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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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## Agenda Regular Board Meeting Tuesday, April 19, 2022

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

**In response to the Coronavirus crisis, the Governor has issued Executive Order N-25-20, Executive Order N-29-20, and Executive Order N-35-20 modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically.**

CLOSED session will be live streamed via YouTube: <https://youtu.be/eGO23JqijJQ>

OPEN Session will be live streamed via **\*\*Updated\*\*** YouTube: <https://youtu.be/u1TDsyrDZoU>

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

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

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

Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: [ccamacho@hancockcollege.edu](mailto:ccamacho@hancockcollege.edu).

### Procedures

The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.

Please submit the following information:

1. Name
2. Agenda Item Number
3. Comment

	<u>Page</u>	<u>Tent. Time</u>
3. Implementation of Teleconferencing Requirements under Government Code Section 54953	10	
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		5:00 PM
4.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)		
4.B. Determination Appeal of Administrative Determination (Cal. Code Regs. Title 5, §59338) – Gabel et al		
5. Reconvene to Open Session		6:00 PM
6. Action Taken in Closed Session		
7. Approval of Agenda as Presented		
8. Public Comment		
Public comments on an agenda item or another topic within the jurisdiction of the board of trustees will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:ccamacho@hancockcollege.edu">ccamacho@hancockcollege.edu</a>		
Procedures		
The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item.		
Please submit the following information:		
1. Name		
2. Agenda Item Number		
3. Comment		
9. Seating of Student Trustee		
Administration of the oath of office and seating of Mirian Solano.		
10. Approval of Minutes		
10.A. Approval of Minutes from the March 8, 2022, regular board meeting.	11	

11. Presentation

11.A. Dr. Sean Abel, dean, academic affairs will give an update on new onsite programs at the Lompoc Valley Center.

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.

12.A. Register of Warrants and Payroll Summary 02/01/22 through 02/28/22	18
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A recommendation that the board of trustees approve commercial warrants.

12.B. Authorization to Declare District Property as Surplus	21
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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. Authorization to Utilize the WSCA-NASPO DataComm Contract No. AR3228 PA 7-20-70-47-04 for the Procurement of Networking Equipment to be Installed in the New Fine Arts Complex Building	24
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A recommendation that the board of trustees approve the authorization to utilize the WSCA-NASPO DataComm Contract No. AR3228 PA 7-20-70-47-04 for the Procurement of Networking Equipment to be installed in the New Fine Arts Complex building in the estimated amount of \$125,000.

12.D. Acceptance of Grants Approved and Review of Grant Proposals Submitted	35
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A recommendation to accept funded proposals and review grant proposals submitted.

	<b><u>Page</u></b>	<b><u>Tent. Time</u></b>
12.E. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	38	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		
12.F. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Scheduling Simultaneous Lecture Course Components in Life and Physical Sciences	51	
Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association of Allan Hancock College (“FA”) regarding the resolution of simultaneous scheduling lecture course components (same time, same room) in Life and Physical Sciences courses.		
12.G. Outside of the United States Travel Request	54	
A recommendation that the board of trustees authorize outside of the United States travel for Alfredo Koch, professor, agribusiness to attend the International Climate and Terroir congress at Agora du Haut Carré in Talence, France on July 1-18, 2022.		
12.H. Academic Policy and Planning Committee Curriculum Summary	55	
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.		
12.I. Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	83	
A recommendation that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.		
12.J. Appointments, Transfers, and Promotions of Classified Service Employees	85	
A recommendation that the board of trustees approve the appointments of Lilibeth Mata Juarez, AIM to Dream program coordinator, counseling, effective April 20, 2022; Janet Morales, financial aid technician, financial aid, effective April 20, 2022;		



		<u>Page</u>	<u>Tent. Time</u>
	Sabrina Hrabe, instructional assistant, public safety; and, Jhony Diaz Rodriguez, instructional assistant, public safety; and, the promotions of Sherry Bell, financial aid accounting technician, financial aid, effective March 21, 2022; Hanali Tapia-Palacios, career readiness specialist, cooperative work experience, career center, effective April 18, 2022; and, Gregory DeLeon, coordinator financial aid, financial aid, effective April 1, 2022.		
12.K.	Out-of-Classification Assignment of Classified Service Employee	87	
	A recommendation that the board of trustees approve the out-of-classification assignments of Jeanette Hernandez, financial aid assistant, financial aid, retroactive March 1, 2022 through April 15, 2022, or earlier per district need; Josue Santos, production specialist, campus graphics, effective April 13, 2022 through June 30, 2022, or earlier per district need; Elizabeth Zuniga, coordinator, campus graphics, campus graphics, effective April 13, 2022 through June 30, 2022, or earlier per district need; Garrett Waterbury, science lab specialist, life and physical sciences, retroactive March 7, 2022 through March 18, 2022, or earlier per district need; Patrick Griffith, student account specialist, auxiliary accounting services, retroactive March 11, 2022 through June 2, 2022, or earlier per district need; and, Lucerito Salgado Olivera, non-credit student support program coordinator, counseling, retroactive September 17, 2021 through December 10, 2021, or earlier per district need.		
12.L.	Appointment of Temporary Nontenure-Track Faculty Member	89	
	A recommendation that the board of trustees approve the appointment of Erin Krier, temporary, coordinator/nontenure-track faculty, agriculture program, life and physical sciences, effective August 12, 2022 through May 31, 2023, or earlier per district need, and contingent upon continued funding.		
12.M.	Appointment of Management Employees	90	
	A recommendation that the board of trustees approve the classified management appointment of Steven Marshall, director, facilities, facilities, effective May 9, 2022.		
12.N.	Appointment of Interim Academic Management Employee	91	
	A recommendation that the board of trustees approve the interim management appointment of John Colson, associate		

		<b><u>Page</u></b>	<b><u>Tent. Time</u></b>
	superintendent/vice president, student services, effective April 11, 2022 through June 30, 2022.		
12.O.	Appointment of Supervisory Confidential Employees	92	
	A recommendation that the board of trustees approve a supervisory confidential appointment of Robert Nourse, campus graphics supervisor, campus graphics, effective April 20, 2022.		
12.P.	New Educational Administration Position Job Description	93	
	A recommendation that the board of trustees approve the new educational administration position job description.		
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) Part-Time Faculty Association		
	2) Faculty Association		
	3) Academic Senate		
	4) California School Employees Association		
	5) Associated Student Body Government		
	6) AHC Foundation		
	7) Management Association		
14.	Action Items		7:25 PM
14.A.	California Community College Trustees (CCCT) Board of Directors Election	98	
	A recommendation to vote for up to six (6) candidates to serve on the California Community College Trustees Board of Directors.		
14.B.	Authorization to Solicit Bids to Purchase the Portable Theatrical Lighting Equipment and Integrated Power Control System for the Solvang Festival Theater and Marian Theater (Bid No. 22-05)	100	
	A recommendation that the board of trustees authorize solicitation of bids to purchase the portable theatrical lighting equipment and integrated power control system for the Solvang Festival Theater and Marian Theater (Bid No. 22-05).		

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15.	Information		7:35 PM
15.A.1	COVID-19 Pandemic Update	101	
	Staff will present an update on COVID-19 operations.		
15.A.2	Employee Retirements and Resignations	102	
	The superintendent/president has accepted the resignation of Laura Danek, staff stage manager, PCPA, effective April 1, 2022; Nohemy Ornelas, associate superintendent/vice president, student services, effective April 1, 2022; and, Rhiannon Baldwin, program technician, public safety, effective April 18, 2022; and, the retirement of Sheri Bates, professor of kinesiology and health; kinesiology, recreation and athletics, effective June 1, 2022; Roger DeLaurier, conservatory director-actor, PCPA, effective August 15, 2022; and, Randy McCarty, instructional assistant, public safety, effective May 1, 2022.		
15.B.	Volunteer Aides	103	
	A quarterly report on volunteer aides.		
15.C.	First Reading: Revised Board Policy and Administrative Procedure 3420, Equal Employment Opportunity, and Staff Diversity.	104	
	A recommendation to review revised board policy and administrative procedure 3420, equal employment opportunity, and staff diversity.		
15.D.	First Reading: Revised Board Policy and Administrative Procedure 7120, Recruitment and Hiring.	117	
	A recommendation to review revised board policy and administrative procedure 7120, recruitment and hiring.		
15.E.	First Reading: New Administrative Procedure 7921, Full-time Faculty Hiring	128	
	A recommendation to review new administrative procedure 7921, full-time faculty hiring.		

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15.F.	First Reading: New Administrative Procedure 7922, Classified Staff Recruitment and Hiring  A recommendation to review new administrative procedure 7922, classified staff recruitment and hiring.	148	
15.G.	First Reading: New Administrative Procedure 7923, Supervisory/Confidential Recruitment and Hiring  A recommendation to review new administrative procedure 7923, supervisory/confidential recruitment and hiring.	152	
15.H.	First Reading: New Administrative Procedure 7924, Management Recruitment and Hiring  A recommendation to review new administrative procedure 7924, management recruitment and hiring.	156	
15.I.	First Reading: New Administrative Procedure 7925, Part-time Faculty Recruitment and Hiring  A recommendation to review new administrative procedure 7925, part-time faculty recruitment and hiring.	160	
15.J.	First Reading: Revised Administrative Procedure 7400, Travel  A recommendation to review revised administrative procedure 7400, travel.	163	
15.K.	Student Health Fee Increase  Notification of a one dollar increase to the student health fee, effective fall 2022.	171	
15.L.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	172	
15.M.	Monthly Report, Interim Associate Superintendent/Vice President, Student Services	173	
15.N.	Monthly Report, Vice President, Institutional Effectiveness	174	
15.O.	Monthly Report, Executive Director, College Advancement	175	
15.P.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	176	

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15.Q. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	177	
16. New Business		8:30 PM
17. Calendar	199	
18. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, May 10, 2022. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, please contact the President's Office at (805) 346-1001 or email Carmen Camacho at [ccamacho@hancockcollege.edu](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: April 19, 2022
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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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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## Minutes Regular Board Meeting Meeting was held via Zoom Webinar Tuesday, March 8, 2022

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.

1. Call to Order

1.A. Adjourn to Grand Opening of the MESA/STEM Academic Success Center

Trustee Hall adjourned the meeting at 3:00 p.m. to tour the Grand Opening of the MESA/STEM Academic Success Center with the following trustees present:  
Hall, Levy, Pensa

Trustees absent: Medina, Zacarías

2. Call to Order

Trustee Hall called the meeting to order at 4:00 p.m. with the following trustees present:  
Hall, Levy, Medina, Pensa, Zacarías

Trustees absent: None

2.A. 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 Levy, seconded by Trustee Pensa, the board of trustees voted 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

Notes: None

Abstentions: None

Concur: None

4. Adjourn to Closed Session

Trustee Hall adjourned the meeting to closed session at 4:01 p.m.

5. Reconvene to Open Session

Trustee Hall reconvened the meeting to open session at 6:03 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

Notes: None

Abstentions: None

Concur: None

8. Public Comment to Open Session

Len Miyahara, anatomy and physiology professor, shared his opinion regarding science, COVID-19 perceptions, and verified data. He plans to open more live classes because data shows it is becoming safe to do so. He added he'll switch modalities if a new variant makes it necessary.

9. Approval of Minutes

9.A. Approval of minutes from the February 15, 2022 regular board meeting.

On a motion by Trustee Levy, seconded by Trustee Medina, the board of trustees voted unanimously to approve the minutes for the February 15, 2022 regular board meeting, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Notes: None

Abstentions: None

Concur: None



10. Presentation

10.A Changing the Odds

Dr. Walthers shared there were lots of Lompoc Valley students on the Lompoc campus that met with staff and counselors. He noted we have more students enrolled at this time this year than last year. He said today is international Women's Day. He mentioned there was an administrative team meeting today of the 36 administrative team members, 23 are women.

11. Consent Agenda

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

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Notes: None

Abstentions: None

Concur: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported the presentation for the Bellwether Award was rescheduled. The college is one of ten finalists in the nation. He attended a statewide chief executive officers meeting over the weekend and commented it was good to see colleagues he had not seen since the start of the pandemic.

12.B. Board Member Reports

Trustee Pensa went to the Annual Community College Futures Assembly to represent Hancock for the Bellwether Award. He commended Lauren Milbourne and Dr. Hooten for their work on the presentation. He invited other trustees to attend the annual Santa Barbara School Boards Association dinner.

Trustee Zacarías was proud to celebrate the grand opening of the MESA/STEM Academic Success Center. She noted alumni Cesia Cezares, currently employed at the Vandenberg Airforce Base, mentioned how her interaction with staff and faculty made a difference in her career path.

Trustee Levy attended the women's softball game, men's basketball game, fine arts faculty art reception, and was impressed with the college's equity summit. She congratulated the newly tenured faculty.

Trustee Medina plans to attend the annual trustee conference and announced she started a new job in Guadalupe.

Trustee Hall attended the Black History month celebration on campus.

Dr. Walthers said our student trustee stepped down and the student body government will appoint a new student trustee.

## 12.C. Association Reports

### 1) Faculty Association

Roger Hall looks forward to a decision by the board of trustees on mask and vaccine mandates. He mentioned the association is doing their own informal survey of both students and faculty and everyone is also looking to the board for direction.

### 2) Academic Senate

Nancy Jo Ward reported a distance education modalities resolution was recently approved. The resolution endorses the diversity of distance education modalities, including various forms of fully online, as well as hybrid modalities. The Academic Senate also approved administrative procedures 7121 and 7125 on hiring and recruitment practices. She announced they have a process in place for a new innovation fund. The fund, \$75,000, is now available for faculty to apply for funding for projects up to \$10,000 to support innovation in the 2022-23 academic year.

### 3) California School Employees Association

Dorine Mathieu welcomed Lisa Gutierrez, as their new treasurer. She noted all members of the CSEA board are elected or appointed in the case of a vacancy and all positions are completely voluntary.

### 4) Associated Student Body Government

Marcela Viveros reported Bulldog BowWOW! was held at the Lompoc Valley Center. She said Trustee Hall did a wonderful job as keynote speaker for Black History celebration. She noted students are continuing the weekly food distribution and have added an additional distribution for non-credit students.

### 5) AHC Foundation

No report was given.

### 6) Management Association

Holly Nolan Chavez said she had a great career at Hancock and appreciates the opportunity to work here. She commended everyone involved in the counseling

and outreach activities on several events in March. She pointed out an increase in enrollment in 2021 and spring 2022. She said changes in student access to registration without barriers, marketing, and media have led to positive increases.

7) Part-Time Faculty Association

No report was given.

13. Action Items

13.A. Resolution 22-02, Certifying the Approval of the Authorization of Signatures to Receive Funds for its Child Care Program

On a motion by Trustee Zacarías, seconded by Trustee Levy, the board of trustees adopted Resolution No. 22-02, Certifying the Approval of the Authorization of Signatures to Receive Funds for its Child Care Program, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: None

13.B. Elimination Notice of Nontenure-Track Faculty

On a motion by Trustee Levy, seconded by Trustee Pensa, the board of trustees authorized notification that nontenure-track employment with the district be eliminated effective the date herein designated: Anjali Misra, temporary, nontenure-track faculty, Industrial Hemp Research Project, life and physical sciences, effective May 31, 2022, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: None

13.C. Elimination of Classified Management Employee

On a motion by Trustee Levy, seconded by Trustee Zacarías, the board of trustees adopted Resolution No. 22-03 Elimination and/or Reduction of Classified Management Employee Services as submitted, on a roll-call vote as follows:

Ayes: Hall, Levy, Medina, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: None

14. Information Items

14.A. Review of Grant Proposals Submitted

Dr. McNulty explained the California Volunteers grant was a four county regional project that includes San Luis Obispo, Santa Barbara, Fresno, and Kings counties to support students with disabilities, low income students, people of color, and women.

14.B. Employee Retirements and Resignations

Dr. Walthers acknowledged the retirements and resignations as reported.

14.C. Grand Jury Findings

Dr. Walthers noted the college concurred with most of the findings. The grand jury found everything is well managed and handled properly. Trustee Zacarias noted finding four should be reviewed.

14.D. COVID-19 Pandemic Update

Ruben Ramirez reported one of the more significant updates from the Center for Disease Control (CDC) was the level that requires indoor masking. He explained the levels focus on hospitalization and other factors. The CDC indicates Santa Barbara County is in a state of low infection rate and requires no indoor masking. He gave an update on current positivity rate at the college, noting there is low positivity and, as a direct result, seeing very little exposure. Dr. Walthers mentioned there was a consensus in College Council to maintain the vaccination requirements, but change to weekly testing, encourage testing, and loosen the mask requirements. He reviewed the steps to be taken, including a raffle for everyone who tests after spring break, to continue to be safe as necessary. Mr. Ramirez noted testing protocols, when an exposure occurs, are still in place. He said the health check stations would be in place as long as the vaccination mandate is in place. There was a consensus to follow the County of Santa Barbara health recommendations.

14.E. Bond Measure I Citizens' Oversight Committee 2021 Annual Report

Dr. Walthers presented the annual report for the period of January 1 through December 31, 2021. He welcomed Mr. Kenneth Wolf [MM(01)] to the committee and thanked Mr. Terry Dworaczyk and Ms. Tracy Beard for their service.

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

Associate Superintendent Curry reported 17 Hancock students earned gold medals and all 24 qualify to compete at the Skills USA State Champion competition. He said faculty is working on developing and adding Toyota TECS Elite curriculum with our existing AT 100 course, perhaps as early as fall 2022.

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

Associate Superintendent Ornelas was at an accreditation visit and unable to give an update in person.

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

Vice President Murphy mentioned Erica Biely gave a presentation during a webinar hosted by The RP Group, on the development of an automated drop survey that helps staff to follow up with students.

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

Dr. Hooten gave an overview of the efforts Public Affairs staff made to compete for the Bellwether Award. He described some of the other finalist projects and what Hancock provide at the assembly. Although Hancock did not win the award, it was a great experience for all who attended.

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

Associate Superintendent Smith gave an update on the Student Health Center which should be completed in December 2022. The demolition of buildings E and F should be completed by fall 2022.

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

Associate Superintendent Smith noted unrestricted general fund variance is 95 percent of the budget. He pointed out pension statements will be included in April financial reports.

15. New Business

There were no requests for new business.

16. Calendar

Dr. Walthers shared events from the calendar.

17. Adjournment

Trustee Hall adjourned the meeting at 7:39 p.m.



