committees may make recommendations to district/college staff regarding program ~~improvement~~ future direction, course offerings, course standards, facilities, and equipment needs. Advisory committees may also assist district staff with identification of ~~potential~~ full-time and part-time faculty, placement of students after program completion, ~~development of internship opportunities~~, evaluation of ~~adequacy~~ of training based on the performance of employees, and solicitation of program support. Advisory committees ~~help the college develop and maintain a program of instruction that is relevant and consistent with the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies.~~ ensure that program graduates demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

Legal Reference: Title 5, Sections 55001 and 55600 et seq.

Accrediting Commission for Community and Junior Colleges

Western Association of Schools and Colleges - Standard

4.B.6II.A.14

Program and Course Approval Handbook, Chancellor's Office

California Community Colleges

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**Adopted: 7/15/03**

**Revised: 5/9/17**

**Revised:**




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

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## **AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS**

Provisions for documenting the competence of students completing career and technical education programs are articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

### **Board Approval of Programs**

Career and Technical Education (CTE) programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for careers and/or further education in current or emerging professions. CTE programs provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree. The District shall approve all programs identified within this category.

### **Responsibility for Student Outcomes**

Each CTE program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment and/or continue academic pathways.

### **Gainful Employment Requirements**

~~Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President, Student Services will ensure that the District complies with the United States Department of Education's disclosure requirements of each of the District's gainful employment programs by disclosing federally-mandated information about the programs to prospective students.~~

~~The District shall make the required disclosures available to prospective students in promotional materials and website.~~

~~The Vice President, Student Services shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.~~

~~The District is no longer subject to Gainful Employment disclosures or compliance with certification requirements for Gainful Employment programs as provided by the~~

Department of Education regulations under implementation of early rescission.

Effective July 1, 2020, the Department of Education rescinded all Gainful Employment (GE) regulations. Therefore, the College is no longer required to monitor gainful employment regulations.

### **Advisory Committees for CTE Programs**

Advisory committees help ensure program graduates demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

#### **Membership**

Advisory committees will be composed of members of the community appointed by the Superintendent/President as well as faculty members in the discipline and the supervising administrator.

#### **Advisory Committee Duties**

The purposes and duties of advisory committee(s) are to:

- A. assure the program addresses employment and educational needs of apprenticeship, business, industry, labor, and/or professions or focus of the program such as pre-employment training, in-service and skills upgrade training, and short-term training.
- B. assure the program addresses a realistic assessment of labor market needs and provides graduates with skills meeting employment needs.
- C. serve as a communication link and advocate for the program in the community, including, business, industry, labor, professional groups, the local field office of the Employment Development Department, and educational institutions.
- D. assist in assessments, evaluations, and reviews of the program including such factors as mission, program outline, course content, goals, objectives, competencies, catalog descriptions, instructional facilities, alignment of curriculum with employment needs, and specialized accreditation as appropriate.
- E. review the program to assure it is meeting district and program goals and objectives.
- F. assist in student recruitment/outreach, student cooperative education (work experience) sites, student job placement, and student follow up.
- G. assist in setting program priorities with respect to equipment, supplies, and facilities.

- H. assist in recruiting, through appropriate Board policies and administrative procedures, full-time and associate faculty, new advisory committee members, and expert resources for the program.
- I. assist in the evaluation of program outcomes based on the performance of Allan Hancock graduates placed in jobs.

### **Selection of Committee Members**

Names of prospective committee members shall be submitted by the department chair, director, coordinator or other faculty designee to the supervising dean who will review and make recommendations to the Chief Instructional Officer for the appointment.

Names of recommended appointees shall be approved by the Superintendent/President. Official letters of invitation to advisory committee members will be sent by the Superintendent/President's Office.

### **Meetings**

- A. The advisory committee will meet at least one time during the academic year.
- B. The advisory committee chair or the discipline instructor responsible for the advisory committee may convene special meetings of the committee.
- C. The discipline instructor responsible for the advisory committee shall provide notices of meetings to all members in advance of each meeting.
- D. Minutes and attendance of each meeting will be recorded and provided to all members by the discipline instructor responsible for the advisory committee. A copy of the minutes will be sent to the supervising dean.

References: Title 5 Sections 55600 et seq.;

- \_\_\_\_\_ Title 5 Section 55601;
- \_\_\_\_\_ 2 Code of Federal Regulations Part 200 (The Federal Department General Administrative Regulations, Annual Edition);
- \_\_\_\_\_ 34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations);
- \_\_\_\_\_ ACCJC Accreditation Standard II.A.14

~~2 Code of Federal Regulations Part 200 (The Federal Department General Administrative;~~

~~Regulations, 2<sup>nd</sup> Edition;~~

~~34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations; ACCJC Accreditation Standard II.A.14~~

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**Approved: 7/15/03**

**Revised: 5/9/17**

**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.I.
Subject: First Reading: Review Administrative Procedure 4103, Work Experience	Enclosures: Page 1 of 3

**BACKGROUND**

Administrative procedure 4103, Work Experience, underwent the review process and is presented for approval. The administrative procedure was reviewed per Administrative Procedure 2410, which states all policies and procedures are to be reviewed on a five-year cycle. Upon review, the administrative procedure required no revisions or updates.

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

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

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## **AP 4103 WORK EXPERIENCE**

Academic Affairs shall ensure that the District maintains a current plan approved by the State Chancellor's Office for the administration and operation of its cooperative work experience (CWE) program. This plan will include:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure that students' on-the-job learning experiences are documented with written measurable learning objectives, that students are required to meet certain criteria and are evaluated, and that the basis for awarding grades and credit is described;
- Sufficient clerical and instructional services

To enroll in a work experience class a student must:

- have completed at least one semester in college
- attend an orientation, either face to face or online
- have a valid email address
- turn in fully completed forms identified in the Student Handbook and handed out at the orientation and ensure CWE instructor/advisor and worksite supervisor complete required forms
- comply with college procedures for earning credit for the class.

Units Earned:

- The maximum number of work experience units that may be earned is 16 semester units as specified by Title 5 Section 55253.

## Grading

- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Final grades will be determined by the work experience instructor who may consult with the employer.