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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 19, 2022
Subject: Register of Warrants and Payroll Summary 2/01/22 through 2/28/22	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	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	\$2,799,378.16	
Payroll 2/1/22 - 2/28/22	5,830,914.23	
Total General Fund		\$8,630,292.39
Child Development Fund 9433		
Invoice Warrants	1,801.50	
Payroll 2/1/22 - 2/28/22	58,968.16	
Total Child Development Fund		60,769.66
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 2/1/22 - 2/28/22	3,378.51	
Total Capital Projects Fund		3,378.51
Capital Outlay Projects Fund 9441		
Invoice Warrants	3,588,297.30	
Total Capital Outlay Projects Fund		3,588,297.30
Go Bond Building Fund 9447		
Invoice Warrants	1,246,789.42	
Total Go Bond Building Fund		1,246,789.42
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	15,825.57	
Total Self-Insurance Property/Liability Fund		15,825.57
Post-Employment Benefits Fund 9469		
Invoice Warrants	2,256.12	
Total Post-Employment Benefits Fund 9469		2,256.12
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>\$13,599,613.97</u>

**RECOMMENDATION**

Staff recommends that the board of trustees approve commercial warrants 25029785 through 25030327 for a subtotal of \$7,706,353.07 and payroll warrants in the amount of \$5,893,260.90, for a grand total of \$13,599,613.97.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**02/01/2022 - 02/28/2022**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	1,761,100.50
1100B	Administrators (Cert.) Non Teaching	254,846.81
1100D	Part Time Faculty	736,321.34
<b>SUB TOTAL</b>		<b><u>\$2,752,268.65</u></b>

**200 Classified Salaries**

2000A	CSEA	1,194,419.77
2000B	Confidential/Supervisory	177,709.96
2000C	Classified Administrators	212,717.81
2000E	Classified Hourly	135,458.65
2000F	Student Workers	91,918.44
2000G	Board Member	1,200.00
<b>SUB TOTAL</b>		<b><u>\$1,813,424.63</u></b>

**300 Employee Benefits**

3000A	STRS	373,583.48
3000B	PERS	362,120.70
3000C	OASDHI-FICA	157,272.87
3000D	Health & Welfare	318,361.71
3000E	EDD-SUI	21,218.08
3000F	Workers Comp	32,664.11
<b>SUB TOTAL</b>		<b><u>\$1,265,220.95</u></b>

**TOTAL FUND 10** **\$5,830,914.23**

**Child Development Fund 33**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	18,941.52
<b>SUB TOTAL</b>		<b><u>\$18,941.52</u></b>

**200 Classified Salaries**

2000A	CSEA	9,903.59
2000E	Classified Hourly	4,090.85
2000F	Student Workers	16,980.69
<b>SUB TOTAL</b>		<b><u>\$30,975.13</u></b>

**300 Employee Benefits**

3000A	STRS	3,176.14
3000B	PERS	1,776.27
3000C	OASDHI-FICA	1,052.29
3000D	Health & Welfare	2,538.56
3000E	EDD-SUI	153.98
3000F	Workers Comp	354.27
<b>SUB TOTAL</b>		<b><u>\$9,051.51</u></b>

**TOTAL FUND 33** **\$58,968.16**

**Capital Projects 40****200 Classified Salaries**

2000A	CSEA	2,231.50
<b>SUB TOTAL</b>		<b><u><u>\$2,231.50</u></u></b>

**300 Employee Benefits**

3000B	PERS	486.89
3000C	OASDHI-FICA	155.32
3000D	Health & Welfare	479.34
3000E	EDD-SUI	10.15
3000F	Workers Comp	15.31
<b>SUB TOTAL</b>		<b><u><u>\$1,147.01</u></u></b>

<b>TOTAL FUND 40</b>	<b><u><u>\$3,378.51</u></u></b>
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<b>TOTAL DISTRICT PAYROLL</b>	<b><u><u>\$5,893,260.90</u></u></b>
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## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Academic Innovations	Adapted Workbook & Portfolio + My10yearPlan	\$1,105.99	
	Shipping and Handling	\$88.47	
		<b>\$1,194.46</b>	CT 25029785
ACTLA	Early Bird Registration for ACTLA Conference on	\$200.00	
		<b>\$200.00</b>	CT 25029786
AHC Foundation	Reimburse UI Transfer to HEERF III	\$10.08	
		<b>\$10.08</b>	CT 25029787
	Reimburse UI Transfer to HEERF III	\$11.48	
		<b>\$11.48</b>	CT 25029788
Stephanie Alvarado	Pre pay meals and gas for 2.4.22 trip to Sac	\$776.00	
		<b>\$776.00</b>	CT 25029789
Dana Avila	Reimburse for duplicate keys for noncredit sewing	\$43.33	
		<b>\$43.33</b>	CT 25029790
B&H Photo Video	Hollyland Mars 400S Pro Receiver	\$2,123.89	
	Shure Centraverve Overhead Cardioid Condenser Mic	\$1,318.05	
	Black-Magic Micro Converter SDI to HDMI 3G	\$891.05	
		<b>\$4,332.99</b>	CT 25029791
Loren Bradbury	Automotive Service Excellence Training	\$306.88	
		<b>\$306.88</b>	CT 25029792
Bremer Auto Parts	Part-Tools for Truck Driving Class Vehicles	\$156.99	
	Part-Tools for Truck Driving Class Vehicles	(\$418.85)	
	Part-Tools for Truck Driving Class Vehicles	\$125.31	
	Part-Tools for Truck Driving Class Vehicles	\$355.35	
		<b>\$218.80</b>	CT 25029793
California Department Of Justice	Fingerprinting and Background Check	\$468.00	
		<b>\$468.00</b>	CT 25029794
California Electric Supply	Electrical-Lighting Supplies,11-1-21 thru 05-31-22 Ballast, LEDVA QTP2X54TSHOUNVPSN	\$65.14	
		\$1,867.28	
		<b>\$1,932.42</b>	CT 25029795
Jesse Carlon	Las Vegas NV Sanitary Expo	\$351.00	
		<b>\$351.00</b>	CT 25029796
Carolina Biological	ALFALFA PKT, 1/4 LB #158282 Quote 497031 SQ	\$8.28	
	BROAD BEAN, 1 LB #158303	\$12.49	
	LIMA BEAN, BUSH, LB #158335	\$12.49	
	MUNG BEAN, LB #158363	\$12.49	
	PINTO BEAN, LB #158403	\$12.49	
	SOY BEAN, LB #158443	\$12.49	
	LITTLE MARVEL PEA, LB #158883	\$25.00	
	RADISH SEED,SCARLET GLOBE,PKT #159000	\$7.54	
	SUNFLOWER SEED, LB #159063	\$12.49	
	GRASS,RYE, LB #159313	\$12.49	
	CORN,SWEET, LB #159283	\$20.61	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Carolina Biological	WHEAT SEED, LB #159395	\$12.49	
	MOISTURE AND LIGHT METER #665494	\$92.77	
	HAND TOOL SET #159645	\$217.16	
	SOIL THERMOMETER #665491	\$27.53	
	FREIGHT AND HANDLING	\$35.89	
	Graeco Hematocrit Centrifuge	\$2,066.25	
		<b>\$2,600.95</b>	CT 25029797
Carpets Unlimited Colortile	Rubber Base, Grey Rock, 24 ft. per Invoice I-7672	\$109.39	
		<b>\$109.39</b>	CT 25029798
Carr's Boot Shop	Safety boots for employees 7-1-21 to 6-30-22	\$81.55	
		<b>\$81.55</b>	CT 25029799
Araceli Castillo	Reimburse for Work Boots	\$103.30	
		<b>\$103.30</b>	CT 25029800
CDW Government Inc	Apple 10.2-inch iPad Wi-Fi	\$3,882.51	
	Recycling Fee	\$48.00	
	Apple 10.2-inch iPad Wi-Fi - 9th generation	\$1,294.17	
	Recycling Fee	\$16.00	
	Peerless ST640 Tilt Wall Mount for TVs	\$880.77	
	Verbatim Wireless Multi-Trac Blue LED Mouse	\$204.89	
	Dell Latitude 5420-14" Core i5 1135G7	\$11,293.45	
	Dell Latitude 5420-14" Core i5 1135G7	\$11,999.99	
	Kensington SP10 Laptop Sleeve 15.6" Black	\$300.63	
	Recycling Fee	\$60.00	
	Anywhere Cart AC-Max 36 Bay Smart Charging Cart	\$2,111.61	
	Kramer KW-14 Expandable Wireless HDMI	\$2,919.97	
	Kramer KW-14 Expandable Wireless HDMI	\$12,653.20	
		<b>\$47,665.19</b>	CT 25029801
Comcast Cable	Comcast Monthly Recurring Costs	\$202.16	
		<b>\$202.16</b>	CT 25029802
Community College League Of California	2022 BASIC NEEDS SUMMIT GOLD SPONSORSHIP	\$3,000.00	
		<b>\$3,000.00</b>	CT 25029803
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$98.95	
		<b>\$98.95</b>	CT 25029804
Cyber Copy Inc	PCPA Stagecraft Project online plan room posting	\$28.00	
		<b>\$28.00</b>	CT 25029805
Domenica Devine	Trip to Oso Flaco Lake	\$35.95	
		<b>\$35.95</b>	CT 25029806
Kenneth George	Law Enforcement Academy Site Visits	\$566.80	
		<b>\$566.80</b>	CT 25029807
Johnny Langehennig	Law Enforcement Academy Site Visits	\$75.00	
		<b>\$75.00</b>	CT 25029808