Allan Hancock College will maintain records of the developed standard written agreements. The agreements are as follows:

- Student Data Form: Documents student and employer contact information, CWE course and unit enrollment, job title, and number of hours the student expects to work each week.
- Jobsite Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor and CWE staff or faculty.
- Learning Objectives Form: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and CWE staff or faculty.
- Performance Evaluation: Mid-term and final evaluations are completed and documented on this form. The form is signed and dated by the employer/supervisor, CWE staff or faculty and student.
- Timesheets: The employer/supervisor verifies the number of work hours completed by the student in order to validate the number of CWE units earned.
- Student self and jobsite/employer evaluation: At the conclusion of the semester, the student evaluates their own job performance and the employer/jobsite.
- Advisory Summary Sheet: Employer and student consultations, evaluation of the student's achievement, and the final grade is recorded on the advisor summary sheet and maintained in the student file.
- If a student is a minor, the district will maintain a copy of the student's work permit in the student's file.

These records are maintained in the Cooperative Work Experience/Internship program offices for a period of seven years and digitally attached to the student records.

References: Title 5, Section 55250 et seq.

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**Approved: 7/12/16**

**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.J.
Subject: First Reading: Review Board Policy and Revised Administrative Procedure 4225, Course Repetition	Enclosures: Page 1 of 4

**BACKGROUND**

Board policy and revised administrative procedure 4225, Course Repetition, underwent the review process and are presented for approval. The board policy and administrative procedure were reviewed per Administrative Procedure 2410, which states all policies and procedures are to be reviewed on a five-year cycle. Upon review, the board policy required no revisions or updates. The administrative procedure had a minor revisions due to a change in procedure.

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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**Allan Hancock Joint Community College District Board  
Policy**

Chapter 4 – Academic Affairs

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**BP 4225 COURSE REPETITION**

Students may repeat courses in which substandard grades (less than "C," and including "W") were earned. The Board of Trustees has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

**References:** Title 5 Sections 55040, 55041, 55042, 55044, and 58161

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**Adopted: 1/10/17**

**Reviewed:**



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

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## **AP 4225 COURSE REPETITION**

Students may petition for approval to repeat courses in which substandard grades (less than “C,” and including “W”) were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) System or the University of California (UC) System for completion of a bachelor’s degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

A student’s request to attempt a course a fourth time will be evaluated by the dean, student services or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history. A student may not petition to repeat a course beyond the fourth attempt.

When a student repeats a class to alleviate substandard academic work, the first two grades and credits shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

A course for which substandard academic performance was recorded at Allan Hancock College may be repeated at another accredited college or university if, after the student submits a copy of the course outline, syllabus and/or catalog description, the course is determined to be equivalent. Official transcripts from the other institution must be submitted to Allan Hancock College to verify the course was completed with a grade of C or better, and for equivalency consideration a petition must be filed ~~and a \$20 fee to cover costs~~. Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

Repetition of a Course Previously Successfully Completed (Course Repetition Special Circumstances) Students attempting to repeat a course are prevented from registering by a computer block. Repetition of courses for which substandard work has not been recorded (A, B, C, P or CR) shall be permitted only upon petition of the student and with written permission of the appropriate dean. If a course does not have allowable repetition, authority is granted to the deans to approve repetition of a course under special circumstances, which may include:

A minimum of 36 months has elapsed since the student last earned a grade in the course;  
AND

1. The subject matter of the course has changed because of changing technology or principles;
2. The course was taken for credit and the student now needs a letter grade because the course is in his or her major;
3. Other valid situations as evaluated by the instructor and the appropriate dean.

Students with disabilities can repeat an educational assistance class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. Students enrolling in course within the Public Safety program will be required to provide verification to the public safety department prior to enrollment.

Special circumstances course repetitions will be indicated as repeated on the permanent academic record of the student. Grades awarded for special circumstances course repetitions will not be counted in calculating a student's grade point average. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges and universities.

**References:** Education Code Section 76224;  
Title 5 Sections 55040-55043, 55253, and 56029

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**Approved: 12/13/16**  
**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.K.
Subject: First Reading: Board Policy and Revised Administrative Procedure 4226, Multiple and Overlapping Enrollments	Enclosures: Page 1 of 4

BACKGROUND

Board Policy and revised Administrative Procedure 4226, Multiple and Overlapping Enrollments underwent the review process and are presented for approval. The board policy and administrative procedure were reviewed per Administrative Procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no revisions or updates. The administrative procedure was updated to clarify and correct language.

The board policy and revised administrative procedure have been vetted through the shared governance process.

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

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**BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

The Superintendent/President shall establish procedures to ensure that students may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Reference: Title 5 Section 55007

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**Adopted: 1/10/17**

*(This is a new policy)*




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

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## **AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

### **Multiple Enrollments**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

### **Overlapping Enrollments**

According to Title 5 Section 55007, students are not allowed to enroll in two or more courses, which meet at the same or overlapping times. However, overlap in student schedules may be allowed if:

- (1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
- (2) the instructor and the ~~d~~Director, ~~a~~Admissions and ~~r~~Records, or designee, approves the conflict and make-up schedule;
- (3) the college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under the supervision of the instructor of the course.

Students who believe these conditions can be met, must submit a completed ~~time conflict~~ Ppetition to Allow Credit Student Schedule Conflicts to the Director, Admissions and Records. The instructor of the course that permits the student to attend the other course must complete the instructor portion of the form indicating approval as well as the time conflict make-up schedule. It is imperative that this information is complete and accurate. If applicable, the student must meet the prerequisite(s) for the course(s) in which he/she/they is requesting time conflict approval.

The student's petition will be reviewed within ~~4~~one (1) business day. Students will not be permitted to enroll in classes for which a schedule conflict exists until the petition is approved.

An Admissions and Records staff member will contact the student regarding the outcome of the petition.

If approved, the student must register and pay appropriate fees by the last day to add classes as published in the schedule of classes.

If the student wishes to appeal the decision of the Director, Admissions and Records, he/she/they may make an appointment to see the Vice President, Student Services.

Reference: Title 5 Section 55007

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**Approved: 12/13/16**

**Revised: 2/9/21**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.L.
Subject: First Reading: Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students	Enclosures: Page 1 of 3

BACKGROUND

Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students underwent the review process and are presented for approval. The board policy and administrative procedure were reviewed per Administrative Procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy and administrative procedure required no revisions or updates.

The board policy and revised administrative procedure have been vetted through the shared governance process.

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

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**BP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS**

The Superintendent/President shall, establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

Reference: Education Code Section 76011

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**Adopted: 4/11/17**



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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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## **AP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS**

The district maintains shower facilities for student use on campus that may be used by any homeless student who is enrolled in credit coursework, has paid enrollment fees, and is in good standing with the district.