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Alison Martinez	Law Enforcement Academy Site Visits	\$75.00	
		<b>\$75.00</b>	CT 25029809
Verizon Wireless	Cellphone Service from 07-01-21 to 06-30-22	\$491.55	
		<b>\$491.55</b>	CT 25029810
Ahc - District Trust Fund	Payroll Deduction 1/31/2022	\$150.00	
		<b>\$150.00</b>	CT 25029811
AHC Foundation	Payroll Deduction 1/31/2022	\$2,818.96	
		<b>\$2,818.96</b>	CT 25029812
Amazon	Science Lab Supplies July 1, 2021-May 31, 2022	\$18.97	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$33.70	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$35.88	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$69.58	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$107.40	
	Instructional Supplies 7/06/2021-5/31/2022	\$195.72	
	OFFICE OPERATIONAL SUPPLIES FOR FY2021-2022	\$160.28	
	Instructional supplies 10-18-21 to 5-31-22	\$43.06	
	Instructional supplies 11-09-21 to 05-31-22	\$987.36	
	Honeywell Portable Air Conditioner w/ Dehumidifier	\$466.54	
	Purchase of instructional supplies	\$111.04	
	Instructional Supplies 8.16.21 thru 12.31.21	\$170.81	
	Student Materials 01-11-22 to 05-31-22	\$597.75	
	Instructional supplies 1/1/22 - 5/31/22	\$1,076.50	
	Misc Supplies for Child Center 10-4-21 to 12-31-21	\$28.56	
	Misc Supplies for Child Center 10-4-21 to 12-31-21	\$29.34	
	Misc Supplies for Child Center 10-4-21 to 12-31-21	\$92.40	
	Misc Supplies for Child Center 10-4-21 to 12-31-21	\$93.24	
	Misc Supplies for Child Center 10-4-21 to 12-31-21	\$254.76	
	OEM Home Wall Travel AC DC Battery Charger	\$34.68	
	Logitech Rugged Folio Protective Keyboard Case	\$1,265.76	
	RYOBI 18- VOLT ONE+ SUPER	\$209.00	
	EFINE 2 PACK 5 SHELF SHELVING UNIT	\$382.32	
	3M PELTOR OPTIME 98	\$70.94	
	BISON LIFE SAFETY GLASSES	\$16.05	
	RUBBERMAID COMMERCIAL PRODUCTS	\$41.10	
	198 PIECE HOUSEHOLD TOOL SET, EXCITED	\$76.09	
	BROOM AND DUSTPAN SET FOR HOME	\$26.09	
	RYOBI A98901G 90 PIECE	\$54.36	
	RYOBI P1819 18V ONE+ LITHIUM	\$215.33	
		<b>\$6,964.61</b>	CT 25029813
American Fidelity Assurance Co	Insurance Premiums Jan 2022	\$26,982.47	
		<b>\$26,982.47</b>	CT 25029814
	Insurance Premiums Jan 2022	\$12,341.27	
		<b>\$12,341.27</b>	CT 25029815
	Health Savings Account Prem. Jan 2022	\$6,341.67	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$6,341.67</b>	CT 25029816
Assoc CA Community College Admin	Payroll Deduction 1/31/2022	\$97.74	
		<b>\$97.74</b>	CT 25029817
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 1/31/2022	\$477.50	
		<b>\$477.50</b>	CT 25029818
C.S.E.A. Victory Club	Payroll Deduction 1/31/2022	\$118.50	
		<b>\$118.50</b>	CT 25029819
CA School Employees Association	Payroll Deduction 1/31/2022	\$8,769.21	
		<b>\$8,769.21</b>	CT 25029820
Holly Costello	Water for vaccination clinic; employee reimburse	\$12.49	
		<b>\$12.49</b>	CT 25029821
Data Ticket Inc	Citation Processing 7-1-21 thru 6-30-22	\$40.04	
		<b>\$40.04</b>	CT 25029822
Draeger Inc	Fire Academy "Train the Trainer" Training	\$4,948.13	
		<b>\$4,948.13</b>	CT 25029823
EconAlliance	AG FORUM SPONSORSHIP	\$1,500.00	
		<b>\$1,500.00</b>	CT 25029824
Employment Development Dept	Payroll Deduction 1/31/2022	\$212.86	
		<b>\$212.86</b>	CT 25029825
Envoy Plan Services Inc.	Payroll Deduction 1/31/2022	\$129,827.65	
		<b>\$129,827.65</b>	CT 25029826
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 1/31/2022	\$330.50	
		<b>\$330.50</b>	CT 25029827
Faculty Association of AHCC	Payroll Deduction 1/31/2022	\$6,766.33	
		<b>\$6,766.33</b>	CT 25029828
FastSpring	Seq 10-User Annual Subscription	\$588.00	
		<b>\$588.00</b>	CT 25029829
Federal Express Corp	Mailings for Acct #1104-8488	\$21.83	
		<b>\$21.83</b>	CT 25029830
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-22 thru 5-31-22	\$62.01	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$72.88	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$103.32	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$109.69	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$363.83	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$868.48	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$18.10	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$434.24	
	WM Plas Bowl Eye-Face Wash per Invoice 9690488	\$334.10	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,366.65</b>	CT 25029831
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$40.00	
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$358.05	
		<b>\$398.05</b>	CT 25029832
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$40.00	
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$634.10	
		<b>\$674.10</b>	CT 25029833
Franchise Tax Board	Payroll Deduction 1/31/2022	\$3.00	
		<b>\$3.00</b>	CT 25029834
Global Technologies	Eye 5X Full Size 8 part w eyelid, item # F12	\$763.43	
		<b>\$763.43</b>	CT 25029835
Grainger Inc.	Magnetic Drain Cover, 8CWM8	\$25.32	
	Glass Scraper, 6R029	\$29.85	
	Box Cutter, Pk 12, 4MUW6	\$10.00	
		<b>\$65.17</b>	CT 25029836
Graybar Electric	Otronics Cat6A 5ft Patch Cord Violet	\$324.22	
		<b>\$324.22</b>	CT 25029837
Hardy Diagnostics	Science Lab Supplies July 1, 2021-May 31, 2022	\$111.08	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$375.76	
		<b>\$486.84</b>	CT 25029838
Erica Hernandez	Reimb for Admin Services Postage Related Fees	\$8.56	
		<b>\$8.56</b>	CT 25029839
Industrial Medical Group Of Santa Maria Valley	TB-Xray-Medical-Physicals 7-1-21 to 6-30-22	\$1,020.00	
		<b>\$1,020.00</b>	CT 25029840
IRS ACS Support	Payroll Deduction 1/31/2022	\$245.67	
		<b>\$245.67</b>	CT 25029841
Jano Printing & Mailworks	Printing and Bulk Mail Prep of Postage to Bulk Mail 76,046 Postcards with Jano	\$6,996.87	
		\$7,695.72	
		<b>\$14,692.59</b>	CT 25029842
Kahoot! ASA	K! EDU Higher Ed two-year teacher license;	\$27,405.00	
		<b>\$27,405.00</b>	CT 25029843
Kaplan Test Prep	NIT Review Spring 2022 Cohort Nursing	\$9,450.00	
		<b>\$9,450.00</b>	CT 25029844
Krueger International Inc	700 Series Files Bookcase-36Wx28Hx12D	\$1,096.70	
	700 Series Files Bookcase- 2 Adj. Bookcase Shelves	\$375.63	
	700 Series Files Lamp Top 12x36 for 12"D Bookcase-	\$787.05	
	700 Series Files Cabinet-4 Shelves	\$990.51	
	Impress Task Chair, Pedestal Base, T-Arms,	\$1,923.73	
	Impress Ultra Task Chair, Ped Base, Mesh Mid	\$5,537.12	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$10,710.74</b>	CT 25029845
Margaret Lau	Reimb for "Using Student Data Responsibly"	\$79.00	
		<b>\$79.00</b>	CT 25029846
Linde Gas & Equipment Inc.	Instructional Supplies for Noncredit Jewelry	\$91.42	
		<b>\$91.42</b>	CT 25029847
Live Scan And Mobile Notary Solutions	Spring 2022 CNA Fingerprinting and DOJ	\$1,508.00	
		<b>\$1,508.00</b>	CT 25029848
Lowe's	Instructional Supplies	\$431.00	
		<b>\$431.00</b>	CT 25029849
Medical Shipment	ECG Tab Electrode, resting non-radiolucent	\$71.66	
	ADC Disposable Ear Speculum Tips	\$40.23	
	Cohesive bandage 2" x 5 yard multi color	\$128.30	
	Hospira Bacteriostatic Sodium Chloride .9%, 10ml	\$148.94	
		<b>\$389.13</b>	CT 25029850
Niles Biological	Science Lab Supplies July 1, 2021-May 31, 2022	\$47.03	
	Live specimen for Biology labs	\$46.94	
		<b>\$93.97</b>	CT 25029851
Old Town Shirt Factory	Left Chest Athletics Logo Invoice# 220040	\$212.77	
		<b>\$212.77</b>	CT 25029852
	Polo left chest athletics logo Invoice# 220041	\$82.22	
	Hat left front AHC logo	\$109.62	
	Hat left side Bulldog Head logo	\$109.62	
		<b>\$301.46</b>	CT 25029853
PARS Public Agency Retirement	Payroll Deduction 1/31/2022	\$7,054.65	
		<b>\$7,054.65</b>	CT 25029854
Part Time Faculty AHC - Member	Payroll Deduction 1/31/2022	\$8,329.15	
		<b>\$8,329.15</b>	CT 25029855
Radiation Detection Co	Radiation student badges	\$137.70	
		<b>\$137.70</b>	CT 25029856
Ricky Rantz	Reimbursement for PLGL 103 Textbook Purchase	\$109.50	
		<b>\$109.50</b>	CT 25029857
S/P2	Renewal S/P2-Automotive Service	\$299.00	
		<b>\$299.00</b>	CT 25029858
San Diego State Univ Research Foundation	eCHECKUP TO GO subscription, college practitioner	\$3,500.00	
		<b>\$3,500.00</b>	CT 25029859
Santa Barbara Airbus	Bus Service - AHC Women's Basketball per Inv. 3069	\$1,780.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,780.00</b>	CT 25029860
Santa Barbara Co Elec Training Trust	Per 2021-2022 contract; Fall 2021 RSI APRN 481	\$8,914.74	
		<b>\$8,914.74</b>	CT 25029861
Santa Barbara County Sheriff's Office	Payroll Deduction 1/31/2022	\$1,035.53	
		<b>\$1,035.53</b>	CT 25029862
Scantron Corporation	IN4ES, Dual Maintenance	\$1,151.00	
		<b>\$1,151.00</b>	CT 25029863
ScholarShare College Savings 529	Payroll Deduction 1/31/2022	\$30.00	
		<b>\$30.00</b>	CT 25029864
Target Specialty Products	Supplies per Invoice INVP500673374	\$832.50	
	Supplies per Invoice INVP500700333	\$199.68	
		<b>\$1,032.18</b>	CT 25029865
Texas Life Insurance Co.	Insurance Premiums Jan 2022	\$9,459.56	
		<b>\$9,459.56</b>	CT 25029866
Touchnet Information Systems Inc	TouchNet Annual Subscription Service	\$51,118.00	
		<b>\$51,118.00</b>	CT 25029867
Trusted Employees	Out of state background check for academy	\$10.00	
		<b>\$10.00</b>	CT 25029868
United Way of the Central Coast	Payroll Deduction 1/31/2022	\$30.00	
		<b>\$30.00</b>	CT 25029869
Urbane Cafe	Food for Mentorship kickoff 1.19.22 Inv No. 69934	\$659.84	
	Gratuity	\$50.00	
		<b>\$709.84</b>	CT 25029870
Daniel Aguilera Barbosa	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029871
Lindsey Arzate	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029872
Celeste Ashbrook	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029873
Victoria Basnett	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029874
Sarah Biddle	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25029875
Jill Bonneson	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029876
Shirlee Bowden	Manual Refund Submitted	\$48.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$48.00</b>	CT 25029877
Martin Burgos	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25029878
Ramon Cota	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029879
Cheryl Decker	Manual Refund Submitted	\$84.00	
		<b>\$84.00</b>	CT 25029880
Alicia Delgadillo	Manual Refund Submitted	\$57.00	
		<b>\$57.00</b>	CT 25029881
Jorge Delgado	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029882
Vincent Dutton	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029883
Erik Elmholdt	Manual Refund Submitted	\$237.00	
		<b>\$237.00</b>	CT 25029884
James Gonzalez	Manual Refund Submitted	\$322.00	
		<b>\$322.00</b>	CT 25029885
James Gray	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25029886
Alejandra Guerrero	Manual Refund Submitted	\$450.00	
		<b>\$450.00</b>	CT 25029887
Marlene Gutierrez	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029888
Jacob Hernandez	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25029889
Jonathan Hull	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029890
Kari Humann	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029891
Valarie Jones	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25029892
Kevin Kucinskas	Manual Refund Submitted	\$567.00	
		<b>\$567.00</b>	CT 25029893
Joan Ladd	Manual Refund Submitted	\$48.00	
		<b>\$48.00</b>	CT 25029894
Madilynn Lillard	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029895
Victor Lopez	Manual Refund Submitted	\$21.00	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$21.00</b>	CT 25029896
Elizabeth Lydic	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25029897
Karesa Mansfield	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029898
Sean Mccoy	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25029899
Diane Mcmillan	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25029900
Benjamin Morearty	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029901
Rachel Noe	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25029902
Sheila Nold	Manual Refund Submitted	\$48.00	
		<b>\$48.00</b>	CT 25029903
William Oconnell	Manual Refund Submitted	\$143.00	
		<b>\$143.00</b>	CT 25029904
Stephanie Oliva	Manual Refund Submitted	\$84.00	
		<b>\$84.00</b>	CT 25029905
Rebecca Orosco	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029906
Jorge Reyes Valtierra	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25029907
Robert Rojas	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029908
Julie Rotta	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25029909
Luz Sahagun	Manual Refund Submitted	\$21.00	
		<b>\$21.00</b>	CT 25029910
Michael Sanchez-Arzola	Manual Refund Submitted	\$235.00	
		<b>\$235.00</b>	CT 25029911
Laura Silva	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25029912
Jacqueline Solorio	Manual Refund Submitted	\$47.00	
		<b>\$47.00</b>	CT 25029913
Brooklyn Still	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25029914
Katherine Takahashi	Manual Refund Submitted	\$21.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$21.00</b>	CT 25029915
David Tonello	Manual Refund Submitted	\$191.00	
		<b>\$191.00</b>	CT 25029916
4imprint Inc.	Serged Closed-Back Table Throw 6' Item #2212	\$362.36	
	Freight	\$20.59	
		<b>\$382.95</b>	CT 25029917
Acme Auto Leasing Llc	Lease payments 2018 Dodge Charger 7/2021-06/2022	\$658.80	
		<b>\$658.80</b>	CT 25029918
AED Superstore	WNL Adult/Child & Infant CPR Masks in Soft Case	\$1,074.60	
		<b>\$1,074.60</b>	CT 25029919
Ahern Rentals Inc.	Rental of Personnel Lift 12' Electric 2 Man	\$462.19	
	Environmental Charge	\$8.16	
	CA Heavy Equipment Rental Tax	\$3.19	
	Rental Protection Plan	\$63.75	
		<b>\$537.29</b>	CT 25029920
Roshelle Allen	Reimbursement for 2022 ACCCA/ACBO	\$75.00	
		<b>\$75.00</b>	CT 25029921
American Business Machines	Service/repair for HP Laserjet M506 check	\$85.00	
		<b>\$85.00</b>	CT 25029922
American Cleaners & Laundry Inc	DRY CLEANING FOR MULTI COLORED SHIRTS, BLACK	\$1,020.00	
		<b>\$1,020.00</b>	CT 25029923
American Industrial Supply	OPERATIONAL SUPPLIES FOR FIRE ACADEMY	\$17.67	
		<b>\$17.67</b>	CT 25029924
American Star Tours, Inc.	Bus Service - AHC Men's Basketball per Inv. 5597	\$1,558.00	
	Cancellation Fee for Bus Service per Invoice 5609	\$250.00	
		<b>\$1,808.00</b>	CT 25029925
American Time & Signal Company	Clock RC 15" Round Surface Black CH 1	\$636.65	
	Shipping	\$75.32	
	Tariff	\$6.42	
		<b>\$718.39</b>	CT 25029926
Apodaca Paving, Inc	South Campus Paving Project -	\$85,800.00	
		<b>\$85,800.00</b>	CT 25029927
Aquapulse Chemicals	Aqua-Chlor Per Invoice 2202002891	\$2,120.63	
		<b>\$2,120.63</b>	CT 25029928
Aramark Uniform Services	TOWEL SERVICE FOR	\$72.89	
		<b>\$72.89</b>	CT 25029929
Arroyo Grande High School Basketball	Inside front cover ad 2021-22 basketball program	\$350.00	
	Banner installation renewal in AGHS gym	\$350.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$700.00</b>	CT 25029930
Association for Title IX Administrators	ATIXA Institutional District Super Member;	\$4,999.00	
		<b>\$4,999.00</b>	CT 25029931
Berchtold Equipment Company	Parts for Kubota Tractor per Invoice P01379	\$558.72	
		<b>\$558.72</b>	CT 25029932
Ca Assn Of Police Training Officers	CAPTO Membership Dues N LeMaire Inv#000083-R-0003	\$50.00	
		<b>\$50.00</b>	CT 25029933
Cal State Auto Parts	Auto Supplies, 11-01-21 thru 05-31-22	(\$13.32)	
	Auto Supplies, 11-01-21 thru 05-31-22	\$135.15	
		<b>\$121.83</b>	CT 25029934
Cal-Coast Machinery, Inc.	Caster Kit per Invoice 738671	\$106.41	
		<b>\$106.41</b>	CT 25029935
California Electric Supply	Electrical-Lighting Supplies, 11-1-21 thru 05-31-22	\$206.63	
		<b>\$206.63</b>	CT 25029936
Capitol Advisors Group LLC	CONSULTING AND ADVOCACY 7/1/21 - 6/30/22	\$2,000.00	
		<b>\$2,000.00</b>	CT 25029937
Carquest Auto Parts	Instructional Supplies Auto Tech	\$81.03	
		<b>\$81.03</b>	CT 25029938
CDW Government Inc	Medify Repl Filter Set SGL	\$21,320.44	
	Medify REPL Filter SGL	\$5,017.73	
	Medify REPL Filter 1 Pack	\$8,636.49	
	HPE Aruba Micro-USB 2.0 Console Adapter Cable -	\$53.35	
	iMac 27" i5 16GB RAM 512GB RP5300 All In One	\$9,239.18	
	Recycling Fee	\$20.00	
	Dell Optiplex 5090 MT i5 10505 8GB 256SSD	\$11,601.97	
	Samsung 7 Series 65" Class LED LCD TV	\$2,572.98	
	Recycling Fee	\$24.00	
	Samsung Pro TV Series 65" LED backlit LCD TV 4K	\$1,609.13	
	Recycling Fee	\$12.00	
	Samsung Q60A Series 75inch LCD TV	\$2,968.85	
	Recycling Fee	\$12.00	
	Kingston DDR4 8GB Dimm 288-pin Memory	\$2,094.54	
	NVIDIA Quadro Pro P400 Graphics Card	\$2,021.53	
	Planar PXN2480MW LED 24inch Full HD Monitor	\$219.92	
	Recycle Fee	\$5.00	
	Planar PXN2480MW LED 24inch Full HD Monitor	\$1,539.48	
	Recycle Fee	\$35.00	
	Planar PXN2480MW LED 24inch Full HD Monitor	\$439.85	
	Recycle Fee	\$10.00	
	Planar PXN2480MW LED 24inch Full HD Monitor	\$1,099.63	
	Recycle Fee	\$25.00	
	Planar PXN2480MW LED 24inch Full HD Monitor	\$219.93	
	Recycle Fee	\$5.00	
	Dell P2418HZ 24" LCD Video Conferencing Monitor	\$6,375.80	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
CDW Government Inc	Recycling Fee	\$100.00	
	Tripp Lite 12ft HDMI to DVI-D Digital Video Cable	\$177.81	
	Tripp Lite Display Port to HDMI Adapter Cable 12ft	\$871.52	
	Proline HDMI with Ethernet Cable 12ft	\$149.42	
	C2G 12ft 4K HDMI Cable with Ethernet - M/M	\$138.72	
	Black Box 10' USB Passive Extension Cable Extender	\$74.93	
	Startech.com 10m USB 3.0 active extension cable	\$1,120.78	
	Startech.com 3m 10ft USB 3.0 A to A USB 3.1 Cable	\$124.52	
		<b>\$79,936.50</b>	CT 25029939
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2021 - 6.30.2022	\$1,433.56	
	Waste Disposal-Sewer Fees 7.1.2021 - 6.30.2022	\$413.20	
	Water Services 7.1.2021 - 6.30.2022	\$3,695.67	
		<b>\$5,542.43</b>	CT 25029940
City Of Santa Maria	Water Services and Disposal Site	\$907.82	
	Water Services and Disposal Site	\$226.96	
	Water Services and Disposal Site	\$1,241.50	
	Water Services and Disposal Site	\$310.37	
	Water Services and Disposal Site	\$2,986.96	
	Water Services and Disposal Site	\$746.74	
	Water Services and Disposal Site	\$545.18	
	Water Services and Disposal Site	\$136.29	
	Water Services and Disposal Site	\$426.16	
	Water Services and Disposal Site	\$106.54	
	Water Services and Disposal Site	\$174.31	
	Water Services and Disposal Site	\$43.58	
	Water Services and Disposal Site	\$2,630.62	
	Water Services and Disposal Site	\$657.65	
	Water Services and Disposal Site	\$1,556.20	
	Water Services and Disposal Site	\$389.05	
	Water Services and Disposal Site	\$85.77	
	Water Services and Disposal Site	\$21.44	
	Water Services and Disposal Site	\$93.03	
	Water Services and Disposal Site	\$23.26	
	Water Services and Disposal Site	\$117.45	
	Water Services and Disposal Site	\$29.36	
	Water Services and Disposal Site	\$920.87	
	Water Services and Disposal Site	\$230.22	
		<b>\$14,607.33</b>	CT 25029941
City of Santa Maria Fire Department	Annual Fire Inspection Fee Inv #SMFD-2022T190102	\$102.00	
	Annual Fire Inspection Fee Inv #SMFD-2022T190102	\$102.00	
		<b>\$204.00</b>	CT 25029942
Columbia Business Center Partners Lp	Monthly utilities expenses for 2021-2022. Utility	\$433.28	
	Monthly utilities expenses for 2021-2022. Utility	\$474.29	
		<b>\$907.57</b>	CT 25029943
Comcast Cable	Comcast Monthly Recurring Costs	\$225.65	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$225.65</b>	CT 25029944
Comcast Cable	Comcast Monthly Recurring Costs	\$133.65	
		<b>\$133.65</b>	CT 25029945
	Comcast Monthly Recurring Costs	\$174.65	
		<b>\$174.65</b>	CT 25029946
Rosa Cortes	Reimb for Winter Promise food for volunteers at Open Mileage	\$108.21	
		\$16.85	
		<b>\$125.06</b>	CT 25029947
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$28.75	
		<b>\$28.75</b>	CT 25029948
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-21 thru 6-30-22	\$16.82	
	Stand Rentals (hot and cold) 7-01-21 thru 6-30-22	\$11.00	
		<b>\$27.82</b>	CT 25029949
	Bottled Water Delivery, 7-01-21 thru 6-30-22	\$32.32	
	Stand Rentals (hot and cold) 7-01-21 thru 6-30-22	\$11.00	
		<b>\$43.32</b>	CT 25029950
Data Ticket Inc	Citation Processing 7-1-21 thru 6-30-22	\$140.00	
	Citation Processing 7-1-21 thru 6-30-22	\$43.77	
	Citation Processing 7-1-21 thru 6-30-22	\$140.00	
		<b>\$323.77</b>	CT 25029951
Digital West Networks, Inc	Telephone Service 7/1/2021 - 6/30/2022	\$4,213.91	
	Telephone Service 7/1/2021 - 6/30/2022	\$1,799.79	
	Telephone Service 7/1/2021 - 6/30/2022	\$1,503.42	
		<b>\$7,517.12</b>	CT 25029952
Eyemed Vision Care	Vision insurance premiums Feb. 2022	\$3,871.14	
	Vision insurance Feb. 2022 Retiree/Cobra	\$585.93	
		<b>\$4,457.07</b>	CT 25029953
Ford Motor Credit Company Llc	Lease Payments for Three 2018 Ford Police	\$1,786.92	
		<b>\$1,786.92</b>	CT 25029954
Alicia Fox	Conference, Phoenix, AZ	\$2,000.00	
		<b>\$2,000.00</b>	CT 25029955
Graybar Electric	Continental Optronics COLCLCOM4D-12M Fiber Patch	\$30.93	
	Milwaukee 48-89-2722 1/4-Inch Drill Bit	\$22.18	
		<b>\$53.11</b>	CT 25029956
John Hood	Gualala, CA return art to owner	\$446.94	
		<b>\$446.94</b>	CT 25029957
Suzanne Lewy	Sacramento CA Effective Trustee Conf	\$633.24	
		<b>\$633.24</b>	CT 25029958
Toby McLaughlin	Reimbursement for science instructional supplies	\$22.15	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$22.15</b>	CT 25029959
Alejandra Medina	Sacramento CA Effective Trustee Conf	\$247.01	
		<b>\$247.01</b>	CT 25029960
Fabian Mendoza	Open Mileage	\$32.41	
		<b>\$32.41</b>	CT 25029961
Metlife Small Market	Insurance premiums Jan. 2022	\$6,188.22	
		<b>\$6,188.22</b>	CT 25029962
Metropolitan Life Insurance Co	Insurance premiums Jan. 2022	\$6,233.19	
		<b>\$6,233.19</b>	CT 25029963
Geraldine Montoya	Open Mileage	\$70.43	
		<b>\$70.43</b>	CT 25029964
Cary Nerelli	Reimbursement for bus parking fee on overnight	\$100.00	
		<b>\$100.00</b>	CT 25029965
Karina Ortega	Open Mileage	\$70.43	
		<b>\$70.43</b>	CT 25029966
Greg Pensa	Sacramento CA Effective Trustee Conf	\$1,397.36	
		<b>\$1,397.36</b>	CT 25029967
Kathleen Perez Santos	Open Mileage	\$59.92	
		<b>\$59.92</b>	CT 25029968
Julie Rios	Open Mileage	\$36.50	
		<b>\$36.50</b>	CT 25029969
Victoria Rivas	Open Mileage 9.28-12.08.21	\$566.72	
		<b>\$566.72</b>	CT 25029970
Victor Rodriguez	Open Mileage 1.28.22	\$33.70	
		<b>\$33.70</b>	CT 25029971
SISC III	Medical insurance premiums Feb. 2022	\$459,961.00	
		<b>\$459,961.00</b>	CT 25029972
Southern California Gas Co	Gas Supply 7.1.2021 - 6.30.2022	\$8,395.41	
	Gas Supply 7.1.2021 - 6.30.2022	\$2,098.85	
		<b>\$10,494.26</b>	CT 25029973
T-Mobile USA Inc	Extended Service Contract for Hotspots	\$2,121.47	
		<b>\$2,121.47</b>	CT 25029974
United Health Care Insurance Co	Retiree AARP premium Mar. 2022	\$751.91	
		<b>\$751.91</b>	CT 25029975
David Vasquez	Open Mileage	\$103.69	
		<b>\$103.69</b>	CT 25029976
Verizon Wireless	Cell Phone Service Fees, 7-01-21 thru 06-30-22	\$430.70	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$430.70</b>	CT 25029977
Kevin Walthers	Open Mileage	\$531.72	
	Sacramento, Ca CCLC Conf.	\$1,001.22	
		<b>\$1,532.94</b>	CT 25029978
Amazon	Instructional Supplies 7/06/2021-5/31/2022	\$97.84	
	Instructional Supplies - MT Program	\$56.46	
	Operational Supplies	\$32.76	
	Operational Supplies	\$162.04	
	C&H, Pure Cane, Sugar Cubes, 252 Count, 32Oz Box	\$149.92	
	SimbaLux Acrylic Sheet Clear Cast Plexiglass 12"	\$18.43	
	Balsa Wood Sticks 1/4 Inch Square Dowels Strips	\$335.77	
		<b>\$853.22</b>	CT 25029979
Amazon Web Services, Inc	Amazon Web Services (AWS)	\$309.09	
	Amazon Web Services (AWS)	\$1,174.15	
		<b>\$1,483.24</b>	CT 25029980
Ca Schools Dental Coalition	Dental Insurance premiums March 2022	\$52,005.00	
		<b>\$52,005.00</b>	CT 25029981
D&A Hawaiian Bbq	Food for BIGE Final Meeting	\$60.89	
		<b>\$60.89</b>	CT 25029982
Downs Government Affairs, LLC	Services for consortium project 7/1/2021-6/30/2022	\$2,000.00	
		<b>\$2,000.00</b>	CT 25029983
Ivet Escobar-Guerrero	Reimburse for Work Boots	\$43.49	
		<b>\$43.49</b>	CT 25029984
Ewing Irrigation Products Inc	Quik Athletic Marking Chalk per Invoice 15974840	\$140.62	
		<b>\$140.62</b>	CT 25029985
Facilities Planning And Consulting Services	Consulting Services for AHC for FY 2021-2022	\$1,572.50	
		<b>\$1,572.50</b>	CT 25029986
Fastenal	Screws, Part No. 1172418 per Invoice CABAR121941	\$16.69	
	Screws, Part No. 1172416	\$12.63	
		<b>\$29.32</b>	CT 25029987
Federal Express Corp	Mailings for Acct #1104-8488	\$7.92	
		<b>\$7.92</b>	CT 25029988
Graybar Electric	Ortronics OR-MC607-02 Cat6 7ft Patch Cord Red	\$147.96	
	Ortronics OR-MC605-03 Cat6 5ft Patch Cord Orange	\$303.18	