A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the Santa Maria Campus, Building N and at the Lompoc Valley Center Building 3 are available to use by homeless students. In the event that these hours conflict with the hours of an intercollegiate athletic program or special events, the district will post alternative hours to use the facilities. Operating hours for the use of facilities are available on the District's website. The District has identified hours of Monday through Friday from 7:30 a.m. to 11:30 a.m. as a preferred time for use.

Reference: Education Code Section 76011

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**Approved: 3/14/17**

**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.M.
Subject: Fiscal Crisis and Management Association Team (FCMAT) Community College Fiscal Health Risk Assessment Tool	Enclosures: Page 1 of 1

**BACKGROUND**

The Fiscal Crisis and Management Assistance Team (FCMAT) is an independent state entity that was created in 1991 with the passage of Assembly Bill (AB) 1200. In January 2006, Senate Bill (SB) 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services. FCMAT's primary mission is to help California's local K-14 educational agencies identify, prevent and resolve financial, operational and data management issues by providing management assistance and professional learning opportunities. FCMAT's services are not used just to help avert fiscal crisis, but to promote sound financial practices, support the training and development of finance professionals, and help create efficient organizational operations.

FCMAT has developed the Fiscal Health Risk Analysis (FHRA) to help evaluate a community college district's fiscal health and risk of insolvency in the current and two subsequent fiscal years. The FHRA includes 18 sections, each containing specific questions. Each section and specific question are based on FCMAT's work and have been found to be the common indicators of risk or potential insolvency for districts that have experienced significant financial issues and received assistance from outside agencies. Each section of this analysis is critical to an organization, and lack of attention to these areas could eventually lead to a district's financial insolvency and loss of local control. The analysis will result in a determination of high, moderate, or low risk. FCMAT encourages community college districts to use the FHRA as a self-assessment tool and to share the results with their governing boards.

Staff has completed the FHRA and will share the results.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.N.
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 Center (PSTC):** On November 23, the PSTC hosted over 100 guests to view the launch of NASA's Double Asteroid Redirection Test (DART) from Vandenberg Space Force Base. The roadway near the fire tower provided an excellent vantage point for the rocket which launched at 10:20 p.m. The event included refreshments and a speaker from NASA outlining the program's highlights, and the event was very well received.

Administrator Initiating Item: Robert Curry	Final Disposition:
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## INFORMATION ITEM

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.O.
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Enclosures: Page 1 of

### 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:

**Career Readiness Academy.** The Career Center partnered with Lompoc High School and Future – For Lompoc Youth organization to provide a 12-week Career Readiness Academy. Participants experienced challenging tasks that empowered them to strengthen their employability skills. Students learned career essentials including teamwork, communication, adaptability, critical thinking, problem solving, and diversity. They participated in mock interviews, selected business attire from the Career Closet, and learned about dressing for success and dinner etiquette. On December 16, 2021, 25 students will graduate from the academy and will qualify for the Customer Service Academy held in the spring 2022 semester.

**Noncredit Counseling.** The mission of the Noncredit Counseling is to help students enroll in adult basic education, noncredit English as a Second Language (ESL), citizenship, and short-term vocational skills courses as well as navigate the educational systems of the college. The Student Equity Plan outlines the goal to increase the number of students who transition from noncredit to credit courses. To support the college and its mission statement, noncredit counseling offers support to students in Santa Maria, Lompoc, and Santa Ynez. Every semester orientations are offered to students participating in GED and noncredit ESL courses as well as various workshops. Over 500 students were served both in person and virtual modalities. Counselors assist students who wish to transition to credit, AIM fund recipients, and provide embedded counseling to our credit ESL students and workshops throughout the semester.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.P.
Subject: Monthly Report, Vice President, Institutional Effectiveness	Enclosures: Page 1 of 2

## BACKGROUND

### **Accreditation Orientation and Training**

Dr. Murphy organized an accreditation orientation and training session conducted on November 19, 2021. Attendees included accreditation self-evaluation steering committee members, council members, administrative leads, and anyone interested in the process. Topics of the orientation included:

- What is accreditation
- Organization of the Microsoft Teams site
- Timeline
- Structure of the report
- How to write the institutional analysis
- Participation in the report
- Writing recommendations

Dr. Curry provided a guide to effective writing strategies. These strategies included write fact-based statements, avoid editorializing, and write using the active voice.

### **Aspen Application**

The Aspen Institute identified Allan Hancock College for the fifth time as one of the top 150 institutions eligible for the prestigious Aspen Prize for Community College Excellence. The initial selection process includes data related to institutional characteristics such as ethnicity of students, percent of first-time full-time undergraduates, and associate degrees as a percentage of all awards. Within the performance category there are four primary areas:

1. Performance
  - a. First-Year Retention
  - b. Full-time, Eight-Year, Completion
  - c. Three-Year Graduation Rates of First-Time, Full-Time Students
  - d. Credentials Awarded per 100 FTE Students
  - e. Part-Time, Eight-Year Completion
2. Change Over Time
3. Equity: Students of Color
  - a. Three-Year Graduation Rate
  - b. Credentials Awarded per 100 FTE Students
4. Equity: Low-Income Students
  - a. Percent of Undergrads Receiving a Pell in 2016-17
  - b. Graduation Rate of Pell Recipients
  - c. Median Family Income

Administrator Initiating Item:  Paul M. Murphy	Final Disposition:
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Multiple managers and staff collaborated to complete the narrative application, which required responses to prompts in the following areas:

1. Degree and Credential Completion
2. Transfer and Bachelor's Attainment
3. Workforce Outcomes
4. Teaching and Learning
5. Equity
6. Institutional Capacity and Culture

The theme of the submission is around Allan Hancock College's role in changing the odds in a rural, largely agricultural region through a fundamental focus on removing barriers to entry and completion, while taking the initiative to build a college-going culture in the broader community.