	Klein Tools 935L 24 Inch Bubble Level	\$50.08	
		<b>\$501.22</b>	CT 25029989
Kaman Industrial Technologies	V-Belts per Invoice D205618	\$52.50	
		<b>\$52.50</b>	CT 25029990
Mission Paving Inc	Sinkhole - Approximately 75 sf to Saw Cut	\$3,500.00	
	Sinkhole project repair work includes	\$2,500.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$6,000.00</b>	CT 25029991
Modern Campus	LOUA000 - Emergency Alerts License	\$3,000.00	
		<b>\$3,000.00</b>	CT 25029992
Geraldine Montoya	Reimb for Cash for College food for volunteers at	\$26.63	
	Reimb for Cash for College food for volunteers at	\$29.34	
		<b>\$55.97</b>	CT 25029993
Office Depot	Energizer Max AAA Alkaline Batteries, Pack Of 12	\$8.46	
		<b>\$8.46</b>	CT 25029994
Old Town Shirt Factory	Polo Left chest athletic golf logo Invoice #220044	\$82.22	
		<b>\$82.22</b>	CT 25029995
Outfront Media	12' x 24' Bulletin Advertising	\$42,705.00	
	Production Costs	\$576.00	
	Installation Costs	\$350.00	
		<b>\$43,631.00</b>	CT 25029996
PARS Public Agency Retirement	Payroll deduction 2/10/22	\$9,559.84	
		<b>\$9,559.84</b>	CT 25029997
Part Time Faculty AHC - Member	Payroll deduction 2/10/22	\$628.22	
		<b>\$628.22</b>	CT 25029998
Dolores Peralta Barragan	Spanish Translator Services	\$20.00	
		<b>\$20.00</b>	CT 25029999
ProCare Janitorial Supply, Inc.	Custodial Supplies per Invoice 148804	\$1,760.91	
	Expo White Board Eraser, SAN81505	\$1,032.25	
		<b>\$2,793.16</b>	CT 25030000
Rancho Maria Golf Club	Ball-Hancock Pro V Invoice# 1110295	\$783.00	
		<b>\$783.00</b>	CT 25030001
Santa Maria Chrysler Jeep Dodge Ram	Part 5SD87DX9AJ PANEL FRONT INV#74046	\$455.68	
		<b>\$455.68</b>	CT 25030002
Santa Maria Ford Inc	Handle, 1L5Z9943400AAA per Invoice 284453	\$23.86	
		<b>\$23.86</b>	CT 25030003
SLO Safe Ride	Bus Service, AHC Womens Basketball per Inv. 11972	\$1,720.00	
		<b>\$1,720.00</b>	CT 25030004
Smith Mechanical-Electrical-Plumbing Inc	Labor - Locate Underground Electrical Lines	\$1,920.00	
	Equipment	\$70.00	
	Service Truck	\$25.00	
		<b>\$2,015.00</b>	CT 25030005
Maria Solis	Reimbursement for Purchase of Frames	\$165.83	
	Reimbursement for Purchase of Candy	\$4.99	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$170.82</b>	CT 25030006
Tableau Software LLC	Server Web Client Interactor Maintenance Renewal	\$8,250.00	
	Desktop Professional User Maintenance Renewal	\$1,200.00	
		<b>\$9,450.00</b>	CT 25030007
Ward's Science Inc	Science Lab Supplies July 1, 2021-May 31, 2022	\$303.59	
		<b>\$303.59</b>	CT 25030008
Western Extrication Specialists, Inc	LARGE POWER UNIT -	\$235.00	
	SPREADER -	\$170.00	
	CUTTER -	\$170.00	
	COMBI-TOOL -	\$170.00	
	TELESCOPIC RAM -	\$90.00	
	RAM -	\$90.00	
	TRAVEL TO JOB -	\$100.00	
	PART 158.581.033 -	\$133.76	
	PART 158.583.019 -	\$28.28	
		<b>\$1,187.04</b>	CT 25030009
Janessa Aguirre	Manual Refund Submitted	\$175.00	
		<b>\$175.00</b>	CT 25030010
Kayleen Marie Agustin	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030011
Bruno Arroyo	Manual Refund Submitted	\$412.00	
		<b>\$412.00</b>	CT 25030012
Tesha Bartlett	Manual Refund Submitted	\$175.00	
		<b>\$175.00</b>	CT 25030013
Rubi Basurto Benito	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030014
Ian Black	Manual Refund Submitted	\$1,473.00	
		<b>\$1,473.00</b>	CT 25030015
Irving Camarena Morales	Manual Refund Submitted	\$2,323.00	
		<b>\$2,323.00</b>	CT 25030016
Andres Cardenas	Manual Refund Submitted	\$418.00	
		<b>\$418.00</b>	CT 25030017
Kailen Castillo	Manual Refund Submitted	\$274.00	
	Manual Refund Submitted	\$2.00	
		<b>\$276.00</b>	CT 25030018
Keila Catalan Pineda	Manual Refund Submitted	\$1,224.00	
		<b>\$1,224.00</b>	CT 25030019
Abel Cedillo	Manual Refund Submitted	\$2,411.00	
		<b>\$2,411.00</b>	CT 25030020
Miguel Ciriaco	Manual Refund Submitted	\$175.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$175.00</b>	CT 25030021
Juliana Cruz	Manual Refund Submitted	\$1,874.00	
		<b>\$1,874.00</b>	CT 25030022
Manuel Cuellar	Manual Refund Submitted	\$8.00	
		<b>\$8.00</b>	CT 25030023
Ana Evelia Delarosa	Manual Refund Submitted	\$236.00	
		<b>\$236.00</b>	CT 25030024
Cambreyanna Fierro	Manual Refund Submitted	\$125.00	
		<b>\$125.00</b>	CT 25030025
Alexis Garcia	Manual Refund Submitted	\$2,897.00	
		<b>\$2,897.00</b>	CT 25030026
Olga Garcia	Manual Refund Submitted	\$4,721.00	
		<b>\$4,721.00</b>	CT 25030027
Joannes Gonzalez	Manual Refund Submitted	\$1,612.00	
		<b>\$1,612.00</b>	CT 25030028
Yekaterina Haussler	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030029
Geovanni Herrera Carrasco	Manual Refund Submitted	\$158.00	
		<b>\$158.00</b>	CT 25030030
Jayme Holland	Manual Refund Submitted	\$215.00	
		<b>\$215.00</b>	CT 25030031
Cesar Lopez	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030032
Palahalan Lopez	Manual Refund Submitted	\$600.00	
		<b>\$600.00</b>	CT 25030033
Valeria Lopez-Gonzalez	Manual Refund Submitted	\$394.00	
		<b>\$394.00</b>	CT 25030034
Kaleb Mack	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030035
Sofia Martinez	Manual Refund Submitted	\$731.00	
		<b>\$731.00</b>	CT 25030036
Clayton Merrill	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030037
Jovanny Montenegro	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25030038
Micah Moore	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030039
Jaqueline Nolasco Gonzalez	Manual Refund Submitted	\$180.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$180.00</b>	CT 25030040
Elijah Ojeda	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030041
Carolina Ortiz	Manual Refund Submitted	\$1,191.00	
		<b>\$1,191.00</b>	CT 25030042
Marlen Ortiz-Cruz	Manual Refund Submitted	\$50.00	
		<b>\$50.00</b>	CT 25030043
Neel Panchal	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030044
Royce Peart	Manual Refund Submitted	\$50.00	
		<b>\$50.00</b>	CT 25030045
Guadalupe Pimentel	Manual Refund Submitted	\$395.00	
		<b>\$395.00</b>	CT 25030046
Prescilla Ramos	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25030047
Nicholas Reyna	Manual Refund Submitted	\$175.00	
		<b>\$175.00</b>	CT 25030048
Maria Sanchez	Manual Refund Submitted	\$586.00	
		<b>\$586.00</b>	CT 25030049
Gabriella Serrano	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030050
Ashley-Kristen Smith	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25030051
Kristy Soriano	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030052
William Sosa Hernandez	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030053
Elizabeth Sosa Lazaro	Manual Refund Submitted	\$39.00	
		<b>\$39.00</b>	CT 25030054
Alondra Vazquez	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25030055
Jessica Villagomez-Saenz	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25030056
Bryan Wilson	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25030057
Amazon	Operational Supplies 07-01-21 thru 05-30-22	\$44.34	
	Operational Supplies 07-01-21 thru 05-30-22	\$1,163.63	
		<b>\$1,207.97</b>	CT 25030058
Displays2go	Mobile floor barrier	\$418.67	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Displays2go	Shipping	\$87.56	
		<b>\$506.23</b>	CT 25030059
Fatte's Pizza of Santa Maria	Pizza for Black Student Union Meeting	\$58.71	
	Delivery	\$5.00	
		<b>\$63.71</b>	CT 25030060
Follett Heg - Ahc Bookstore	Book Vouchers Rising Scholars Students	\$10,400.00	
	Book Vouchers Rising Scholars Students	\$103.68	
		<b>\$10,503.68</b>	CT 25030061
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$276.21	
		<b>\$276.21</b>	CT 25030062
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$524.25	
		<b>\$524.25</b>	CT 25030063
House Sanitary Supply, Inc.	PC-21217 - PLATE CHINET 10.5" RD/WHT	\$151.15	
	PG-43606 - JOY 45114 LIQ 8/38 OZ BTL	\$57.99	
	CL-4108203 - DUO-SWEEP ANGLE BLACK W/	\$29.63	
	HSS-MASK3PLY-BLU - FACE MASK 3PLY BLUE	\$176.97	
	ASP-GNLGP - GLV NITRILE AURA BLUE LARGE P/F, 4MIL	\$479.78	
	HSS-04589-4 - PINK DELIGHT HAND SOAP 4 GL	\$6.99	
	TOL-160100 - PUMP GALLON 1OZ DRAW 24/CS	\$4.26	
	HOS-T500 - TAMPONS TAMPAX ORIGINAL REGULAR 500/CS	\$358.45	
	HOS-147A - FEMININE PADS #4 GUARD MAXI PADS	\$213.59	
	TI-97300 - VACUUM UPRIGHT CORDLESS 12" ROAM	\$561.13	
	TI-90039 - VACUUM BAG ROAM DISPOSABLE FILTER BAG	\$55.18	
	CL-34103214 - WASTE CONTAINER 32GL BLUE BRONCO	\$140.73	
	VER-14942 - RESPERATOR KN95 MASK, 10/PK	\$687.85	
		<b>\$2,923.70</b>	CT 25030064
KIDI/KRTO/KTAP La Buena	30-second Ad Promoting Spring Registration to run	\$1,000.00	
		<b>\$1,000.00</b>	CT 25030065
Liebert Cassidy Whitmore	Professional Legal Services	\$9,319.50	
	LEGAL FEES INVOICE #210267	\$3,777.50	
		<b>\$13,097.00</b>	CT 25030066
Office Depot	Office Supplies for Community Education	\$34.32	
	Office Supplies for Community Education	\$71.55	
	Office Supplies 7-1-21 through 5-31-22	\$139.96	
	Instructional Supplies July 1, 2021-May 31, 2022	(\$30.52)	
		<b>\$215.31</b>	CT 25030067
Oracle America Inc	Migrated Licenses (New) Program-Related Service	\$12,972.64	
		<b>\$12,972.64</b>	CT 25030068
Wayco Disaster Training and Consulting	Wayco Disaster Training and Consulting Services	\$12,500.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$12,500.00</b>	CT 25030069
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	\$345,431.17	
		<b>\$345,431.17</b>	CT 25030070
Ahern Rentals Inc.	Rental of Personnel Lift 12ft Electric 2 Man	\$462.19	
	Environmental Charge	\$8.16	
	CA Heavy Equipment Rental Tax	\$3.19	
	Move Charge - Customer Equipment	\$85.00	
	Rental Protection Plan	\$63.75	
		<b>\$622.29</b>	CT 25030071
Airgas Usa Llc	Operational supplies LE Veh. 7-27-21 to 5-31-22	\$447.21	
		<b>\$447.21</b>	CT 25030072
Alpha Fire Corporation	5-Year Fire Sprinkler Inspection - AHC Theater	\$1,500.00	
	Compliance Engine Fees	\$18.00	
		<b>\$1,518.00</b>	CT 25030073
American Business Machines	Papercut ACDI Software Maintenance and Support	\$145.90	
		<b>\$145.90</b>	CT 25030074
American General Media Inc.	30-second Ad Promoting Spring Registration to run	\$500.00	
	30-second Ad Promoting Spring Registration to run	\$500.00	
		<b>\$1,000.00</b>	CT 25030075
American Red Cross	Adult CPR/AED, Infant CPR and First Aid	\$210.00	
		<b>\$210.00</b>	CT 25030076
AMG & Associates, Inc	Fine Arts Complex Project	\$1,397,137.39	
	Fine Arts Complex Project	\$381,980.08	
	Change Order #010 to Include Multiple Revisions	\$152,115.00	
		<b>\$1,931,232.47</b>	CT 25030077
	Fine Arts Complex Project	\$21,823.13	
	Fine Arts Complex Project	\$79,820.68	
		<b>\$101,643.81</b>	CT 25030078
Arbor Scientific	Digital Newton Meter, 01-7000 Quote #D9425	\$586.84	
	Newton Scale, PX-1090	\$42.90	
	g ball, P4-4000	\$38.61	
	LR1130 battery, 2 pack, P4-4000-01	\$1.07	
	green alligator leads, 6", 10 pack, 96-1500-05	\$17.16	
	Alligator Leads, 24", 10 pack, P4-3000	\$42.47	
	Knife Switch, single pole, single throw, P6-7105	\$173.75	
	Miniature bulb base, P6-1401	\$64.35	
	D cell battery holder, P6-1400	\$128.70	
	Miniature Bulbs, 3.2 v, 10 pack, P6-1407	\$58.99	
	Red magleads, 12", 10 pack, P4-3002	\$122.27	
	Black magleads, 12", 10 pack, P4-3003	\$122.27	
	Assorted density block set, P1-1010	\$83.66	
	Voltaic cell with electrodes, P6-2605	\$109.40	
	Forces on inclined plane demonstrator, P4-1420	\$148.01	
	Mini projectile launcher, 94-1970	\$190.91	
	4" C-clamp, PX-1209	\$19.31	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Arbor Scientific	5000g Push-Pull spring scale, P1-1096	\$81.51	CT 25030079
	Single pulley, P1-6105	\$72.07	
	Double pulley, P1-6106	\$34.32	
	Acrylic Pendulum Wave, P4-1755	\$134.06	
	Shipping	\$167.64	
		<b>\$2,440.27</b>	
Battery Systems Inc	Batteries for alarm panels from 7/1/21-5/31/22	\$441.60	CT 25030080
	Batteries for alarm panels from 7/1/21-5/31/22	\$253.51	
		<b>\$695.11</b>	
Bay Area Comm College Jpa	Repayment of Member Deductible for	\$10,000.00	CT 25030081
		<b>\$10,000.00</b>	
Blackhawk Network, Inc	Starbucks Gift Cards- \$10	\$6,000.00	CT 25030082
	Shipping	\$33.00	
	Shell Gas Cards - \$25	\$5,000.00	
	Shipping	\$16.50	
		<b>\$11,049.50</b>	
Board of Vocational Nursing & Psychiatric Technicians	BVNPT program review service fee for accreditation	\$5,000.00	CT 25030083
		<b>\$5,000.00</b>	
Bremer Auto Parts	NAPA Front Left Caliper Part # 2335XB	\$58.37	CT 25030084
	NAPA Front Right Caliper Part # 2335XA	\$58.37	
	NAPA PROFORMER Front Brake Part # FT-7054	\$118.07	
	Brake Wheel Cylinder - Rear Part # 37250	\$22.20	
	Brake Wheel Cylinder - Rear Part # 37251	\$22.20	
	Brake Shoes - Rear - Fleet Part # FT-314R	\$78.00	
	NAPA Ultra Premium Rear Brake Part # 2253	\$13.42	
	Wheel Seal - Rear Part # 28720	\$27.47	
	NAPA Ultra Premium Rear Brake Part # 2457	\$11.67	
	Parking Brake Shoes - Ultra Part # UP-647-PB	\$57.84	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$402.90	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$5.10	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$7.34	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$103.62	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$49.84	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$32.76	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$812.61	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$45.97	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$70.84	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$1,119.48	
	Part-Tools for Truck Driving Class Vehicles	\$326.03	
		<b>\$3,444.10</b>	
Burnham Insurance Services	ACA Consulting July 1, 2021 - June 30, 2022	\$3,250.00	CT 25030085
		<b>\$3,250.00</b>	
Califitness Equipment Expert	Installed Replacement Parts Invoice #15962	\$95.00	CT 25030086
		<b>\$95.00</b>	
Camarenas Tire	TIRES FOR LE VEHICLES 8-5-21 TO 5-31-22	\$380.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$380.00</b>	CT 25030087
Canon Financial Services Inc	CAMPUS GRAPHICS COPIERS LEASE	\$3,917.15	
	LEASE CONTRACT CHARGES FOR DUPLO DC646	\$980.73	
		<b>\$4,897.88</b>	CT 25030088
Carolina Biological	Instructional supplies for Biology labs	\$53.45	
		<b>\$53.45</b>	CT 25030089
Carr's Boot Shop	Safety boots for employees 7-1-21 to 6-30-22	(\$175.00)	
	Safety boots for employees 7-1-21 to 6-30-22	\$152.51	
	Safety boots for employees 7-1-21 to 6-30-22	\$171.92	
	Safety boots for employees 7-1-21 to 6-30-22	\$175.00	
	Safety boots for employees 7-1-21 to 6-30-22	\$175.00	
	Safety boots for employees 7-1-21 to 6-30-22	\$120.16	
		<b>\$619.59</b>	CT 25030090
Jacob Chavez	Open Mileage 11.03.-12.06.21	\$280.80	
	Open Mileage 11.03.-12.06.21	\$0.00	
	Open Mileage 11.03.-12.06.21	\$280.80	
		<b>\$561.60</b>	CT 25030091
City of Lompoc	Sanitary Landfill Fees 7.1.2021 - 6.30.2022	\$67.60	
		<b>\$67.60</b>	CT 25030092
City Of Santa Maria	Disposal Site Landfill	\$90.00	
		<b>\$90.00</b>	CT 25030093
Constellation Newenergy Inc	Electricity Services 7.1.2021 - 6.30.2022	\$27,648.06	
	Electricity Services 7.1.2021 - 6.30.2022	\$6,912.01	
		<b>\$34,560.07</b>	CT 25030094
	Electricity Services 7.1.2021 - 6.30.2022	\$2.06	
	Electricity Services 7.1.2021 - 6.30.2022	\$0.52	
		<b>\$2.58</b>	CT 25030095
	Electricity Services 7.1.2021 - 6.30.2022	\$34.07	
	Electricity Services 7.1.2021 - 6.30.2022	\$8.52	
		<b>\$42.59</b>	CT 25030096
Credentials Solutions LLC	Net Due to Credentials for Jan 2022 Transcripts	\$2,489.54	
		<b>\$2,489.54</b>	CT 25030097
Stephanie Crosby	Reimbursement for ACCCA Mentorship Program Fees	\$1,500.00	
		<b>\$1,500.00</b>	CT 25030098
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		<b>\$100.00</b>	CT 25030099
Robert Curry	Sacramento CA Effective Trustee Work shop	\$729.70	
		<b>\$729.70</b>	CT 25030100
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$90.36	
	Instructional Supplies	\$120.39	
	Instructional Supplies	\$24.75	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$69.49	
	Instructional Supplies	\$67.46	
		<b>\$372.45</b>	CT 25030101
CWDL, CPAs	2021-HEERF Expanded Audit Procedures and	\$5,000.00	
		<b>\$5,000.00</b>	CT 25030102
Enterprise Rent-A-Car	Valdovinos, Rafael 11.12.21 Santa Barbara, CA	\$139.79	
	Olivera, Ageo 11.15-19.21 Las Vegas, NV	\$353.52	
		<b>\$493.31</b>	CT 25030103
Alfredo Koch	Reimbursement for repair of flat tire on front	\$30.00	
		<b>\$30.00</b>	CT 25030104
Susannah Kopecky	Reimb for 2021 NCTE Conference registration	\$112.00	
	Reimb for NCTE Membership	\$62.50	
	Reimb for Registration for Two E-Courses through	\$338.00	
		<b>\$512.50</b>	CT 25030105
Pacific Gas & Electric Company	Electricity Services 7.1.2021- 6.30.2022	\$79.20	
	Electricity Services 7.1.2021 - 6.30.2022	\$19.80	
		<b>\$99.00</b>	CT 25030106
	Electricity Services 7.1.2021- 6.30.2022	\$71.67	
	Electricity Services 7.1.2021 - 6.30.2022	\$17.92	
		<b>\$89.59</b>	CT 25030107
	Electricity Services 7.1.2021- 6.30.2022	\$24.84	
	Electricity Services 7.1.2021 - 6.30.2022	\$6.21	
		<b>\$31.05</b>	CT 25030108
	Electricity Services 7.1.2021- 6.30.2022	\$2,138.86	
	Electricity Services 7.1.2021 - 6.30.2022	\$534.71	
		<b>\$2,673.57</b>	CT 25030109
	Electricity Services 7.1.2021- 6.30.2022	\$3,419.06	
	Electricity Services 7.1.2021 - 6.30.2022	\$854.77	
		<b>\$4,273.83</b>	CT 25030110
Dolores Peralta Barragan	Electricity Services 7.1.2021- 6.30.2022	\$310.72	
	Electricity Services 7.1.2021 - 6.30.2022	\$77.68	
		<b>\$388.40</b>	CT 25030111
Chloe Stanley	Spanish Translation Service - Invoice #1056 EOPS	\$45.00	
		<b>\$45.00</b>	CT 25030112
Amazon	Reimbursement for food and beverage for EOPS Week	\$81.95	
		<b>\$81.95</b>	CT 25030113
Amazon	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$6.37	
	Supplies for the Chem Labs 07-01-21 thru 05-31-22.	\$37.11	
	Instructional Supplies 7/06/2021-5/31/2022	\$30.98	
	Athletics Supplies for 07-01-21 thru 05-31-22	\$147.80	
	Instructional Supplies - MT Program	\$214.18	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies - MT Program	\$282.80	
	MEDICAL SUPPLIES FY2021-2022	\$377.82	
	Office/Operational Supplies	\$40.47	
	Instructional supplies 1-7-22 to 5-30-22	\$21.74	
	Instructional supplies 1-7-22 to 5-30-22	\$27.17	
	Instructional supplies 1-7-22 to 5-30-22	\$32.60	
	Instructional supplies 1-7-22 to 5-30-22	\$37.95	
	Instructional supplies 1-7-22 to 5-30-22	\$40.77	
	Instructional supplies 1-7-22 to 5-30-22	\$86.95	
	Instructional supplies 1-7-22 to 5-30-22	\$235.98	
	Instructional supplies 1-7-22 to 5-30-22	\$241.79	
	Instructional supplies 1-7-22 to 5-30-22	\$277.32	
	Instructional supplies 1-7-22 to 5-30-22	\$320.82	
	Student Materials 01-11-22 to 05-31-22	\$8.65	
	Office/Operational Supplies	\$1,185.75	
	Office/Operational Supplies	\$2,800.80	
	Office/Operational Supplies	\$347.82	
	Instructional supplies 01-27-22 to 05-31-22	\$47.82	
	Instructional supplies 01-27-22 to 05-31-22	\$155.50	
	Instructional supplies 01-27-22 to 05-31-22	\$174.25	
	Instructional supplies 01-27-22 to 05-31-22	\$197.91	
	Instructional supplies 01-27-22 to 05-31-22	\$235.98	
	Instructional supplies 01-27-22 to 05-31-22	\$807.87	
	Paper Mate InkJoy Gel Pens, Medium Point, Assorted	\$23.88	
	Blackwing Pearl Pencils - Set of 12	\$32.63	
	13.3 14 Inch Laptop Bag for Dell Latitude	\$48.88	
	Marbrasse 4-Trays Desktop File Organizer with Pen	\$40.23	
	Magnifying Glass with Light, 30X Handheld Large	\$17.39	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$21.74	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$29.66	
		<b>\$8,637.38</b>	CT 25030114
Diane Auten	Reimbursement for online ARC CPR course	\$65.00	
		<b>\$65.00</b>	CT 25030115
DLR Group	Change Order #01 to Re-Design the Performance Lab	\$29,255.55	
	Change Order #01 to Re-Design the Performance Lab	\$29,255.56	
		<b>\$58,511.11</b>	CT 25030116
Federal Express Corp	Mailings for Acct #1104-8488	\$17.92	
		<b>\$17.92</b>	CT 25030117
Ferguson Enterprises Inc	Plumbing Supplies, 01-01-22 thru 5-31-22	\$40.36	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$43.34	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$103.31	
	Plumbing Supplies, 01-01-22 thru 5-31-22	\$319.46	
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2021-May 31, 2022	<b>\$506.47</b>	CT 25030118
		\$323.40	
		<b>\$323.40</b>	CT 25030119
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$189.84	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$189.84</b>	CT 25030120
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$162.65	
		<b>\$162.65</b>	CT 25030121
Frank Diaz Consulting	Sealer Maintenance -	\$552.50	
	MBO Folder Maintenance -	\$987.50	
	GBC ComBind Maintenance -	\$375.00	
	Roll Stroller Flatbed Applicator Maintenance -	\$497.50	
	USI Laminator Maintenance -	\$527.50	
	Paper Cutter Maintenance -	\$1,016.00	
	Oki Data Envelope Press Maintenance -	\$775.00	
		<b>\$4,731.00</b>	CT 25030122
Virginia Gibson	Insurance Premiums Overpaid June 2021	\$402.00	
		<b>\$402.00</b>	CT 25030123
GotSafety, LLC	Monthly Consultation fees from 07/1/21 to 06/30/22	\$1,150.00	
		<b>\$1,150.00</b>	CT 25030124
Grainger Inc.	LISTA Stationary Modular Drawer Cabinet	\$1,853.17	
	LISTA Stationary Modular Drawer Cabinet	\$8,853.41	
	LISTA Stationary Modular Drawer Cabinet	\$9,303.77	
	LISTA Stationary Modular Drawer Cabinet	\$2,456.23	
	Shipping	\$523.59	
	Maintenance Supplies, 1-01-22 thru 5-31-22	\$28.33	
	Maintenance Supplies, 1-01-22 thru 5-31-22	\$120.19	
		<b>\$23,138.69</b>	CT 25030125
Graybar Electric	Ortronics OR-MC605-02 Cat6 5ft Patch Cord Red	\$193.46	
	Ortronics OR-EZC605Q50-06 Cat6 5ft Patch Cord Blue	\$1,097.63	
	Ortronics OR-EZC607Q50-06 Cat6 7ft Patch Cord Blue	\$1,075.13	
		<b>\$2,366.22</b>	CT 25030126
Haas Factory Outlet	Spindle 40T Belt 8/10K Gearbox W/HC DB	\$6,519.56	
	Labor	\$1,087.51	
	Labor	(\$1,087.50)	
	GBOX ASSY 7.5/10K 16DP65T 30/10 VD/DEL	\$9,782.06	
	Travel	\$137.75	
	Labor	\$2,434.25	
		<b>\$18,873.63</b>	CT 25030127
Hardy Diagnostics	Instructional supplies for Biology labs	\$64.56	
	Instructional supplies for Biology labs	\$817.79	
	Science Lab Supplies July 1, 2021-May 31, 2022	\$61.38	
		<b>\$943.73</b>	CT 25030128
Henry Schein Inc	Solaris Plus Series Stim Item# 1252261	\$2,891.79	
	Tri-wave light pad Item# 1252266	\$1,957.50	
	Topical Skin adhesive Blu Order# 24315983 SQ	\$47.24	
	Gauze Sponge Nonwoven Ste 3x3 Item# 1200238	\$39.14	
	Aloetouch 3G PF Vinyl Glo Medium Item# 6781589	\$37.85	
	Dura-Stick II Electrode S Item# 5660206	\$113.65	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Henry Schein Inc	Flexi-Wrap w/o Handle Item# 1340281	\$38.97	
		<b>\$5,126.14</b>	CT 25030129
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee	\$495.00	
		<b>\$495.00</b>	CT 25030130
Ives Training And Compliance Group Inc	MEWP Operator Requalification Package	\$148.99	
	MEWP Compliance Package	\$154.73	
	Shipping-Handling	\$22.51	
		<b>\$326.23</b>	CT 25030131
J W Pepper & Son Inc	Instructional Supplies	\$7.56	
	Instructional Supplies	\$105.48	
		<b>\$113.04</b>	CT 25030132
Kaplan Test Prep	Subscription for Online iHuman for Spring 2022 RN	\$3,500.00	
		<b>\$3,500.00</b>	CT 25030133
Keenan & Associates	Chubb/ Federal Ins. Company 6631866	\$1,894.00	
	Chubb/ Federal Ins. Company 6631866	\$341.00	
		<b>\$2,235.00</b>	CT 25030134
Kelly Paper Co	Office Supplies - Paper, Wideformat, and Bindery	\$1,768.00	
	Office Supplies - Paper, Wideformat, and Bindery	\$176.36	
	Office Supplies - Paper, Wideformat, and Bindery	\$268.08	
	Office Supplies - Paper, Wideformat, and Bindery	\$294.79	
	Office Supplies - Paper, Wideformat, and Bindery	\$392.75	
		<b>\$2,899.98</b>	CT 25030135
Kenco Construction Services, Inc	Ballfield Restroom Building Inspection Site Work	\$7,560.00	
		<b>\$7,560.00</b>	CT 25030136
Laguna Clay Company	WHITEWARE W/GROG, ^06 MOIST CLAY, BOXED	\$634.58	
	B-MIX ^10 MOIST CLAY, BOXED	\$182.16	
	AMADOR MOIST CLAY, BOXED	\$141.38	
	LAGUNA CLAY PALLETS OUT-NON RETURNABLE	\$10.00	
	Shipping Charges	\$561.42	
		<b>\$1,529.54</b>	CT 25030137
Thomas Lamica	Reimbursement for Supplies for AJ 111 Course	\$281.94	
		<b>\$281.94</b>	CT 25030138
LatPro, Inc	Job Postings with Marketing: 2/06/22 - 2/05/23	\$8,800.00	
		<b>\$8,800.00</b>	CT 25030139
Linde Gas & Equipment Inc.	Instructional Supplies Welding	\$508.21	
	Instructional Supplies Welding	\$1,920.63	
		<b>\$2,428.84</b>	CT 25030140
Lompoc Unified School District	Reimbursement Concur Enrol GRAPH 111 AND 112	\$2,787.00	
	Reimbursement Concur Enrol AG 152	\$3,000.00	
	Reimbursement Concur Enrol HIST 107	\$9,000.00	
	Reimbursement Concur Enrol PROD 301	\$3,000.00	
	Reimbursement Concur Enrol POLS 103	\$3,000.00	