## INFORMATION ITEM

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.Q.
Subject: Monthly Report, Executive Director, College Advancement	Enclosures: Page 1 of 1

### BACKGROUND

#### **Asteroid Days!**

College Advancement teams and the MESA/STEM Academic Success Center co-led the successful Asteroid Days events in November. The Campus Graphics team designed all collateral for the events, including the new augmented reality signs placed strategically on the Santa Maria campus. Public Affairs and Communications (PAC) efforts generated front-page placement in the Santa Maria Times and features on KSBY and KCOY/KEYT. The social media/digital campaign also performed well, with posts on Facebook reaching over 13,000 people with 837 engagements. On Twitter, Asteroid Days posts were mentioned by accounts with high-follower counts, including Congressman Salud Carbajal (14.7k followers), the Society for Advancement of Chicanos/Hispanics Native Americans in Science (SANCAS) (23.5K followers), and KSBY News (49k followers).

#### **Winter/Spring Enrollment Campaigns**

PAC is currently running a winter/spring registration campaign that spans digital, text, print, and out-of-home advertising. PAC also recently launched a targeted email marketing campaign for the college's Career Technical Education (CTE) programs, focused on students who applied to the college's CTE programs but did not enroll over the past few years. The PAC team is also excited to launch a newly branded spring 2022 enrollment campaign in the coming weeks featuring a student who is a single parent, veteran, and scholarship recipient. The campaign message: Changing the Odds.

#### **Spike Rebranding**

College Advancement continues work with Athletics to rebrand the Athletics Department and update the Spike mascot. College surveys conducted earlier in the fall informed the current design process, and Hancock students, staff, faculty, and the community will soon have a chance to weigh in on newly created branding designs. The goal is to have new branding finalized in early 2022.

#### **Guided Pathways Publicity**

PAC and Campus Graphics have heavily marketed the newly launched Guided Pathways website, and the results are in: the Guided Pathways website is currently the most visited webpage on the website and has been for several months. PAC has promoted the site via collateral (posters, fliers, signs), social media, digital marketing, emails, text messages, and more.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.R.
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:

**Legislative Analyst's Office Predicts Massive Budget Surplus**

The Legislative Analyst's Office (LAO) recently released its Fiscal Outlook and predicts that the state will enjoy a historic budget surplus in budget year 2022-23. The LAO projects that revenues are expected to exceed current year estimates by \$28 billion. Stronger revenues than projected combined with \$5 billion less in spending should result in a budget surplus of \$31 billion for the 2022-23 budget year. Of this amount, approximately \$11.6 billion should be allocated to K-14 spending.

**Baseball/Softball Restroom Project Nearing Completion**

The Baseball/Softball Restroom Project is 60 percent complete and should be finished by the first of the year.

**MESA/STEM Academic Success Center Grand Opening**

The MESA/STEM Academic Success Center has scheduled the grand opening of their new building for March 8, 2022 at 3:00 p.m. More details will be forthcoming.

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

To: Board of Trustees	Date: December 14, 2021
From: Superintendent/President	Item Number: 15.S.
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:

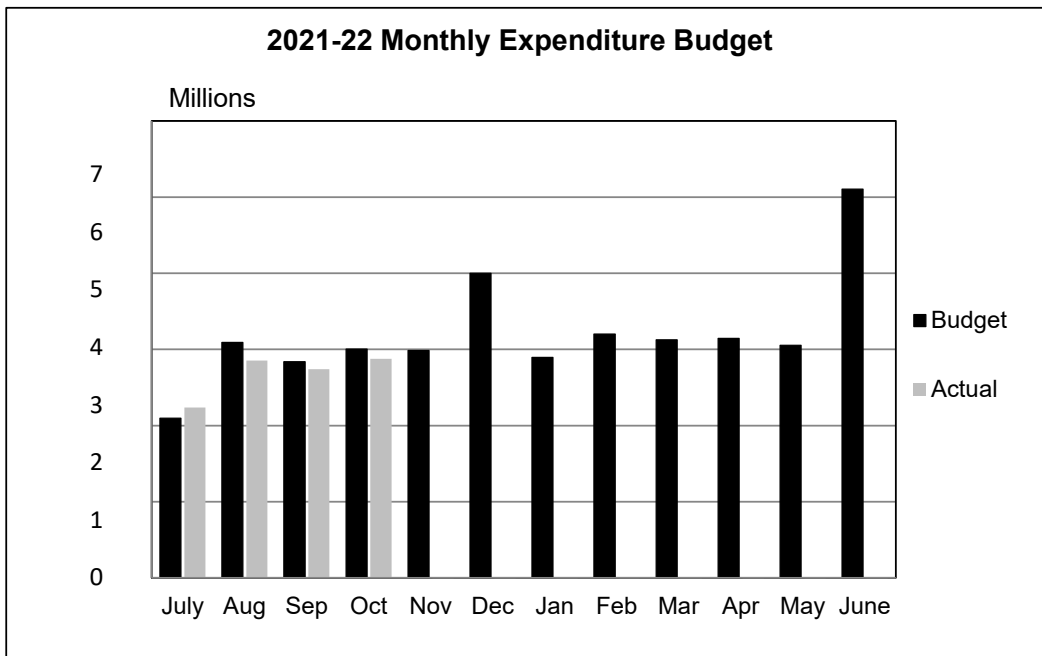
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment 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: <p style="text-align: center;">Eric D. Smith</p>	Final Disposition:
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**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**

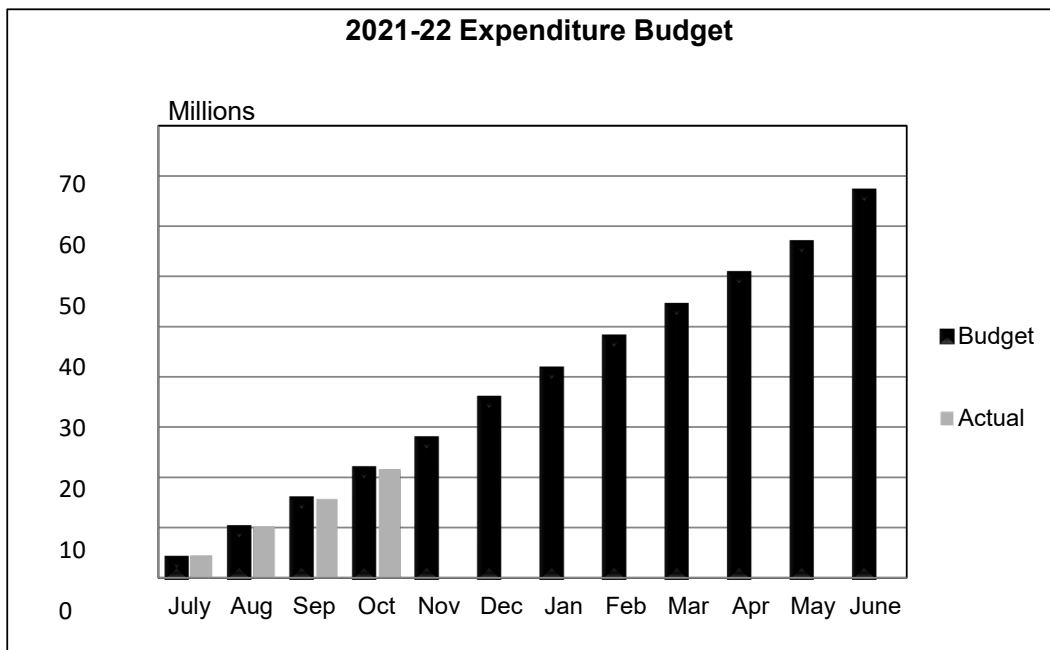
	October Budget	October Expenditures	Percentage Variance
Academic Salaries	2,450,778	2,405,306	98.14%
Classified Salaries	1,567,769	1,438,625	91.76%
Employee Benefits	1,211,437	1,204,523	99.43%
Supplies and Materials	116,414	111,894	96.12%
Other Operating Expenses	543,592	503,245	92.58%
Capital Outlay	105,188	85,148	80.95%
Other Outgo/Transfers	<u>14,524</u>	<u>400</u>	2.75%
	6,009,702	5,749,141	95.66%



## GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

### *Year to Date Expenditures*

	July-October Budget	July-October Year to Date	Percentage Variance
Academic Salaries	8,175,393	8,162,066	99.84%
Classified Salaries	5,891,469	5,718,103	97.06%
Employee Benefits	3,959,027	3,899,902	98.51%
Supplies and Materials	457,962	328,122	71.65%
Other Operating Expenses	2,929,519	2,764,532	94.37%
Capital Outlay	367,293	267,850	72.93%
Other Outgo/Transfers	<u>281,547</u>	<u>260,640</u>	92.57%
	<b>22,062,210</b>	<b>21,401,215</b>	<b>97.00%</b>



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
<b>REVENUES</b>						
Federal Revenues	\$ 34,200	\$ 550	1.61%	\$ 26,635,207	\$ 5,936,186	22.29%
State Revenues	47,281,141	15,260,406	32.28%	17,689,961	12,954,371	73.23%
Local Revenues	24,695,376	1,908,560	7.73%	2,111,921	732,469	34.68%
Total REVENUES	<u>72,010,717</u>	<u>17,169,516</u>	<u>23.84%</u>	<u>46,437,089</u>	<u>19,623,026</u>	<u>42.26%</u>
<b>EXPENDITURES</b>						
Academic Salaries	25,487,770	8,162,066	32.02%	3,409,778	1,267,817	37.18%
Classified Salaries	18,009,261	5,718,103	31.75%	6,784,368	1,728,743	25.48%
Employee Benefits	14,358,965	3,899,902	27.16%	3,359,169	804,398	23.95%
Supplies and Materials	1,490,708	328,122	22.01%	5,568,581	2,827,756	50.78%
Other Operating Exp. and Services	8,075,123	2,764,532	34.24%	4,491,129	1,177,776	26.22%
Capital Outlay	1,881,225	267,850	14.24%	5,853,508	636,272	10.87%
Total EXPENDITURES	<u>69,303,052</u>	<u>21,140,575</u>	<u>30.50%</u>	<u>29,466,533</u>	<u>8,442,762</u>	<u>28.65%</u>
Excess of Revenues Over/ (Under) Expenditures	2,707,665	(3,971,059)		16,970,556	11,180,264	
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	3,905,285	62,727	0.00%	82,358	-	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>3,905,285</u>	<u>62,727</u>	<u>0.00%</u>	<u>82,358</u>	<u>-</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	7,792,932	260,640	3.34%	17,375,168	3,057,457	17.60%
Total OPERATING TRANSFERS OUT	<u>7,792,932</u>	<u>260,640</u>	<u>3.34%</u>	<u>17,375,168</u>	<u>3,057,457</u>	<u>17.60%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,179,982)	(4,168,972)		(322,254)	8,122,807	
<b>FUND BALANCE</b>						
Fund balance, July 1	<u>18,925,704</u>	<u>18,925,704</u>		<u>15,597,709</u>	<u>15,597,709</u>	
Current Balance	<u>\$ 17,745,722</u>	<u>\$ 14,756,732</u>		<u>\$ 15,275,455</u>	<u>\$ 23,720,516</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 286,679	\$ 78,736	27.46%
State Revenues	621,256	327,501	52.72%
Local Revenues	711,105	32,485	4.57%
Total REVENUES	<u>1,619,040</u>	<u>438,722</u>	<u>27.10%</u>
<b>EXPENDITURES</b>			
Academic Salaries	234,759	67,804	11.38%
Classified Salaries	595,823	145,603	113.17%
Employee Benefits	128,654	36,741	10.69%
Supplies and Materials	343,845	14,986	8.88%
Other Operating Exp. and Services	168,826	3,849	1.68%
Capital Outlay	229,037	17,482	1.03%
Total EXPENDITURES	<u>1,700,944</u>	<u>286,465</u>	<u>16.84%</u>
Excess of Revenues Over/ (Under) Expenditures	(81,904)	152,257	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	<u>30,000</u>	<u>-</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(51,904)	152,257	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>405,375</u>	<u>405,375</u>	
Current Balance	<u>\$ 353,471</u>	<u>\$ 557,632</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenue	\$ 501,963	\$ -	0.00%
Local Revenues	1,752,943	1,062,129	60.59%
Total REVENUES	<u>2,254,906</u>	<u>1,062,129</u>	<u>60.59%</u>
<b>EXPENDITURES</b>			
Classified Salaries	2,712,527	800,857	29.52%
Employee Benefits	734,095	179,154	24.40%
Supplies and Materials	378,525	66,881	17.67%
Other Operating Exp. and Services	627,339	139,240	22.20%
Capital Outlay	40,460	609	1.51%
Total EXPENDITURES	<u>4,492,946</u>	<u>1,186,741</u>	<u>26.41%</u>
Excess of Revenues Over (Under) Expenditures	(2,238,040)	(124,612)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	2,572,587	500,000	19.44%
Total OTHER FINANCING SOURCES (USES)	<u>2,572,587</u>	<u>500,000</u>	<u>19.44%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	324,388	49,905	15.38%
Total OPERATING TRANSFERS OUT	<u>324,388</u>	<u>49,905</u>	<u>15.38%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	10,159	325,483	
<b>FUND BALANCE:</b>			
Fund balance, July 1	<u>2,413,433</u>	<u>2,413,433</u>	
Current Balance	<u>\$ 2,423,592</u>	<u>\$ 2,738,916</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 15,131,441	\$ 8,233,957	0.00%
Local Revenues	25,000	-	0.00%
Total REVENUES	<u>15,156,441</u>	<u>8,233,957</u>	<u>54.33%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	11,152	8,303	0.00%
Other Operating Exp. and Services	71,055	30,548	42.99%
Capital Outlay	<u>32,986,040</u>	<u>5,773,528</u>	<u>17.50%</u>
Total EXPENDITURES	<u>33,068,247</u>	<u>5,812,379</u>	<u>17.58%</u>
Excess of Revenues Over/ (Under) Expenditures	(17,911,806)	2,421,578	
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	<u>16,034,770</u>	-	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>16,034,770</u>	-	0.00%
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>50,800</u>	<u>50,800</u>	0.00%
Total OPERATING TRANSFERS OUT	<u>50,800</u>	<u>50,800</u>	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,927,836)	2,370,778	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>11,727,273</u>	<u>11,727,273</u>	
Current Balance	<u>\$ 9,799,437</u>	<u>\$ 14,098,051</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 100,000	\$ -	0.00%
Total REVENUES	<u>100,000</u>	<u>-</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Classified Salaries	25,863	8,296	32.08%
Employee Benefits	13,981	4,402	31.49%
Supplies and Materials	8,146	8,885	109.07%
Other Operating Exp. and Services	69,560	3,496	5.03%
Capital Outlay	<u>25,503,673</u>	<u>2,777,246</u>	<u>10.89%</u>
Total EXPENDITURES	<u>25,621,223</u>	<u>2,802,325</u>	<u>10.94%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,521,223)	(2,802,325)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>25,521,223</u>	<u>25,521,223</u>	
Current Balance	<u>\$ -</u>	<u>\$ 22,718,898</u>	

Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 804,000	\$ 136,303	16.95%
Total REVENUES	<u>804,000</u>	<u>136,303</u>	<u>16.95%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	660,000	210,062	31.83%
Total EXPENDITURES	<u>660,000</u>	<u>210,062</u>	<u>31.83%</u>
Excess of Revenues Over/ (Under) Expenditures	144,000	(73,759)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,846,204</u>	<u>1,846,204</u>	
Current Balance	<u><u>\$1,990,204</u></u>	<u><u>\$1,772,445</u></u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 5,000	\$ -	0.00%
Total REVENUES	<u>5,000</u>	<u>-</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	10,186	5,585	54.83%
Other Operating Exp. and Services	40,680	2,414	5.93%
Capital Outlay	<u>45,952</u>	<u>32,324</u>	<u>70.34%</u>
Total EXPENDITURES	<u>96,818</u>	<u>40,323</u>	<u>131.11%</u>
Excess of Revenues Over/ (Under) Expenditures	(91,818)	(40,323)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>971,914</u>	<u>971,914</u>	
Current Balance	<u>\$ 880,096</u>	<u>\$ 931,591</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 950	23.75%
Total REVENUES	<u>4,000</u>	<u>950</u>	<u>23.75%</u>
<b>EXPENDITURES</b>			
Employee Benefits	<u>28,000</u>	<u>4,670</u>	<u>0.00%</u>
Total EXPENDITURES	<u>28,000</u>	<u>4,670</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	(24,000)	(3,720)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,003,930</u>	<u>1,003,930</u>	
Current Balance	<u><u>\$ 979,930</u></u>	<u><u>\$1,000,210</u></u>	

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RHBPT-HANCOCK-DELEGATED DISCRETION  
 ACCOUNT 6746018043

Period from October 1, 2021 to October 31, 2021

### MARKET AND COST RECONCILIATION

	10/31/2021 MARKET	10/31/2021 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,501,791.10</b>	<b>10,208,385.55</b>
<b>Investment Activity</b>		
Interest	2.33	2.33
Dividends	7,495.44	7,495.44
Change In Unrealized Gain/Loss	250,125.75	.00
Net Accrued Income (Current-Prior)	- 2.05	- 2.05
<b>Total Investment Activity</b>	<b>257,621.47</b>	<b>7,495.72</b>
<b>Net Change In Market And Cost</b>	<b>257,621.47</b>	<b>7,495.72</b>
<b>Ending Market And Cost</b>	<b>10,759,412.57</b>	<b>10,215,881.27</b>

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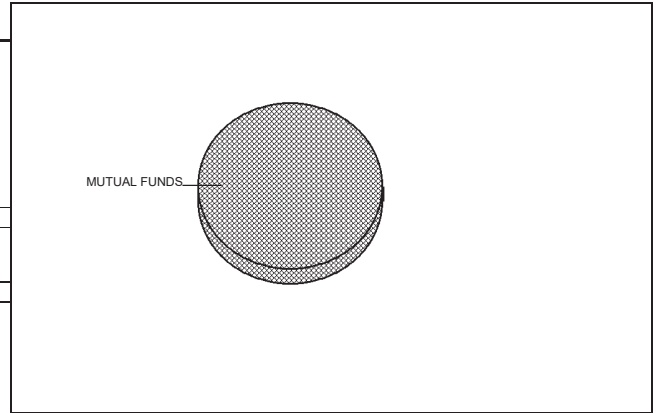
RHBPT-HANCOCK-DELEGATED DISCRETION  
 ACCOUNT 6746018043