## Allan Hancock College

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Lompoc Unified School District	FILM Instructional Pay per Addendum	\$320.00	
	AG Instructional Pay per Addendum	\$160.00	
	HIST Instructional Payroll per Addendum	\$480.00	
	PROD Instructional Payroll per Addendum	\$132.50	
	POLS Instructional Payroll per Addendum	\$132.50	
		<b>\$22,012.00</b>	CT 25030141
Machollywood Inc	Cintiq Pro 24/32 VESA Mount Adapter	\$347.79	
	Shipping	\$15.00	
		<b>\$362.79</b>	CT 25030142
Macroscopic Technology	Macroscopic Consulting Fees	\$468.75	
	Macroscopic Consulting Fees	\$2,156.25	
		<b>\$2,625.00</b>	CT 25030143
Dorine Mathieu	Reimbursement cookie purchase for Grand Opening	\$245.46	
		<b>\$245.46</b>	CT 25030144
Medco Supply Company	Aluminum Underarm Crutches	\$30.34	
	Boost Oxygen Natural, 5 Liters Quote# ESTMD3055822	\$126.37	
	HealthSmart blood pressure monitor upper arm	\$47.37	
	HealthSmart blood pressure monitor universal wrist	\$119.78	
	Leukotape P corrective taping Item# 081171230	\$8.79	
	Shipping Cost	\$21.74	
		<b>\$354.39</b>	CT 25030145
Meketa Investment Group, Inc	Investment Consulting Services Fees Thru 6/30/22	\$2,256.12	
		<b>\$2,256.12</b>	CT 25030146
MFAC, LLC	First Place Solid Turned Steel Hammer 16Lb	\$182.70	
	Shipping	\$28.00	
	Temp. Surcharge	\$8.40	
		<b>\$219.10</b>	CT 25030147
Mission Linen Supply	Uniform Services and Towels, 7-01-21 thru 6-30-22	\$40.63	
	Laundry Service for Auto Collision Program	\$13.90	
	Laundry Service for Auto Collision Program	\$13.90	
	Laundry Service for Auto Collision Program	\$13.90	
	Laundry Services for Auto Tech	\$42.97	
	Laundry Services for Auto Tech	\$42.97	
	Laundry Services for Auto Tech	\$42.97	
		<b>\$211.24</b>	CT 25030148
Mobile Beacon	Service Plan Renewals- 1 Year Unlimited Data	\$35,880.00	
		<b>\$35,880.00</b>	CT 25030149
Niles Biological	Science Lab Supplies July 1, 2021-May 31, 2022	\$63.26	
		<b>\$63.26</b>	CT 25030150
Office Depot	Instructional Supplies 1/3/2022-05/31/2022	\$78.15	
	Office Supplies 07/01/21 - 05/31/22	\$111.58	
	Office Supplies, 7.01.21 thru 5.31.22.	\$259.44	
	Office Supplies, 7.01.21 thru 5.31.22.	\$4.71	
	Office Supplies, 7.01.21 thru 5.31.22.	\$34.03	
	Office Supplies for Community Education	\$96.57	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Office Depot	Office Supplies for Community Education	\$254.95	
	Office Supplies for Community Education	\$88.12	
	Office Supplies for Community Education	\$48.05	
	Office Supplies for Community Education	\$48.05	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$302.90	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$151.91	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$266.86	
	LIBRARY SUPPLIES, 7-20-21 TO 5-31-22	\$122.51	
	Instructional Supplies 7/06/21-5/31/22	\$61.24	
	Purchase of Operational/Office Supplies	\$17.08	
	Operational Supplies	\$37.73	
	Operational Supplies	\$26.09	
	TOPS Perforated Legal Pads	\$34.57	
	Sharpie Fine Point Markers	\$9.08	
	office supplies for VPSS office; 07.21.2021-	\$8.52	
	office supplies for VPSS office; 07.21.2021-	\$120.16	
	Office Supplies 7-1-21 through 5-31-22	\$80.79	
	Office Supplies 7-1-21 through 5-31-22	\$238.04	
	Bankers Box® StorFile™ Storage Boxes With	\$166.95	
	Office/Operational supplies 8.10.21 to 5.31.22	\$17.78	
	Office Supplies, 09-01-21 thru 05-31-22	\$67.86	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$142.89	
	OFFICE SUPPLIES OPEN UNTIL 5.31.22	\$31.53	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$51.48	
	Operational supplies for Life Sciences	\$6.73	
	Operational supplies for Life Sciences	\$117.32	
	Operational supplies for Life Sciences	\$147.91	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.22	\$20.11	
		<b>\$3,271.69</b>	CT 25030151
Oracle America Inc	Oracle Linux Premier Limited Support	\$1,399.00	
	Oracle Linux Extended Support	\$186.66	
		<b>\$1,585.66</b>	CT 25030152
Packet Fusion Inc	One Year Support, No Phone Coverage	\$44,764.00	
		<b>\$44,764.00</b>	CT 25030153
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand	\$752.82	
	Rental-Servicing Portable Toilets and Hand	\$747.77	
	Rental-Servicing Portable Toilets and Hand	\$747.77	
	Rental-Servicing Portable Toilets and Hand	\$752.82	
		<b>\$3,001.18</b>	CT 25030154
Precor Commercial Fitness	WaterRower Commercial Model M1 HiRise	\$921.65	
	Shipping and Handling	\$38.04	
		<b>\$959.69</b>	CT 25030155
Rodney Ragsdale	Co-Authoring OER Kinesiology Textbook	\$1,000.00	
		<b>\$1,000.00</b>	CT 25030156
Ravatt, Albrecht & Associates, Inc.	Professional services related to the design and	\$3,052.80	
	Baseball/Softball Field Restrooms- Project Mgmt.	\$1,406.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ravatt, Albrecht & Associates, Inc.	Baseball/Softball Field Restrooms- Project Mgmt.	\$719.35	
		<b>\$5,178.15</b>	CT 25030157
Samy's Camera	EOS SL3 W/ 18-55MM STM KT	\$705.79	
		<b>\$705.79</b>	CT 25030158
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-21 to 6-30-22	\$1,915.20	
		<b>\$1,915.20</b>	CT 25030159
Luke Severn	Campus Graphics Refund	\$58.64	
	Campus Graphics Refund	\$5.13	
		<b>\$63.77</b>	CT 25030160
Smith Pipe & Supply Inc	Landscape Supplies, 7-1-21 thru 5-31-22	\$115.41	
	Landscape Supplies, 7-1-21 thru 5-31-22	\$204.85	
		<b>\$320.26</b>	CT 25030161
Source Graphics	Office supplies - Wideformat Paper and Media	\$427.89	
		<b>\$427.89</b>	CT 25030162
Strata Information Group	DBA and ODS Consulting Services	\$2,712.50	
		<b>\$2,712.50</b>	CT 25030163
United Refrigeration Inc	HVAC Supplies, 11-01-21 thru 05-31-22	\$274.21	
	HVAC Supplies, 11-01-21 thru 05-31-22	\$128.71	
	HVAC Supplies, 11-01-21 thru 05-31-22	\$31.89	
	HVAC Supplies, 11-01-21 thru 05-31-22	\$47.56	
		<b>\$482.37</b>	CT 25030164
Darlene Vera	Enrollment Expense Reimbursement	\$444.00	
		<b>\$444.00</b>	CT 25030165
Nancy Ward	Reimbursement for WestHost Business Panel Hosting	\$192.00	
	Reimbursement for WestHost Business Panel Hosting	\$193.00	
		<b>\$385.00</b>	CT 25030166
Western Exterminator Company	Pest Control Services - CBC Bldg.	\$103.55	
	Pest Control Services - Bldg. G Cafeteria	\$124.25	
	Pest Control Services - Bldg. D (PCPA Theater)	\$299.75	
		<b>\$527.55</b>	CT 25030167
Arcelina Galvan Herrera	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25030168
Michael Sanchez-Arzola	Manual Refund Submitted	\$211.00	
		<b>\$211.00</b>	CT 25030169
19six Architects	Construction Documents	\$9,935.00	
	Provide color scheme for repainting	\$780.00	
	Bidding	\$5,687.50	
		<b>\$16,402.50</b>	CT 25030170
Absolute Power Wash	Exhaust Hood Cleaning Service, Bldg. G and I	\$800.00	
	Exhaust Hood Cleaning Service, Bldg. S	\$950.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Absolute Power Wash	Report Fee for Fire Dept.	\$25.00	
		<b>\$1,775.00</b>	CT 25030171
Adorama, Inc	Sony** FE 200-600 F5.6-6.3 G OSS Lens	\$5,866.64	
	Roknon DS 35MM T1.5 CINE Lens F/Sony E	\$1,725.86	
	SNHSR Port Lavalier Set SEEW 112P G4-A	\$3,272.74	
	Sony Tough 160GB CFExpress Card	\$4,674.51	
		<b>\$15,539.75</b>	CT 25030172
American Heart Association, Inc	ACLS INSTRUCTOR PACKAGE WITH	\$340.00	
	ACLS INSTRUCTOR MANUAL	\$55.00	
	ACLS PROVIDER MANUAL	\$84.00	
	PALS INSTRUCTOR PACKAGE	\$340.00	
	PALS INSTRUCTOR MANUAL	\$110.00	
	PALS PROVIDER MANUAL	\$100.00	
	BLS INSTRUCTOR LAPEL PIN	\$67.50	
	SHIPPING	\$28.56	
		<b>\$1,125.06</b>	CT 25030173
American Star Tours, Inc.	Bus Service - AHC Mens Basketball per Invoice 5617	\$1,328.00	
	Bus Service - AHC Mens Basketball per Invoice 5621	\$1,328.00	
	Bus Service - AHC Men's Basketball per Inv. 5619	\$1,328.00	
	Bus Service - AHC Baseball per Invoice 5620	\$2,635.00	
		<b>\$6,619.00</b>	CT 25030174
Apex Auto Glass	Commercial Tint Solar Install Labor Quote #18894	\$1,500.00	
	Misc Part Truevue 5 Solar Film	\$112.08	
		<b>\$1,612.08</b>	CT 25030175
Art Central Art Supply	Instructional Supplies	\$520.48	
		<b>\$520.48</b>	CT 25030176
Assoc Of Chief Human Resources Officers	Annual Membership Dues Jul.1,2021 - Jun.30,2022	\$550.00	
		<b>\$550.00</b>	CT 25030177
B & B Steel & Supply	Instructional Supplies Welding	\$574.20	
	Instructional supplies-welding	\$1,128.93	
		<b>\$1,703.13</b>	CT 25030178
Battery Systems Inc	Batteries for alarm panels from 7/1/21-5/31/22	\$29.56	
		<b>\$29.56</b>	CT 25030179
Kevin Boland	Open Mileage 2.16.22	\$28.08	
		<b>\$28.08</b>	CT 25030180
Bremer Auto Parts	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	(\$70.84)	
	Parts-Tools for LE Vehicles 7-7-21 to 5-31-22	\$74.97	
	NAPA BATTERY	\$844.02	
	CA BATTERY	\$5.00	
	OPERATIONAL SUPPLIES	\$15.66	
		<b>\$868.81</b>	CT 25030181
Cal Oes	FRO completion certificates	\$30.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$30.00</b>	CT 25030182
Cal State Auto Parts	Instructional supplies for Auto Tech Program	\$38.63	
		<b>\$38.63</b>	CT 25030183
California Electric Supply	Electrical-Lighting Supplies, 11-1-21 thru 05-31-22	\$507.34	
		<b>\$507.34</b>	CT 25030184
CALM	LADIES GET LOUD SPONSORSHIP - APRIL 28, 2022	\$1,500.00	
		<b>\$1,500.00</b>	CT 25030185
Carolina Biological	Instructional supplies for Biology labs	\$61.25	
	Instructional supplies for Biology labs	\$49.43	
		<b>\$110.68</b>	CT 25030186
Carr's Boot Shop	Safety boots for employees 7-1-21 to 6-30-22	\$161.75	
	Safety boots for employees 7-1-21 to 6-30-22	\$135.93	
	Safety boots for employees 7-1-21 to 6-30-22	\$161.75	
		<b>\$459.43</b>	CT 25030187
CDW Government Inc	Microsoft Surface Pro 7+ - 12.3" - Core i5 1135G7	\$1,334.32	
	Recycle Fee	\$4.00	
		<b>\$1,338.32</b>	CT 25030188
Jacob Chavez	Open Mileage 11.03.-12.06.21	\$268.80	
	Open Mileage 11.03.-12.06.21	\$0.00	
	Open Mileage 11.03.-12.06.21	\$268.80	
		<b>\$537.60</b>	CT 25030189
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC 2021-22 Base Rent Lease	\$25,183.00	
		<b>\$25,183.00</b>	CT 25030190
Comcast Cable	Comcast Monthly Recurring Costs	\$218.46	
		<b>\$218.46</b>	CT 25030191
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$21.38	
		<b>\$21.38</b>	CT 25030192
Alexander Frapart	Chicago, IL ABDA Conference	\$700.00	
		<b>\$700.00</b>	CT 25030193
GM Financial Leasing	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25030194
	Leasing 2020 Chev Suburban, 7-01-21 thru 06-30-22	\$768.55	
		<b>\$768.55</b>	CT 25030195
	Leasing 2020 Chev Suburban, 7-01-21 thru 6-30-22	\$759.61	
		<b>\$759.61</b>	CT 25030196
	Leasing 2020 Chev Suburban, 7-01-21 thru 6-30-22	\$759.61	
		<b>\$759.61</b>	CT 25030197
Silvia Gutierrez	Open Mileage 2.3-4.22	\$58.50	



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Vendor Name	Description	Amount	Warrant
		<b>\$58.50</b>	CT 25030198
Jeffery Hall	Open Mileage 2.15.22	\$30.07	
		<b>\$30.07</b>	CT 25030199
Dwight Jabot	Open Mileage 12.14-29.21	\$229.04	
	Open Mileage 1.3-31.22	\$205.92	
		<b>\$434.96</b>	CT 25030200
Alfredo Koch	Open Mileage 4.19.21 & 5.10.21	\$112.56	
		<b>\$112.56</b>	CT 25030201
Suzanne Levy	Open Mileage	\$10.42	
	Open Mileage 2.15.22	\$10.88	
		<b>\$21.30</b>	CT 25030202
Christopher McGuinness	Reissue Stale Dated WA 25025750	\$26.88	
		<b>\$26.88</b>	CT 25030203
Alejandra Medina	Open Mileage 2.15.22	\$11.82	
		<b>\$11.82</b>	CT 25030204
Karina Ortega	Open Mileage 12.7-9.21	\$15.01	
		<b>\$15.01</b>	CT 25030205
Pacific Gas & Electric Company	Electricity Services 7.1.2021- 6.30.2022	\$27,158.05	
	Electricity Services 7.1.2021 - 6.30.2022	\$6,789.51	
		<b>\$33,947.56</b>	CT 25030206
	Electricity Services 7.1.2021- 6.30.2022	\$1,541.06	
	Electricity Services 7.1.2021 - 6.30.2022	\$385.26	
		<b>\$1,926.32</b>	CT 25030207
	Electricity Services 7.1.2021- 6.30.2022	\$162.54	
	Electricity Services 7.1.2021 - 6.30.2022	\$40.64	
		<b>\$203.18</b>	CT 25030208
Greg Pensa	Open Mileage 2.15.22	\$41.65	
	Washington DC Legislative Summit	\$1,014.51	
		<b>\$1,056.16</b>	CT 25030209
Aurora Ruvalcaba	Office Depot- Supplies to Support Vaccine	\$39.14	
		<b>\$39.14</b>	CT 25030210
Scholarship Foundation of Santa Barbara	Return Diaz \$900 Maldonado \$750 Moon \$500	\$2,150.00	
		<b>\$2,150.00</b>	CT 25030211
South Bay Regional Public Safety	Instructional Training Jeff Luna 2.22-3.04.22	\$1,000.00	
		<b>\$1,000.00</b>	CT 25030212
Southern California Gas Co	Gas Supply 7.1.2021 - 6.30.2022	\$20,700.62	
	Gas Supply 7.1.2021 - 6.30.2022	\$5,175.15	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$25,875.77</b>	CT 25030213
Ahc - District Trust Fund	Payroll Deduction 2/28/22	\$150.00	
		<b>\$150.00</b>	CT 25030214
AHC Foundation	Payroll Deduction 2/28/22	\$2,758.96	
		<b>\$2,758.96</b>	CT 25030215
Amazon	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$17.28	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$23.90	
	OFFICE SUPPLIES VALID 9-28-2021 TO 5-31-2022	\$31.43	
	LUXPaper Credit Card Sleeves, 80 lb., Ruby Red	\$15.48	
	Shipping	\$6.51	
		<b>\$94.60</b>	CT 25030216
American Fidelity Assurance Co	Insurance Premiums Feb 2022	\$26,914.39	
		<b>\$26,914.39</b>	CT 25030217
	Insurance Premiums Feb 2022	\$12,801.27	
		<b>\$12,801.27</b>	CT 25030218
	Health Savings Acct Premiums Feb 2022	\$6,341.67	
		<b>\$6,341.67</b>	CT 25030219
Assoc CA Community College Admin	Payroll Deduction 2/28/22	\$97.74	
		<b>\$97.74</b>	CT 25030220
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 2/28/22	\$467.50	
		<b>\$467.50</b>	CT 25030221
C.S.E.A. Victory Club	Payroll Deduction 2/28/22	\$113.50	
		<b>\$113.50</b>	CT 25030222
CA School Employees Association	Payroll Deduction 2/28/22	\$8,746.74	
		<b>\$8,746.74</b>	CT 25030223
Rosa Cortes	Reimb for Cash for College food for Paso Robles HS	\$16.31	
		<b>\$16.31</b>	CT 25030224
De Frisco Photography	Production of Credit Where Credits Due videos for	\$7,390.00	
		<b>\$7,390.00</b>	CT 25030225
Department Of State Hospitals	Instructional Services Agreement 21-71002-000	\$22,325.00	
	Materials (Gas Mask Amplifier MSA 10026265 ESP II)	\$500.00	
	Instructional Services Agreement 21-71002-000	\$26,885.00	
	Materials (Gas Mask Amplifier MSA 10026265 ESP II)	\$500.00	
	Direct Pay Credit	(\$17,408.00)	
		<b>\$32,802.00</b>	CT 25030226
Dept Of Forestry & Fire Protection	FSTEP TRAINING	\$1,650.00	

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Vendor Name	Description	Amount	Warrant
		<b>\$1,650.00</b>	CT 25030227
Division Of The State Architect	DSA Filing Fees for Approval of Plans and	\$7,590.25	
		<b>\$7,590.25</b>	CT 25030228
Yvette Dorado	Reimb for Frames for Fire Academy Graduation	\$70.69	
		<b>\$70.69</b>	CT 25030229
Employment Development Dept	Payroll Deduction 2/28/22	\$212.86	
		<b>\$212.86</b>	CT 25030230
Envoy Plan Services Inc.	Payroll Deduction 2/28/22	\$126,897.65	
		<b>\$126,897.65</b>	CT 25030231
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 2/28/22	\$330.50	
		<b>\$330.50</b>	CT 25030232
Faculty Association of AHCC	Payroll Deduction 2/28/22	\$6,717.16	
		<b>\$6,717.16</b>	CT 25030233
Federal Express Corp	Mailings for Acct #1104-8488	\$10.15	
		<b>\$10.15</b>	CT 25030234
Fence Factory	PS Caps, 4 inch per Invoice 530998	\$11.93	
		<b>\$11.93</b>	CT 25030235
Foodbank Of Santa Barbara County	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$290.61	
		<b>\$290.61</b>	CT 25030236
	Food for Distribution 2021-2022 7/1/21 - 6/30/22	\$474.55	
		<b>\$474.55</b>	CT 25030237
Franchise Tax Board	Payroll Deduction 2/28/22	\$348.31	
		<b>\$348.31</b>	CT 25030238
Kenneth George	Reimbursement - jackets with law enforcement logo	\$90.00	
		<b>\$90.00</b>	CT 25030239
Industrial Medical Group Of Santa Maria Valley	TB-Xray-Medical-Physicals 7-1-21 to 6-30-22	\$1,345.00	
		<b>\$1,345.00</b>	CT 25030240
IRS ACS Support	Payroll Deduction 2/28/22	\$241.48	
		<b>\$241.48</b>	CT 25030241
Jobelephant.Com Inc	Advertising for diversity and outreach	\$199.00	
		<b>\$199.00</b>	CT 25030242
Kerley Corporation	24x36 A Grade Surface Plate	\$3,267.70	
	Castered Stand	\$1,614.94	
		<b>\$4,882.64</b>	CT 25030243
Susannah Kopecky	Reimbursement for Grading Equity Seminar	\$65.28	
	American Library Association - Training	\$224.10	
	Reimbursement for Academic Senate Plenary Sessions	\$325.00	
	Reimbursement for Librarian Conference	\$528.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,142.38</b>	CT 25030244
Labcorp Employer Services Inc	Offsite Screening - Pixel Kit COVID - Processed -	\$150.00	
		<b>\$150.00</b>	CT 25030245
Linde Gas & Equipment Inc.	Nitrogen, compressed gas	\$74.18	
		<b>\$74.18</b>	CT 25030246
Maaco Auto Painting & Bodyworks	Auto Body Repair- 18 Chevrolet	\$568.00	
	Supplies and Paint Materials	\$347.46	
	Body Labor	\$744.00	
	Parts	\$2,240.25	
	Sublet	\$7.61	
		<b>\$3,907.32</b>	CT 25030247
Metropolitan Life Insurance Co	Insurance Premiums Feb 2022	\$6,258.44	
		<b>\$6,258.44</b>	CT 25030248
OAHS Spartatroniks Robotics Boosters	ANNUAL SPONSORSHIP - SPARTATRONIKS ROBOTICS CLUB	\$3,000.00	
		<b>\$3,000.00</b>	CT 25030249
Office Depot	Operational Supplies 1-26-22 - 5-31-22	\$524.29	
	Operational Supplies 1-26-22 - 5-31-22	\$101.08	
	Operational Supplies for the Office	\$79.89	
	Operational Supplies for the Office	\$7.92	
	Operational Supplies for the Office	\$304.92	
	Operational Supplies for the Office	\$14.15	
	Operational Supplies for the Office	\$47.58	
	Instructional Supplies July 17, 2021-May 31, 2022	\$83.20	
	Office Supplies 10-12-21 to 5-31-22	\$39.35	
	Office Supplies 10-12-21 to 5-31-22	\$19.53	
		<b>\$1,221.91</b>	CT 25030250
Orcutt Union School District	Reimbursement Conc Enrol ECS 100	\$3,000.00	
	Reimbursement Conc Enrol HIST 101 AND HIST 107	\$15,000.00	
	Reimbursement Conc Enrol PROD 301	\$9,000.00	
	Credit for Student Health Fees	(\$5,229.00)	
		<b>\$21,771.00</b>	CT 25030251
PARS Public Agency Retirement	Payroll Deduction 2/28/22	\$9,533.32	
		<b>\$9,533.32</b>	CT 25030252
Part Time Faculty AHC - Member	Payroll Deduction 2/28/22	\$8,946.38	
		<b>\$8,946.38</b>	CT 25030253
Diana Perez	Cell Phone reimbursement for Project Director	\$300.00	
		<b>\$300.00</b>	CT 25030254
Pocket NC Company	Pocket NC V2-10 5-Axis CNC Milling Machine Shipping	\$6,300.00	
		\$60.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$6,360.00</b>	CT 25030255
PocketBrainbook	California Pocket Brainbook 2022	\$450.00	
		<b>\$450.00</b>	CT 25030256
Rays Auto Parts	Parts-Supplies, 02-01-22 thru 5-31-22	\$137.01	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$22.38	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$36.67	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$71.27	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$11.19	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$11.35	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$11.35	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$56.18	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$12.03	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$44.58	
	Parts-Supplies, 02-01-22 thru 5-31-22	\$32.04	
	Supplies per Invoice 597735	\$130.94	
	Supplies per Invoice 598150	\$3.94	
	Supplies per Invoice 598036	\$24.95	
		<b>\$605.88</b>	CT 25030257
Santa Barbara Airbus	Bus Service - AHC Womens Basketball per Inv. 3077	\$1,800.00	
		<b>\$1,800.00</b>	CT 25030258
Santa Barbara Co Air- INVALID RECORD	Emissions Fee-11210 Lompoc Gas Tank Permit	\$471.48	
	AB2588 State Fee - 01019 - Allan Hancock College	\$70.00	
	Emission Fee - 01019 - Bldg. O Auto Body Permit	\$471.48	
		<b>\$1,012.96</b>	CT 25030259
Santa Barbara Co Education Office	SBCSBA ANNUAL DUES 2021-22	\$350.00	
		<b>\$350.00</b>	CT 25030260
Santa Barbara Co Env Health Svc	Annual Hazardous Materials Permit Fee for 2022	\$1,074.00	
	Annual Hazardous Materials Permit Fee for 2022	\$1,323.00	
	Annual Hazardous Materials Permit Fee for 2022	\$1,537.00	
		<b>\$3,934.00</b>	CT 25030261
Santa Barbara County Sheriff's Office	Payroll Deduction 2/28/22	\$1,035.53	
		<b>\$1,035.53</b>	CT 25030262
Santa Maria Times	Digital Reveal Ad Promoting Spring Registration to Monthly Online Big Ad July 2021-June 2022	\$350.00 \$1,000.00	
	Double-Truck, Full-Color Ad in Lompoc Record	\$1,800.00	
		<b>\$3,150.00</b>	CT 25030263
Santa Ynez Valley Union High School District	Reimbursement Concur Enrol HIST 107	\$6,000.00	
	Reimbursement Concur Enrol POLS 103	\$3,000.00	
	Credit for Student Health Fees	(\$2,037.00)	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$6,963.00</b>	CT 25030264
ScholarShare College Savings 529	Payroll Deduction 2/28/22	\$30.00	
		<b>\$30.00</b>	CT 25030265
SLO Safe Ride	Bus Service - AHC Womens Basketball, 2-9-22	\$1,485.00	
	Bus Service - AHC Men's Basketball, 1-31-22	\$2,400.00	
	Bus Service - AHC Women's Basketball, 1-31-22	\$2,022.00	
		<b>\$5,907.00</b>	CT 25030266
Smith Pipe & Supply Inc	Turf Herbicide, Speedzone Gal per Invoice 3853290	\$209.55	
		<b>\$209.55</b>	CT 25030267
Source Graphics	HP 360 Wide format Supplies	\$1,029.14	
		<b>\$1,029.14</b>	CT 25030268
Sousa Tire Service	Tires per Invoice 64632	\$218.17	
	State Tax Recycle Fee	\$3.50	
	Tire Disposal Fee	\$36.00	
	Tire Disposal Fees	\$58.00	
		<b>\$315.67</b>	CT 25030269
Specialty Constructors Services Inc	Baseball Softball Field Restroom Facilities	\$180,832.15	
	Change Order #001 to Include Moving the Building	\$9,887.95	
		<b>\$190,720.10</b>	CT 25030270
Spectrum Reach	30-second Ad Promoting Spring Registration to run	\$1,207.60	
	Production of Spring Reg Ad to include shoot, edit	\$1,400.00	
		<b>\$2,607.60</b>	CT 25030271
St. Joseph High School	Reimbursement Concur Enrol HIST 107	\$9,000.00	
	Reimbursement Concur Enrol POLS 103	\$9,000.00	
		<b>\$18,000.00</b>	CT 25030272
St. Mary Of The Assumption School	Vaccination Incentive Visa Cards	\$242,500.00	
		<b>\$242,500.00</b>	CT 25030273
Subway	Cash for College food for Allan Hancock College	\$46.00	
	Cash for College food for Arroyo Grande High	\$46.00	
	Cash for College food for Nipomo High school	\$46.00	
	Cash for college food for Santa Maria High School	\$138.00	
		<b>\$276.00</b>	CT 25030274
Super Muffler Inc.	Walker Catalytic Converter, E.O. #D-182-69	\$1,587.75	
	OEM Down Stream Oxygen Sensor	\$130.50	
	Labor Charges	\$200.00	
		<b>\$1,918.25</b>	CT 25030275
SurveyMonkey Inc	Data Subscription Renewal 03-16-22 to 03-15-23	\$600.00	
	Data Subscription Renewal 03-16-22 to 03-15-23	\$600.00	
		<b>\$1,200.00</b>	CT 25030276
Synergy Sports	Foundation Services + Video Database + Video	\$2,000.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,000.00</b>	CT 25030277
Hanali Tapia-Palacios	Reimbursement for Candy Purchased	\$40.39	
		<b>\$40.39</b>	CT 25030278
Testa Catering	Linen- 90 x 90 Square	\$326.25	
	Linen - Standard Rectangular	\$456.75	
	Equipment Protection Plan @ 10.0%	\$78.30	
	Tent Rental for COVID Testing Invoice#1200	\$7,477.65	
	Equipment Protection Plan	\$747.77	
	Labor and Delivery/Pick Up Fees	\$150.00	
		<b>\$9,236.72</b>	CT 25030279
Texas Life Insurance Co.	Insurance Premiums Feb 2022	\$9,460.48	
		<b>\$9,460.48</b>	CT 25030280
Thomson Automotive Information Systems	2022 Smog Emissions Manual	\$172.91	
		<b>\$172.91</b>	CT 25030281
United Way of the Central Coast	Payroll Deduction 2/28/22	\$30.00	
		<b>\$30.00</b>	CT 25030282
US Bank Corporate Payment System	Instructional supplies for Biology labs	\$218.21	
	AMAZON	\$166.80	
	URBANE CAFE BOARD DINNER	\$14.08	
	EL TORO	\$29.33	
	PANDA EXPRESS	\$30.00	
	MOUNTAIN MIKES PIZZA	\$108.97	
	Santa Barbara Bike Coalition - purchase of Bicycle	\$201.19	
	Office Chair	\$119.61	
	Office Depot Storage Boxes	\$193.53	
	Zip Recruiter, Advertising Job Vacancies	\$649.00	
	Cal Poly Career Services	\$300.00	
	Good Hire, Advertising Job Vacancies	\$272.00	
	Kapwing Pro Digital Subscription	\$20.00	
	Facebook Promo Guided Pathways	\$96.91	
	Facebook Promo 2022 Winter Spring Registration	\$95.51	
	Urbane Cafe Business Lunch	\$103.45	
	Google	\$29.99	
	FS.Com - Transceivers	\$53.50	
	Amazon - USB Audio Interface	\$456.74	
	Albertsons-\$100 Visa Gift Cards Cal-SOAP Incentive	\$317.85	
	California Association of Student Financial Aid	\$50.00	
	Starbucks-\$10 Booster Incentive Gift Cards	\$500.00	
	Central Coast Yamaha - Kit Brake Pads	\$70.68	
	Amazon - Label tape replacement 3-pack	\$78.24	
	ADA Fruit Industries - Instructional Supplies	\$602.53	
	Northern Arizona Wind & Sun - Operational Supplies	\$213.47	
	Northern Arizona Wind & Sun - Operational Supplies	\$0.00	
	Credit on US BANK CARD x7090 JAN22 Statement	(\$595.00)	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$4,396.59</b>	CT 25030283
Guadalupe Ayala-Romero	Manual Refund Submitted	\$1,977.00	
		<b>\$1,977.00</b>	CT 25030284
Kurtis Blunt	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25030285
Kailen Castillo	Manual Refund Submitted	\$195.00	
		<b>\$195.00</b>	CT 25030286
Abel Cedillo	Manual Refund Submitted	\$1,411.00	
		<b>\$1,411.00</b>	CT 25030287
Valerie Chen	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030288
Gabriela Contreras-Sandov	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030289
Juliana Cruz	Manual Refund Submitted	\$811.00	
		<b>\$811.00</b>	CT 25030290
Antonio Cuevas	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030291
Justin Edwards	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030292
Lacey Figueroa	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030293
Miriam Figueroa	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030294
Joseph Gill	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030295
Kaila Guillemín	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25030296
Jenessa Hernandez	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030297
Antonio Hernandez Gonzalez	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030298
Lucas Hsiung	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030299
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25030300
Dayleen Lopez-Vorlob	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25030301
Jessica Martinez	Manual Refund Submitted	\$100.00	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$100.00</b>	CT 25030302
Joseph Mcdonough	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030303
Tyler Oshiro	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030304
Ryan Pace	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030305
Beatriz Pacheco	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030306
Richard Parr	Manual Refund Submitted	\$186.00	
		<b>\$186.00</b>	CT 25030307
Ashley Perryman	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030308
Dustin Pierson	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030309
Daniel Pinette	Manual Refund Submitted	\$18.00	
		<b>\$18.00</b>	CT 25030310
Isaiah Porraz	Manual Refund Submitted	\$2,073.00	
		<b>\$2,073.00</b>	CT 25030311
Christian Ramos	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030312
Reymundo Ramos	Manual Refund Submitted	\$42.00	
		<b>\$42.00</b>	CT 25030313
Diego Romero	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030314
Maria Sanchez	Manual Refund Submitted	\$336.00	
		<b>\$336.00</b>	CT 25030315
Martha Sandoval	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25030316
Donald Sigala	Manual Refund Submitted	\$237.00	
		<b>\$237.00</b>	CT 25030317
Ted Sypolt	Manual Refund Submitted	\$142.23	
		<b>\$142.23</b>	CT 25030318
Siojin Tcheu-Chanhthavisith	Manual Refund Submitted	\$23.00	
		<b>\$23.00</b>	CT 25030319
Danna Torpen	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030320
Heather Trahan	Manual Refund Submitted	\$250.00	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$250.00</b>	CT 25030321
Daniel Urquhart	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25030322
Jeanette Valdez	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25030323
Julissa Vasquez	Manual Refund Submitted	\$473.00	
		<b>\$473.00</b>	CT 25030324
Jose Velasquez	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25030325
Olivia Ward	Manual Refund Submitted	\$250.00	
		<b>\$250.00</b>	CT 25030326
Eric Weaklim	Manual Refund Submitted	\$186.00	
		<b>\$186.00</b>	CT 25030327

**Warrant Register**

Check Dates from 2/1/2022 to 2/28/2022  
Bank Code: CT

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

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Total for General Fund 9410	\$2,799,378.16
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$1,801.50
Total for Capital Outlay Project Fund 9441	\$3,588,297.30
Total for General Obligation Bond Fund 9447	\$1,246,789.42
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	\$15,825.57
Total for Post-Employment Benefits Fund 9469	\$2,256.12
Total for Student Body Center Fee Trust Fund 9473	\$0.00

## Allan Hancock College

## Check Register

Check Dates from 2/1/2022 to 2/28/2022

Bank Code: RC

Vendor Name	Description	Amount	Check
Virginia Gibson	Insurance Premiums Overpayment June 2021	\$402.00	
		<b>\$402.00</b>	RC 40000227
Jackson Fuller	JANUARY PAYROLL HOURS 2022	\$453.85	
		<b>\$453.85</b>	RC 40000228
		<b>Total: \$855.85</b>	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
February 2022	
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
ACTLA	Association of Colleges for Tutoring & Learning Assistance
B & B Steel & Supply	NO ACRONYM
CAL-OES	California Office of Emergency Services
CALM	Child Abuse Listening Mediation
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
CCCAOE	California Community College Administrators of Occupational Education
CDW Government Inc	Computer Discount Warehouse Government Inc
CSSO	Chief Student Services Officers
EDITS	Educational and Industrial Testing Service
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
GM Financial Leasing	General Motors Financial Leasing
hBARSCI	hBAR Science
IPMA	International Project Management Association
IPS Group INC	International Parking Systems
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B DEWAR	NO ACRONYM
MFAC LLC	MF Athletic Company
MILO Range Systems	Multiple Interactive Learning Objectives Range Systems
NAEYC	National Association for the Education of Young Children
NISOD	National Institute/Staff & Organizational Development
OAHS Spartatroniks	Orcutt Academy High School Spartatroniks Robotics Boosters
OCLC	Online Computer Library Center Inc
PARS	Public Agency Retirement System
PCPA Foundation	Pacific Conservatory of the Performing Arts Foundation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
RD Systems	Russell and Downy Systems
SISC III	Self Insured Schools of California
SLO Safe Ride	San Luis Obispo Safe Ride
SVM LP	Stored Value Marketing
USDA Forest Service	United States Department of Agriculture Forest Service
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Authorization to Declare District Property as Surplus	Item Number: 12.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**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 a 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 surplused 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 April 2022 Board Meeting

Location	Description	Qty	Condition	AHC ID #	Grant Tag #	Facilities Work Order	Dept.	Serial #
Surplus Yard	Lockers	Multi	Slight Rust damage to outside. Still in working condition	none	NA	67809	Facilities	NA
SM Library	Canon image runner 1750if	1	The copier is in use-able condition and still works however we have updated the copier for a newer version and need to surplus the older model.	725015	NA	67892	Library	04497
SM Library	Canon Image Runner 3225	1	Copier is broken and cannot be used again. Last time it was used was last year approximately 10/21.	717628	NA	67891	Library	10969
Bldg O	Bencher, Inc. Light Control	1	We do not use this equipment any longer - we use digital photographs and tripods instead. There is no space in the new fine arts building to store it. Electronics work, and the lights work.	NA	NA	67868	Fine Arts	15370
Bldg O	SRA3 bindery equipment	1	Not operational. Not used for program and parts are needed to make functional.	313	NA	67868	Fine Arts	SRA 1465
BS	Schwab 5000 Fire resistant drawer	1	Good condition. All drawers work and key is included. With the shift to pdf files, this file cabinet is no longer being utilized.	NA	NA	67828	BS	NA

## Surplus List for April 2022 Board Meeting

Location	Description	Qty	Condition	AHC ID #	Grant Tag #	Facilities Work Order	Dept.	Serial #
Bldg O	Canon image runner 2552	1	Non functioning, last used week of 2.28.22. Cannot be used by anyone else. Continually freezes, technician stated motherboard is failing, and is obsolete for repairs.	717823	NA	67899	Academic Affairs	2538B002
Bldg O	Canon Image Runner 2525	1	Non functioning. copier is unreliable. last used week of 3.7.22. Cannot be used by another dept. Continually jams and is obsolete for repairs	724363	NA	67899	Academic Affairs	2840B002



**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Associate Superintendent/Vice President	
Subject: Authorization to Utilize the WSCA-NASPO DataComm Contract No. AR3228 PA 7-20-70-47-04 for the Procurement of Networking Equipment to be installed in the New Fine Arts Complex Building	Item Number: 12.C.
Institutional Goal: Facilities Master Plan	Enclosures: Page 1 of 11

**BACKGROUND**

This request is for authorization to utilize the WSCA-NASPO DataComm Contract No. AR3228 PA 7-20-70-47-04 for the procurement of networking equipment from Sehi Computer Products to be installed in the New Fine Arts Building under the provisions of California Public Contract Code 20652 (Community College Districts).