Period from October 1, 2021 to October 31, 2021

**ASSET SUMMARY**

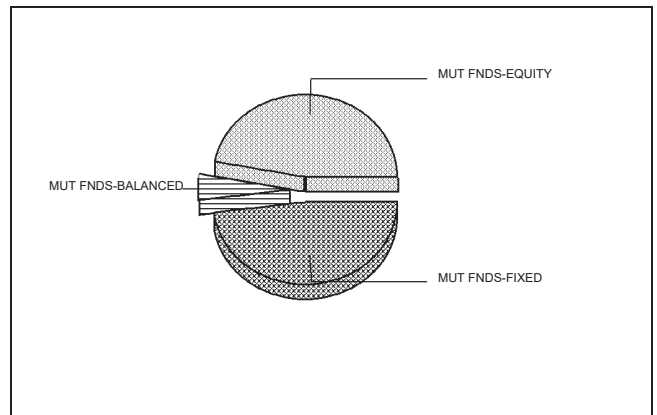
ASSETS	10/31/2021 MARKET	10/31/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	25,971.33	25,971.33	0.24
Mutual Funds-Equity	5,050,060.42	4,546,141.55	46.94
Mutual Funds-Fixed Income	5,249,737.90	5,243,767.95	48.79
Mutual Funds-Balanced	433,642.48	400,000.00	4.03
<b>Total Assets</b>	<b>10,759,412.13</b>	<b>10,215,880.83</b>	<b>100.00</b>
Accrued Income	.44	.44	0.00
<b>Grand Total</b>	<b>10,759,412.57</b>	<b>10,215,881.27</b>	<b>100.00</b>

**Estimated Annual Income**                      **201,211.52**



**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.



Allan Hancock College  
Associated Students Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 155,827	\$ 78,343	50.28%
Total REVENUES	<u>155,827</u>	<u>78,343</u>	<u>50.28%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	155,071	56,852	36.66%
Other Operating Exp. and Services	63,042	24,000	38.07%
Capital Outlay	-	-	0.00%
Total EXPENDITURES	<u>218,113</u>	<u>80,852</u>	<u>37.07%</u>
Excess of Revenues Over/ (Under) Expenditures	(62,286)	(2,509)	
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	177,047	177,047	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>177,047</u>	<u>177,047</u>	<u>100.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	245,855	-	0.00%
Total OPERATING TRANSFERS OUT	<u>245,855</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(131,094)	174,538	
<b>FUND BALANCE:</b>			
Fund balance, July 1	<u>378,040</u>	<u>378,040</u>	
Current Balance	<u>\$ 246,946</u>	<u>\$ 552,578</u>	

Allan Hancock College  
Student Representation Fee Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 36,010	\$ 18,804	52.22%
Total REVENUES	<u>36,010</u>	<u>18,804</u>	<u>52.22%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	21,075	1,322	6.27%
Total EXPENDITURES	<u>21,075</u>	<u>1,322</u>	<u>6.27%</u>
Excess of Revenues Over/ (Under) Expenditures	14,935	17,482	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>67,500</u>	<u>67,500</u>	
Current Balance	<u><u>\$ 82,435</u></u>	<u><u>\$ 84,982</u></u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 20,800	\$ 8,780	42.21%
Total REVENUES	<u>20,800</u>	<u>8,780</u>	<u>42.21%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	1,610	222	0.00%
Capital Outlay	<u>22,000</u>	<u>20,800</u>	<u>94.55%</u>
Total EXPENDITURES	<u>23,610</u>	<u>21,022</u>	<u>89.04%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,810)	(12,242)	
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(2,810)	(12,242)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>243,793</u>	<u>243,793</u>	
Current Balance	<u><u>\$240,983</u></u>	<u><u>\$231,551</u></u>	

Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 10,675,229	\$ 5,363,048	50.24%
State Revenues	2,200,000	2,004,125	91.10%
Local revenues	-	12	0.00%
Total REVENUES	<u>12,875,229</u>	<u>7,367,185</u>	<u>57.22%</u>
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	<u>2,472,319</u>	<u>1,772,175</u>	<u>71.68%</u>
Total OTHER FINANCING SOURCES (USES)	<u>2,472,319</u>	<u>1,772,175</u>	<u>71.68%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>15,347,548</u>	<u>7,415,579</u>	<u>48.32%</u>
Total OPERATING TRANSFERS OUT	<u>15,347,548</u>	<u>7,415,579</u>	<u>48.32%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses			
	0	1,723,781	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u>\$ 21,600</u>	<u>\$ 1,745,381</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

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

Allan Hancock College  
District Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 61,981	\$ 55,180	89.03%
Total REVENUES	<u>61,981</u>	<u>55,180</u>	<u>89.03%</u>
<b>EXPENDITURES</b>			
Academic Salaries	1,586	-	0.00%
Classified Salaries	21,586	-	0.00%
Employee Benefits	99	-	0.00%
Supplies and Materials	67,653	13,417	19.83%
Other Operating Exp. and Services	28,793	1,349	4.69%
Capital Outlay	-	-	0.00%
Total EXPENDITURES	<u>119,717</u>	<u>14,766</u>	<u>12.33%</u>
Excess of Revenues Over/ (Under) Expenditures	(57,736)	40,414	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	-	-	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	700	500	71.43%
Total OPERATING TRANSFERS OUT	<u>700</u>	<u>500</u>	<u>71.43%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(58,436)	39,914	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,134,088</u>	<u>1,134,088</u>	
Current Balance	<u>\$ 1,075,652</u>	<u>\$ 1,174,002</u>	

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 10/31/2021

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 3,322	\$ 2,800	84.29%
Total REVENUES	<u>3,322</u>	<u>2,800</u>	<u>84.29%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	21,631	103	0.48%
Other Operating Exp. and Services	<u>8,968</u>	<u>3</u>	<u>0.03%</u>
Total EXPENDITURES	<u>30,599</u>	<u>106</u>	<u>0.35%</u>
Excess of Revenues Over/ (Under) Expenditures	(27,277)	2,694	
<b>OTHER FINANCING SOURCES(USES)</b>			
Other Financing Sources	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
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	(27,277)	2,694	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>66,211</u>	<u>66,211</u>	
Current Balance	<u>\$ 38,934</u>	<u>\$ 68,905</u>	