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

This contract will end on September 30, 2024.

**FISCAL IMPACT**

The estimated purchase amount is \$125,000 and will be funded through Measure I General Obligation Bond funds.

**RECOMMENDATION**

Staff recommends that the board of trustees approve authorization to utilize the WSCA-NASPO DataComm Contract No. AR3228 PA 7-20-70-47-04 for the procurement of networking equipment from Sehi Computer Products to be installed in the new Fine Arts Complex building in the estimated amount of \$125,000.

Administrator Initiating Item:  Eric D. Smith	Final Disposition:
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**STATE OF CALIFORNIA**  
**PARTICIPATING ADDENDUM NUMBER 7-20-70-47-04**  
**DATA COMMUNICATIONS**  
**Utah NASPO ValuePoint Master Agreement Number AR3288**  
**Hewlett Packard Enterprise Company (Contractor)**

This Participating Addendum Number 7-20-70-47-04 is entered into between the state of California, Department of General Services (hereafter referred to as "State" or "DGS") and Hewlett Packard Enterprise Company (hereafter referred to as "Contractor") under the lead state of Utah NASPO ValuePoint Master Agreement Number AR3288.

**1. SCOPE**

- A. This Participating Addendum covers the purchase of Data Communications products and associated services under the Utah NASPO ValuePoint Master Agreement. The Utah NASPO ValuePoint Master Agreement Number AR3288 is hereby incorporated by reference. Product/service categories included under this Participating Addendum are identified in Section 5 (Available Products and Services).
- B. This Participating Addendum is available for use by California state agencies and local governments. A local government is defined as any city, county, city and county, district, or other local governmental body, school district or corporation empowered to expend public funds. The State Agency Listing (<https://www.ca.gov/agenciesall/>) provides a comprehensive list of state agencies.
- C. Each local government is to make its own determination whether this Participating Addendum and the Utah NASPO ValuePoint Master Agreement are consistent with its procurement policies and regulations.

**2. TERM**

- A. The term of this Participating Addendum shall begin June 1, 2020, or upon signature approval by the State, whichever is later and will end September 30, 2024, or upon termination by the State, whichever occurs first.
- B. Lead State amendments to extend the NASPO ValuePoint Master Agreement term date are not automatically incorporated into this Participating Addendum. Extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.
- C. Order placement and execution shall be on or before the expiration of this Participating Addendum. However, delivery of products or completion of services may be after the Participating Addendum expiration date.

**Participating Addendum 7-20-70-47-04****3. TERMS AND CONDITIONS/INCORPORATION OF DOCUMENTS**

A. Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of goods or services made under this Participating Addendum.

- 1) General Provisions – Information Technology (GSPD-401IT) effective 9/5/2014. This document can be viewed on the DGS Procurement Division website (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language>).
- 2) Cloud Computing Software as a Service (SaaS) General Provisions effective 6/7/2019. This document can be viewed on the DGS Procurement Division website (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language>).
- 3) Cloud Computing Special Provisions for Software as a Service (SaaS) effective 03/15/18. This document can be viewed on the DGS Procurement Division website (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Model-Contract-Language>).

**4. ORDER OF PRECEDENCE**

A. In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- 1) California Participating Addendum Number 7-20-70-47-04
- 2) Utah NASPO ValuePoint Master Agreement Number AR3288

**5. AVAILABLE PRODUCTS AND SERVICES**

A. The following product and service categories are listed in the Utah NASPO ValuePoint Master Agreement AR3288:

- 1) Category 1.2 Networking
- 2) Category 1.3 Routers, Switches, Security, and Storage Networking
- 3) Category 1.4 Wireless

**6. RESTRICTIONS/DISALLOWED PRODUCTS AND SERVICES**

A. The following product and service offerings are prohibited under this Participating Addendum.

- 1) Leasing

This restriction is not applicable to local governments.

**Participating Addendum 7-20-70-47-04**

- B. Products and services that are available on the California Network and Telecommunications (CALNET) Program and mandatory California statewide contracts cannot be purchased from this Participating Addendum by non-exempt state agencies without an exemption.

State agencies are responsible for contacting the California Department of Technology (CDT) for CALNET contract exemptions and the DGS Procurement Division for mandatory statewide contract exemptions in accordance with the published User Instructions prior to issuing a purchase order.

This restriction is not applicable to local governments.

- C. Services that fall within the definition of "public works" as defined in Public Contract Code, Section 1101 and Labor Code Section 1720 are disallowed under this cooperative agreement and must be procured by alternate means.

This restriction is not applicable to local governments.

**7. PRICING**

Contractor is responsible for maintaining a current price list of available products and services on the NASPO ValuePoint Data Communications 2019-2026 website.

**8. AUTHORIZED RESELLERS**

- A. Contractor may use State-approved Authorized Resellers under this Participating Addendum for sales and service functions as defined herein.

- 1) Authorized Resellers must accept purchase orders and accept payment from ordering agencies for products and services offered under this Participating Addendum.
- 2) Authorized Resellers are responsible for sending a copy of all purchase orders and invoices to the Contractor for compliance with quarterly usage reporting and administrative fee requirements.
- 3) All purchase documents to Authorized Resellers shall reference the Participating Addendum Number and Contractor Name.

- B. Contractor shall be responsible for successful performance and compliance with all requirements in accordance with the terms and conditions under this Participating Addendum, even if work is performed by Authorized Resellers. All State policies, guidelines, and requirements shall apply to Authorized Resellers.
- C. Contractor will be the sole point of contact with regard to Participating Addendum contractual matters, reporting, and administrative fee requirements.

**Participating Addendum 7-20-70-47-04**

- D. Subject to the approval of the State, Authorized Resellers may be added on a quarterly basis during the term of the contract. Contractors shall notify the State of any deleted Authorized Resellers or changes to current Authorized Resellers' contact information in writing at any time during the contract term.
- E. Contractor will be required to submit Authorized Reseller requests, in a format specified by the State, to the State Contract Administrator for approval.
- F. State-approved Authorized Resellers will be posted on the State's Cal eProcure website.

**9. SUBCONTRACTORS**

The Contractor shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted.

**10. ORDERING AGENCY RESPONSIBILITIES**

- A. State agency and local government use of this Participating Addendum is optional.
- B. State agencies and local governments must follow the ordering procedures outlined within the User Instructions guide, administered by the State Contract Administrator, to execute orders against this Participating Addendum. User Instructions are posted on the State's Cal eProcure website.

**11. STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC)**

- A. State agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign (SABRC) per Public Contract Code sections 12200-12217.
- B. Contractor will be required to complete and return a Recycled-Content Certification form (<https://www.calrecycle.ca.gov/contracts/forms>) upon request by a state agency.

**12. DELIVERY**

- A. Delivery shall occur within 30 days after receipt of order, or as negotiated between ordering agency and contractor and included in the purchase order, or as otherwise stipulated in the NASPO ValuePoint Master Agreement.
- B. Free On Board (F.O.B.) Destination to the ordering agency's receiving point.

**Participating Addendum 7-20-70-47-04****13. INVOICING AND PAYMENT**

- A. Payment terms for this Participating Addendum are net 45 days. Payment will be made in accordance with IT General Provisions Paragraph 30 (Required Payment Date).
- B. Invoices shall be sent to the address identified in the ordering agency's purchase order. The State Participating Addendum Number and ordering agency purchase order number shall appear on each invoice for all purchases placed under this Participating Addendum.
- C. Contractor will accept the State of California credit card (CAL-Card) for payment of invoices.

**14. USAGE REPORTING**

- A. Contractor shall submit usage reports on a quarterly basis to the State Contract Administrator for all California entity purchases using the report template attached hereto as Attachment A. The report is due even when there is no activity.
- B. The DGS Contract Administrator reserves the right to modify Attachment A and require Contractor to provide additional order information during the course of this Agreement.
- C. The report shall be an Excel spreadsheet transmitted electronically to the DGS Cooperatives mailbox (PDCooperatives@dgs.ca.gov).
- D. Any report that does not follow the required format or that excludes information will be deemed incomplete. Contractor will be responsible for submitting corrected reports within five business days of the date of written notification from the State.
- E. Tax must not be included in the report, even if it is on the purchase order.
- F. Reports are due for each quarter as follows:

Reporting Period	Due Date
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 31

- G. Failure to meet reporting requirements and submit the reports on a timely basis shall constitute grounds for suspension of this contract.

**Participating Addendum 7-20-70-47-04**

- H. Time extensions may be approved only if all due reports have been submitted to the State.

**15. ADMINISTRATIVE FEE**

- A. Contractor shall submit a check, payable to the State of California, remitted to the Cooperative Agreement Unit for the calculated amount equal to 1.25% of the sales for the quarterly period.
- B. Contractor must include the Participating Addendum Number on the check. Those checks submitted to the State without the Participating Addendum Number will be returned to Contractor for additional identifying information.
- C. Administrative fee checks shall be submitted to:
- State of California  
Department of General Services, Procurement Division  
Attention: Cooperative Agreement Program  
707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, MS 2-202  
West Sacramento, CA 95605
- D. The administrative fee shall not be included as an adjustment to Contractor's NASPO ValuePoint Master Agreement pricing.
- E. The administrative fee shall not be invoiced or charged to the ordering agency.
- F. Payment of the administrative fee is due irrespective of payment status on orders or service contracts from a purchasing entity.
- G. Administrative fee checks are due for each quarter as follows:

Reporting Period	Due Date
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 31

- H. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this contract.

**16. CONTRACT MANAGEMENT**

- A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor	Contract Manager
Name:	Nancy Schwarz
Phone:	(480) 636-0267
Email	<a href="mailto:Nancy.Schwarz@hpe.com">Nancy.Schwarz@hpe.com</a>
Address:	Hewlett Packard Enterprise Company 6280 America Center Drive San Jose, CA 95002

- B. The State Contract Administrator for this Participating Addendum shall be as follows:

State	Contract Administrator
Name:	Julie Matthews
Phone:	(916) 375-4612
Email	<a href="mailto:Julie.Matthews@dgs.ca.gov">Julie.Matthews@dgs.ca.gov</a>
Address:	State of California Department of General Services Procurement Division 707 Third Street, 2nd Floor, MS 2-202 West Sacramento, CA 95605

- C. Should the contact information for either party change, the party will provide written notice with updated information no later than ten business days after the change.

**17. TERMINATION OF AGREEMENT**

The State may terminate this Participating Addendum at any time upon 30 days prior written notice to the Contractor. Upon termination or other expiration of this Participating Addendum, each party will assist the other party in orderly termination of the Participating Addendum and the transfer of all assets, tangible and intangible, as may facilitate the orderly, non-disrupted business continuation of each party. This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.



## Participating Addendum 7-20-70-47-04

**18. AMENDMENT**

No amendment or variation of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Participating Addendum is binding on any of the parties.

**19. AGREEMENT**

- A. This Participating Addendum and the Master Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum or the Master Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the Master Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.
- B. By signing below Contractor agrees to offer the same products/and or services as on the Utah NASPO ValuePoint Master Agreement Number AR3288, at prices equal to or lower than the prices on that contract.
- C. IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

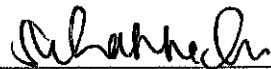
**STATE OF CALIFORNIA****CONTRACTOR**

Department of General Services

Hewlett Packard Enterprise Company

Agency Name

Contractor Name



5/28/2020

Authorized Signature

Date Signed



05/18/2020

Authorized Signature

Date Signed

Stephanie Lim / MAU2 supervisor

Printed Name/Title of Person Signing

Chris Backes, CONTRACT NEGOTIATOR

Printed Name/Title of Person Signing

707 Third Street  
West Sacramento, CA 95605

Address

6280 America Center Drive  
San Jose, CA 95002

Address

**ATTACHMENT A**

Usage Report: Data Communications (2019-2026)

<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>Reporting Period:</b>	
<b>Report Value:</b>	
<b>Administrative Fee:</b>	

[illegible]

### Template Key

Contract Number: Contractor: Reporting Period: Report Value: Administrative Fee:		Participating Addendum Number Contractor Name Reporting Quarter Total Sales for Reporting Period 1.25% of Total Sales									
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
Ordering Agency Name	State/Local Spend	Purchase Order / Service Contract Number	Order Date	Category	Manufacturer Part Number (OEM #)	Item Description	Quantity	List Price/MSRP	Contract Unit Price	Extended Contract Price Paid	Index Date / Catalog Version
State Agency or Local Government name as described on the purchase document	Identify ordering agency as a "State" or "Local Government" entity, as applicable.	Ordering agency's unique purchase order or service contract number associated with item(s) purchased.	Date the ordering agency placed the order.	Category for each line item (commodity/service) that includes Contractor respective percent discount off MSRP.  This Identifier should match the Category provided in the Contractor's Master Agreement.	Manufacturer's unique identifier for the line item.	Information about commodity/service purchased. Narrative should be descriptive enough to validate consistency with the Category/ Group ID stated in Column E	Quantity purchased for each line item. All returned items are reported as a negative number. For service contracts, identify term in months.	An independently verifiable public price (MSRP) available to the general public.  When providing usage reports, this information should reflect list prices at time of order.	This is the price paid for given line item.	Total Price (Quantity X Price ); (Column H x Column J)	Price or catalog effective date. Helps DGS track index price changes (historical frame of reference)
Text	Text	Variable Characters	Date	Variable Characters	Variable Character	Variable Character	Number	Currency	Currency	Currency	Date / Variable Character
Department of General Services	State	2832820	4/30/2013	1.2	ISIN/K34	Application Services	1	\$55.00	\$48.95	\$48.95	7/19/2012
Department of General Services	State	2832820	4/30/2013	1.2	M1000	3-year Maintenance	1	\$300	\$270.00	\$810.00	7/19/2012
Department of General Services	State	2832820	4/30/2013	1.3	IS330AI + SP10	1-year Maintenance	1	\$48.00	\$24.96	\$898.56	7/19/2012

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 12.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND****Acceptance of Grants Approved**

Institutional Grants has been notified of funding for the following grants in the amount of \$2,214,705.

1. Santa Barbara County Air Pollution Control District: 2021 Clean Air Grants Infrastructure Program (\$45,000)

The college has been granted \$44,000 in funding from the Santa Barbara County Air Pollution Control District, 2021 Clean Air Grants Infrastructure Program. Funds available benefit public health for the installation of fueling or energy infrastructure to fuel or power covered sources. This project is for the installation of three electric vehicle charging stations at the Lompoc Valley Campus.

Matching funds will be included from the Capital Projects Fund. The project period is January 1, 2022, to December 31, 2022. (Submitted by Gerald Domingues)

(continued)

**FISCAL IMPACT**

1. Santa Barbara County Air Pollution Control District: 2021 Clean Air Grants Infrastructure Program, in the amount of \$45,000.
2. California Volunteers: CaliforniansForAll College Fellowship, in the amount of \$1,775,000.
3. State of California, Department of Finance: Higher Education Student Housing Grant Program, Planning, in the amount of \$125,000.
4. United States Department of Agriculture, California Department of Social Services: FY2022-2024 CA Higher Ed CalFresh Outreach, in the amount of \$219,705.
5. Arthur N. Rupe Foundation: 2022 Dorothy Rupe CNA Program grant, in the amount of \$35,000.
6. Advocates for Human Potential, Inc.: Mentored Internship Program, in the amount of \$15,000.

**RECOMMENDATION**

Staff recommends the board of trustees accept these contracts for a total of \$2,214,705 in restricted funds to the district and review the grant proposals as submitted.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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2. California Volunteers: CaliforniansForAll College Fellowship (\$1,775,000)

The college received funding, in partnership with California Polytechnic State University, San Luis Obispo, as the lead applicant, for the California Volunteers: CaliforniansForAll College Fellowship. The purpose of this initiative is to build the next generation of civic leaders by engaging college students from all backgrounds in meaningful community service, while providing them with a path toward reducing college debt. In this way, the CaliforniansForAll College Fellowship will help mitigate the disproportionate impacts for both students and communities of the COVID-19 public health emergency. The College Fellowship will advance three primary goals: (1) to engage college students in meaningful service opportunities that build leadership skills and civic responsibility; (2) to help students from diverse backgrounds graduate college on time and with less debt; (3) to support the work of community-based organizations focused on key local priorities (e.g. K-12 Education, Food Insecurity, Climate Action).

No matching funds are required. The project period is from January 15, 2022, to July 31, 2024. (Submitted by Thomas Lamica)

3. State of California, Department of Finance: Higher Education Student Housing Grant Program, Planning (\$125,000)

The college received \$125,000 in funding from the State of California, Department of Finance, Higher Education Student Housing Grant Program. This program aims to provide affordable, low-cost housing options for public postsecondary students in California. The planning grant will fund a feasibility study, sewer and water engineering study, traffic study, architectural plans, environmental review, building permits, legal counsel fees, and site preparation for a possible student housing project at Hancock.

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

4. United States Department of Agriculture, California Department of Social Services: FY2022-2024 CA Higher Ed CalFresh Outreach (\$219,705)

The college received \$219,705 in funding as a subcontractor with California State University, Chico, and from the United States Department of Agriculture, California Department of Social Services FY2022-2024 CA Higher Ed CalFresh Outreach program. The college will prescreen students, help students complete the CalFresh food applications, create campus partnerships, help students maintain benefits, and complete quarterly reporting requirements.

Matching funds are provided by state funding. The project period is for three years from October 1, 2021, to September 30, 2024. (Submitted Nohemy Ornelas)

5. Arthur N. Rupe Foundation: 2022 Dorothy Rupe CNA Program grant (\$35,000)

The college received \$35,000 in funding for the Certified Nursing Assistant Program grant for the 2022-23 academic year. Funds will be used for instructional support, student support and/or emergency assistance, exam fees and/or testing travel expenses.

No matching funds are required. The project period is for one year from July 1, 2022, to June 30, 2023. (Submitted by Margaret Lau)

6. Advocates for Human Potential, Inc.: Mentored Internship Program (\$15,000)

The college received \$15,000 in funding as a partner with LAGS Recovery Centers, Inc., from the Advocates for Human Potential, Inc., Mentored Internship Program. Funds will support four mentors, 32 interns, and three partner educational institution subcontractors and to expand and expose high school/community college students to career paths in the Behavioral Health field.

No matching funds are required. The project period is from April 1, 2022, to September 29, 2023. (Submitted by Rick Rantz)

### Review of Grant Proposals Submitted

Institutional Grants submitted the following grant applications for a total of \$1,315,916 in requested funds.