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**ALLAN HANCOCK COLLEGE FOUNDATION**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING 10/31/2021**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions, Gifts, Grants & Endwmnts	0	14,818	57,894	101,401	54,230	0	228,343
Interest and Investment Income	0	5,392	7	0	0	191,178	196,577
Realized Gain/Loss on Invest	0	2,460	0	0	0	2,950,275	2,952,734
Unrealized Gain/Loss on Invest	0	15,080	0	0	0	(2,375,294)	(2,360,214)
Other Local Revenues	0	30	0	7,695	0	0	7,725
<b>Total Revenues</b>	<b>0</b>	<b>37,780</b>	<b>57,901</b>	<b>109,096</b>	<b>54,230</b>	<b>766,158</b>	<b>1,025,166</b>
<b>EXPENSES:</b>							
Non Bargaining Unit	0	85,811	0	0	0	0	85,811
Benefits	0	7,812	0	0	0	0	7,812
Office/Operational Supplies	0	1,001	17,735	0	0	0	18,735
Non Instr Printing	0	4,177	605	0	0	0	4,782
Food - Business Meetings/Events	0	434	3,835	0	0	0	4,269
Service Contracts (Businesses)	0	971	0	0	0	0	971
Travel - All Travel Costs	0	187	0	0	0	0	187
Foundation Community Activities	0	4,000	2,390	0	0	0	6,390
Dues & Memberships	0	2,748	750	0	0	0	3,497
Non-Tech Licenses, Permits, Fees	0	425	21,219	0	0	0	21,644
Software Maintenance Agreement	0	7,948	2,025	0	0	0	9,973
Equipment Rental	0	0	1,896	0	0	0	1,896
District/College Support	0	0	33,986	0	0	0	33,986
Postage/Express Services	0	2,833	0	0	0	0	2,833
Advertising	0	1,250	0	0	0	0	1,250
Bank Service Charges	0	399	0	0	0	0	399
Investment Brokerage Fees	0	1,304	0	0	0	104,394	105,698
PCPA Support	0	0	0	42,008	0	0	42,008
Equipment	0	0	1,648	0	0	0	1,648
Student Assistance	0	0	4,690	0	0	0	4,690
Scholarships	0	0	0	480,805	0	0	480,805
<b>Total Expenses</b>	<b>0</b>	<b>121,298</b>	<b>90,779</b>	<b>522,813</b>	<b>0</b>	<b>104,394</b>	<b>839,284</b>
<b>Net Income (Loss)</b>	<b>0</b>	<b>(83,518)</b>	<b>(32,878)</b>	<b>(413,716)</b>	<b>54,230</b>	<b>661,764</b>	<b>185,882</b>
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	45,666	18,000	5,660	220,681	0	290,007
Intrafund Transfers-Out	0	0	224,457	20,080	0	45,471	290,007
Other Transfer-In	0	148,932	0	0	0	0	148,932
<b>Net Transfers</b>	<b>0</b>	<b>194,599</b>	<b>(206,457)</b>	<b>(14,420)</b>	<b>220,681</b>	<b>(45,471)</b>	<b>148,932</b>
<b>Net Inc/Dec in Fund Bal</b>	<b>0</b>	<b>111,080</b>	<b>(239,335)</b>	<b>(428,136)</b>	<b>274,911</b>	<b>616,294</b>	<b>334,814</b>
<b>FUND BALANCE:</b>							
Fund Equity, July 1	0	596,043	2,090,702	790,712	24,089,018	9,877,791	37,444,267
<b>Current Balance</b>	<b>0</b>	<b>707,123</b>	<b>1,851,368</b>	<b>362,575</b>	<b>24,363,929</b>	<b>10,494,085</b>	<b>37,779,081</b>

Allan Hancock College  
Viticulture & Enology Foundation Fund

Income Statement by Fund  
For The Period Ending 10/31/2021

<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
Contributed Gifts/Grants/Endw	\$ 25.00	\$ -	0.00%
Non-Cash Contributions	19,740	9,267	46.95%
Other Local Revenues	-	390	
Intrafund Transfer-In	-	-	0.00%
Net Revenue	<u>19,765</u>	<u>9,657</u>	<u>0.00%</u>
<b>WINE OPERATION</b>			
Sales & Commissions	87,750	27,016	30.79%
Less: Returns & Allowances	-	-	0.00%
Less: Sales Discounts	<u>(35,100)</u>	<u>(5,879)</u>	<u>16.75%</u>
Net Sales	52,650	21,137	
Less: Cost of Goods Sold	<u>(8,744)</u>	<u>(11,944)</u>	<u>136.59%</u>
Gross Profit	<u>43,906</u>	<u>9,193</u>	
 Total REVENUES	 <u><u>63,671</u></u>	 <u><u>18,850</u></u>	 <u><u>29.61%</u></u>
<b>EXPENDITURES</b>			
Academic Salaries	-	-	0.00%
Classified Salaries	-	-	0.00%
Supplies and Materials	46,344	26,181	56.49%
Inventory Allocation Expense	(70,894)	(22,205)	31.32%
Other Operating Exp. and Services	63,975	23,086	36.09%
Capital Outlay	<u>17,120</u>	<u>8,180</u>	<u>0.00%</u>
Total EXPENDITURES	<u><u>56,546</u></u>	<u><u>35,242</u></u>	<u><u>62.32%</u></u>
 Excess of Revenues Over (Under) Expenditures	 7,125	 (16,392)	
 <b>FUND BALANCE</b>			
Fund balance, July 1	<u>195,973</u>	<u>195,973</u>	
 Current Balance	 <u><u>\$ 203,098</u></u>	 <u><u>\$ 179,581</u></u>	



## ALLAN HANCOCK COLLEGE

## DECEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 1:00 p.m. <i>Student Food Share</i> every Thursday  Fall Classes End	3 Fall Final Exams Dec. 3-9	4 7:00 p.m. Hancock Choir Performance First Methodist Church Santa Barbara
5 2:00 p.m. Hancock Choir Performance St. Mark's in-the- Valley Episcopal Church Los Olivos	6	7 Angel Tree Holiday Celebrations  11:30 a.m. Bldg. 1/202-203 Lompoc Valley Center  3:00 p.m. Severson Theatre Santa Maria Campus	8	9	10	11
12	13 Winter Classes Begin	14 6:00 p.m. <b>Board of Trustees Meeting</b>	15	16	17	18 10:00 a.m. <i>Community Food Share</i> every 3rd Saturday of the month
19	20	21	22	23 Winter Holiday College Closed	24 Winter Holiday College Closed	25
26	27 Reduced Staffing	28 Reduced Staffing	29 Reduced Staffing	30 Winter Holiday College Closed	31 Winter Holiday College Closed	



ALLAN HANCOCK COLLEGE

# JANUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 1:00 p.m. <i>Student Food Share</i> every Thursday	7	8
9	10	11 6:00 p.m. <b>Board of Trustees Meeting</b>	12 Winter Classes End	13 Winter Final Exams	14	15 10:00 a.m. <i>Community Food Share</i> every 3rd Saturday of the month
16	17 Martin Luther King Jr. Day College Closed	18	19	20 Professional Development Day	21 All Staff Day	22
23	24 Spring Classes Begin	25	26	27	28	29
30	31					