1. Lumina Foundation: The Million-Dollar Community College Challenge (\$1,000,000)

The college applied for \$1,000,000 in funding for The Million-Dollar Community College Challenge from Lumina Foundation. Funds will be used to enhance marketing efforts to support the enrollment and retention of students from historically underserved communities.

No matching funds are required. The project period is August 2022 to August 2024. (Submitted by Lauren Milbourne)

2. California Community College Chancellor's Office: Rising Scholars Network (\$190,000)

The college applied for \$190,000 in funding for the Rising Scholars Network from California Community College Chancellor's Office. This program's aims to expand the number of justice-involved students participating and succeeding in community colleges.

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

3. Advocates for Human Potential, Inc.: Mentored Internship Program (\$15,000)

The college applied for \$15,000 in funding as a partner with LAGS Recovery Centers, Inc. from the Advocates for Human Potential, Inc., Mentored Internship Program. Funds will support four mentors, 32 interns, and three partner educational institution subcontractors and will expose high school/community college students to career paths in the Behavioral Health field.

No matching funds are required. The project period is from April 1, 2022, to September 29, 2023. (Submitted by Rick Rantz)

4. Foundation for California Community Colleges: 2022 Nursing Education Investment Grants Program (\$110,916)

The college applied for \$110,916 in funding for the 2022 Nursing Education Investment Grants Program from the Foundation for California Community Colleges. Funds will support efforts to educate and train students in nursing programs through academic support and technology.

No matching funds are required. The project period is from July 1, 2022, to June 30, 2024. (Submitted by Margaret Lau)

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.E.
Institutional Goal: Accreditation Standard III	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**  
**SPRING 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ADULT BASIC SKILLS</b>		
Campos, Mary	40859	BASK 7008A	Success in College Lab	.040
		<b>COOPERATIVE WORK EXPERIENCE</b>		
Aye, Tyson	42198	CWE 149	Coop Work Exp. Occupational	.008
Aye, Tyson	42213	CWE 149	Coop Work Exp. Occupational	.016
Krier, Erin	42196	CWE 149	Coop Work Exp. Occupational	.008
		<b>COUNSELING</b>		
Souza, Brooke	Assigned	COUN	Counseling – SM	.040
Zepeda De Rosas, Maria	Assigned	COUN	Counseling – SM	.013



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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>BUSINESS</b>				
Wagner, Stephen	41396	BUS 369	Employment Law	.033
<b>COOPERATIVE WORK EXPERIENCE</b>				
Carson, Marcus	42191	CWE 149	Coop Work Exp. Occupational	.024
Carson, Marcus	42217	CWE 149	Coop Work Exp. Occupational	.016
George, Kayla	42216	CWE 149	Coop Work Exp. Occupational	.008
Walker, Michelle	40610	CWE 149	Coop Work Exp. Occupational	.072
Walker, Michelle	40608	CWE 149	Coop Work Exp. Occupational	.064
Walker, Michelle	40606	CWE 149	Coop Work Exp. Occupational	.016
<b>EMERGENCY MEDICAL SERVICES</b>				
Combs, Michele	42243	EMS 414	ACLS Refresher	.033
Combs, Michele	42244	EMS 414	ACLS Refresher	.033
Combs, Michele	42245	EMS 414	ACLS Refresher	.033
Combs, Michele	42246	EMS 414	ACLS Refresher	.033
Combs, Michele	42247	EMS 414	ACLS Refresher	.033
Combs, Michele	42248	EMS 414	ACLS Refresher	.033
<b>FIRE TECHNOLOGY</b>				
Burch, William	42013	FT 307	Firefighter 1 Academy 1A	.147
Bradley, Miya	42015	FT 308	Firefighter 1 Academy 1B	.059
D'Andrea, Dana	42013	FT 307	Firefighter 1 Academy 1A	.029
D'Andrea, Dana	42015	FT 308	Firefighter 1 Academy 1B	.129
Davis, Steven`	42015	FT 308	Firefighter 1 Academy 1B	.159
Densmore, Andrew	42015	FT 308	Firefighter 1 Academy 1B	.029
Dickson, Douglas	42013	FT 307	Firefighter 1 Academy 1A	.029
Hart, Stanley	42013	FT 307	Firefighter 1 Academy 1A	.118
Janatsch, Bruce	42013	FT 307	Firefighter 1 Academy 1A	.029
Markley, John	42013	FT 307	Firefighter 1 Academy 1A	.029
Martinez, Christopher	42013	FT 307	Firefighter 1 Academy 1A	.105
Martinez, Essex	42013	FT 307	Firefighter 1 Academy 1A	.074
McMann, Scott	42013	FT 307	Firefighter 1 Academy 1A	.029
Miya, Bradley	42015	FT 308	Firefighter 1 Academy 1B	.029
Montejo, Vincent	42013	FT 307	Firefighter 1 Academy 1A	.191
Orr, Howard	42015	FT 308	Firefighter 1 Academy 1B	.092
Snodgrass, James	42015	FT 308	Firefighter 1 Academy 1B	.033
<b>LAW ENFORCEMENT</b>				
Alexander, Eric	42091	LE 330	Core Custody Academy	.094
Alvarez, Gabriel	41791	LE 321	Basic Law Enforcement Academy	.015
Alvarez, Gabriel	41792	LE 322	Basic Law Enforcement Academy	.015
Bianchi, Catherine	42091	LE 330	Core Custody Academy	.079
Buck, Vincent	41002	LE 329	State Hospital Peace Officer	.033
Burns, Jeremy	41791	LE 321	Basic Law Enforcement Academy	.033
Burns, Jeremy	41792	LE 322	Basic Law Enforcement Academy	.033
Camarena, Juan	42091	LE 330	Core Custody Academy	.102
Consorti, Nicholas	42091	LE 330	Core Custody Academy	.038
Culver, David	41791	LE 321	Basic Law Enforcement Academy	.165
Culver, David	41792	LE 322	Basic Law Enforcement Academy	.063

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Delgado, Matthew	42091	LE 330	Core Custody Academy	.033
Dickel, Jason	42091	LE 330	Core Custody Academy	.033
Dickel, Jason	42090	LE 353	Field Training Administrator	.033
Dickel, Jason	40989	LE 424	PC 832 Arrest	.100
Dillard, Bryan	41791	LE 321	Basic Law Enforcement Academy	.225
Dillard, Bryan	41792	LE 322	Basic Law Enforcement Academy	.071
Garrett, William	41002	LE 329	State Hospital Peace Officer	.029
Gerber, Sonny	41791	LE 321	Basic Law Enforcement Academy	.017
Gotschall, Christopher	42091	LE 330	Core Custody Academy	.033
Gotschall, Christopher	41791	LE 321	Basic Law Enforcement Academy	.132
Hammill, Marc	40989	LE 424	PC 832 Arrest	.007
Hammill, Marc	42077	LE 424	PC 832 Arrest	.054
Hollis, Michael	41791	LE 321	Basic Law Enforcement Academy	.199
Hollis, Michael	41792	LE 322	Basic Law Enforcement Academy	.063
Huddle, Kevin	40496	LE 351	Field Training Officer	.067
Huddle, Kevin	42090	LE 353	Field Training Administrator	.067
Huddle, Kevin	42134	LE 355	Leadership Development	.067
Huddle, Kevin	42090	LE 353	Field Training Administrator	.067
Huddle, Kevin	42134	LE 355	Leadership Development	.067
Hutton, Trevor	41791	LE 321	Basic Law Enforcement Academy	.165
Lammer, Shawn	42091	LE 330	Core Custody Academy	.021
Lopez, Joe	42091	LE 330	Core Custody Academy	.033
Lovato, Chris	41791	LE 321	Basic Law Enforcement Academy	.044
Lovato, Chris	41792	LE 322	Basic Law Enforcement Academy	.015
Martinez, Michael	41791	LE 321	Basic Law Enforcement Academy	.165
Miller, Steven	41002	LE 329	State Hospital Peace Officer	.029
Miller, Steven	42091	LE 330	Core Custody Academy	.033
Perkins, Michael	41791	LE 321	Basic Law Enforcement Academy	.138
Reid, Robert	42091	LE 330	Core Custody Academy	.033
Reyes, Geronimo	40989	LE 424	PC 832 Arrest	.037
Reyes, Geronimo	42077	LE 424	PC 832 Arrest	.100
Rivera, Lisa	40989	LE 424	PC 832 Arrest	.037
Rivera, Lisa	42077	LE 424	PC 832 Arrest	.037
Ruth, Ross	41791	LE 321	Basic Law Enforcement Academy	.224
Rylant, Chuck	41791	LE 321	Basic Law Enforcement Academy	.074
Rylant, Chuck	41792	LE 322	Basic Law Enforcement Academy	.045
Smiley, Michael	42222	LE 355	Leadership Development	.067
Sullivan, Ryan	42091	LE 330	Core Custody Academy	.090
Vasquez, Frank	41791	LE 321	Basic Law Enforcement Academy	.033
Vega, Woodrow	42091	LE 330	Core Custody Academy	.074
Waits, Jared	42091	LE 330	Core Custody Academy	.046
Wolf, William	42091	LE 330	Core Custody Academy	.048

**LIBRARY**

Noble, Danielle	Assigned	Librarian	SM	.067
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**NURSING**

Miller, Jacqueline	40060	NURS 318	Clinical Lab 1	.029
Salazar, Patricia	40060	NURS 318	Clinical Lab 1	.029

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Ianneo, Brittany	42080	PSY 101	General Psychology	.200

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT**  
**SPRING 2022**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		WORKFORCE PREPARATION		
McMahon, Michael	40961	BASK 7015	Reading and Writing Lab	.048

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

<b>INSTRUCTOR</b> <b>District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Aleman, Florentino	To provide not-for-credit training via contract education - Bonipak (5/5/22 - 8/25/22).	\$2,114.00
Alvarez, Gabriel	To provide not-for-credit training via contract education (3/24/22).	\$264.20
Bergstrom Smith, Joan	To provide not-for-credit training via contract education - Bonipak (5/3/22 - 8/25/22).	\$2,642.00
Blacquiere, Luke	Spring 2022, BIOL 100, CRN 40031 and 40195 had 58 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Camarena, Juan	To provide not-for-credit training via contract education (4/5/22).	\$576.16
Conrad, Alexandria	Developed a PROD 301 correspondence course for use with the Rising Scholars program due to COVID-19 health restrictions at the Lompoc prison (1/25/22 - 5/25/22).	\$1,000.00
Davis, Steven	Hazmat training course for upcoming instruction for the Fire Academy (1/19/22 - 1/20/22).	\$641.60
Day, Alan	To provide not-for-credit training via contract education (4/5/22 - 4/8/22).	\$2,273.92
De Jounge, Alex	Coordination due to COVID (1/24/22 - 5/25/22).	\$9,346.56
Dickel, Jason	To provide not-for-credit training via contract education (3/1/22).	\$519.76
Dickel, Jason	To provide not-for-credit training via contract education (3/29/22 - 3/31/22).	\$519.76
Dillard, Bryan	To provide not-for-credit training via contract education (4/5/22 - 4/8/22).	\$1,723.44
Dillard, Bryan	To provide not-for-credit training via contract education (3/1/22 - 3/2/22).	\$1,103.52
Douglas, Jeremy	To provide not-for-credit training via contract education (4/25/22 - 4/29/22).	\$2,665.60
Fox, Alicia	Spring 2022, BIOL 100, CRN 40523 and 40905 had 50 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Fox, Alicia	Spring 2022, BIOL 124, CRN 40200 and 40201 had 54 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Fraser-Shapiro, Ian	Developed an ANTH 101 correspondence course for use with the Rising Scholars program due to COVID-19 health restrictions at the Lompoc prison (1/25/22 - 5/25/22).	\$1,000.00
Garrett, William	To provide not-for-credit training via contract education (4/5/22 - 4/6/22).	\$1,015.52
Gottlieb, Sean	Spring 2022, CHEM 150, CRN 40350, 40351 and 40932 had 60 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Hadley, Wendy	Spring 2022, BIOL 128, CRN 40206 and 40207 had 38 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Hadley, Wendy	Spring 2022 , BIOL 154, CRN 40461 and 41420 had 44 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Hammill, Marc	To provide not-for-credit training via contract education (4/5/22 - 4/6/22).	\$1,136.96
Hammill, Marc	To provide not-for-credit training via contract education (3/1/22 - 3/2/22).	\$1,136.96
Hammill, Marc	To provide not-for-credit training via contract education (3/24/22 - 3/25/22).	\$1,136.96
Keniston, William	Developed an OnlineLIVE ES 121 course during S2022 (1/25/22 to 5/25/22).	\$1,000.00
Lemaire, Neal	To provide not-for-credit training via contract education - AICC POST (4/25/22 - 4/29/22).	\$1,000.00
Madrigal, Hector	To provide not-for-credit training via contract education (4/1/22).	\$617.44
Madrigal, Hector	To provide not-for-credit training via contract education (3/28/22 - 3/31/22).	\$2,469.76
Magna, Jorge	To provide not-for-credit training via contract education (3/25/22).	\$253.88
Magna, Jorge	To provide not-for-credit training via contract education (3/23/22).	\$317.35
Magna, Jorge	To provide not-for-credit training via contract education (3/29/22 - 3/31/22).	\$1,523.28
Magna, Jorge	To provide not-for-credit training via contract education (4/1/22).	\$507.76
Makena, Kristin	Developed a PSY 118 correspondence course for use with the Rising Scholars program due to COVID-19 health restrictions at the Lompoc prison (1/25/22 - 5/25/22).	\$1,000.00
Miller, Steven	To provide not-for-credit training via contract education (3/1/22 - 3/2/22).	\$1,097.76
Miller, Steven	To provide not-for-credit training via contract education (3/22/22 - 3/25/22).	\$1,372.20
Miyahara, Leonard	Spring 2022, BIOL 125, CRN 40204 and 40621 had 44 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Miyahara, Leonard	Spring 2022, BIOL 124, CRN 40198 and 40199 had 49 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22)	\$1,800.00
Morris, Jennifer	Spring 2022, BIOL 125, CRN 40205 and 40476 had 52 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Morris, Jennifer	Spring 2022, BIOL 124, CRN 40544 and 40545 had 46 students at census, \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Neumann, Tim	To provide not-for-credit training via contract education (4/1/22).	\$568.48
Neumann, Tim	To provide not-for-credit training via contract education (4/4/22 - 4/6/22).	\$1,705.44
Neumann, Tim	To provide not-for-credit training via contract education - AICC POST (4/25/22 - 4/29/22).	\$2,959.20
Neumann, Tim	To provide not-for-credit training via contract education (3/1/22 - 3/2/22).	\$1,136.96
Neumann, Tim	To provide not-for-credit training via contract education (3/22/22 - 3/23/22).	\$1,136.96
Neumann, Tim	To provide not-for-credit training via contract education (3/28/22 - 3/29/22).	\$1,136.96
Nouri, Dustin	Spring 2022, CHEM 120, CRN 40284 and 40347 had 55 students at census. \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Reid, Robert	Non-instructional: spring 2022 coordination duties for perishable skills program - not-for-credit courses (4/11/22 - 4/26/22).	\$1,044.24
Reid, Robert	To provide not-for-credit training via contract education (4/1/22).	\$811.56
Reid, Robert	To provide not-for-credit training via contract education (4/4/22 - 4/5/22).	\$1,082.08
Reid, Robert	To provide not-for-credit training via contract education (4/12/22 - 4/15/22).	\$2,164.16
Reid, Robert	To provide not-for-credit training via contract education (4/18/22 - 4/21/22).	\$2,164.16
Reid, Robert	To provide not-for-credit training via contract education (3/1/22 - 3/2/22).	\$1,082.08
Reid, Robert	To provide not-for-credit training via contract education (3/28/22 - 3/31/22).	\$2,164.16
Reid, Robert	To provide not-for-credit training via contract education (3/22/22 - 3/25/22).	\$2,164.16
Reid, Robert	Non-instructional: spring 2022 coordination duties for perishable skills program (not-for-credit courses). Coordinate training dates with agency training managers and schedule training classes (3/7/22 - 3/15/22).	\$1,392.32
Rylant, Chuck	To provide not-for-credit training via contract education (3/24/22).	\$363.16
Schroeder, Feride	Spring 2022, PHSC 112, CRN 40148 and 41435 had 28 students at census. \$600 per unit x 3 units = \$1,800 per Science MOU and article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Sjostedt, Nohl	To provide not-for-credit training via contract education - welding program at the prison (3/1/22 - 3/31/22).	\$8,976.25
Tobin, Vince	Large class stipend spring 2022, ASTR 100, CRN 40024 had 61 students at census. \$600 per unit x 3 units = \$1,800 per article 14.6.2 (1/24/22 - 5/25/22).	\$1,800.00
Vega, Woodrow	To provide not-for-credit training via contract education (4/5/22).	\$548.88

**Grant Funded**

Abi-Ghanem, Rita	Participation in the FFA Field Day event, judging the soil & land evaluation contest, supervision of contest participants, and tabulating scores for the soil and land evaluation contest (2/14/22 - 2/19/22).	\$538.89
Abi-Ghanem, Rita	To participate in the CircleIn spring 2022 semester (1/24/22 - 5/25/22).	\$400.00
Adames, Robert	Participation on a local jury panel of design experts at the Architectural Foundation of Santa Barbara's High School architectural design competition at Dunn School in Los Olivos (3/5/22).	\$200.50
Aleman, Florentino	Provide faculty training on PLO assessment outcomes (3/18/22).	\$76.58
Antles, Nicole	Provide faculty training on PLO assessment outcomes (3/18/22).	\$84.00
Auten, Diane	To manage and facilitate all faculty conference paperwork as earmarked through SEAP and Title V (1/24/22 -5/30/22).	\$1,500.00
Bergstrom Smith, Joan	Provide faculty training on PLO assessment outcomes (3/18/22).	\$82.66
Bergstrom Smith, Joan	Provide educational outreach about non-credit vocational programs at Career Exploration Day 2022 (4/1/22).	\$123.99
Bradbury, Loren	Guided Pathways Science and Technologies Success Team co-lead (3/16/22 - 5/25/22).	\$1,020.00
Castro, Luis	Truck driving class transportation to DMV to help students who are testing for license (3/16/22 - 3/17/22).	\$291.42
Cates, Sophie	To participate in the CircleIn spring 2022 semester (1/24/22 - 5/25/22).	\$400.00
Dal Bello, Dominic	Principal investigator for the National Science Foundation IUSE Grant (1/1/22 - 6/30/22).	\$6,000.00
Dechaine, Nichole	To participate in the CircleIn spring 2022 semester (1/24/22 - 5/25/22).	\$400.00
Derry, Jody	Participated in CTE Career Carnival Outreach for business & finance area of interest (3/4/22).	\$240.00
Dimick, Janae	To provide a writing center "Personal Statement Workshop for College Applications" workshop	\$150.00



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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
	for students, includes research and presentation (11/4/21).	
Garcia Martinez, Marc	Participation and attendance at the Culturally Responsive-Sustaining Higher Education Curriculum Scorecard professional development (12/3/21).	\$180.00
Gerrity, John	Participation as a SkillsUSA faculty advisor to one student in the technical drafting & CC milling program (1/3/22 - 4/15/22).	\$600.00
Gingras, Theresa	Participation as a SkillsUSA faculty advisor to one student in the photography program (1/3/22 - 4/15/22).	\$448.82
Gonzalez, Eric	Participation as a SkillsUSA faculty advisor to two students in the welding technology program and participation at the SkillsUSA state competition (1/3/22 - 4/24/22).	\$1,299.30
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (2/10/22 - 2/27/22).	\$25.18
Hammill, Marc	Law Enforcement program representative at the 2022 Career Expo on Santa Maria campus (4/1/22).	\$280.32
Jaquez, Arcelia	Stipend to compensate time spent on course outline clean up, review and updates on HOEC 7100A, 7102A, 7106A, and 7101A (2/8/22 - 2/28/22).	\$159.24
Jorstad, Rob	To serve as the Physics on site faculty for MESA/STEM students supplemental office hours week three and five of spring 2022 (2/8/22 - 2/26/22).	\$1,200.00
Kopcrak, Anna	Participation in the spring 2022 Title V embedded counseling & embedded tutoring activities that include tasks outside the regular scope of work (1/24/22 - 5/25/22).	\$1,380.00
Kopcrak, Anna	Preparing and presenting a workshop on guided notes as part of the Hancock Explores Friday sessions (5/31/22).	\$180.00
Kopecky, Susie	To provide a writing center “Writing a Research Paper” workshop for students, includes research and presentation (3/16/22).	\$120.00
Kopecky, Susie	To provide asynchronous tutoring for writing center paper submission program (2/1/22 - 2/28/22).	\$90.00
Krier, Erin	Participated in science & technology area of interest discipline outreach (3/4/22 - 5/27/22).	\$2,400.00
Landeros, Martin	Participation in the spring 2022 Title V embedded counseling & embedded tutoring activities that include tasks outside the regular scope of work (1/24/22 - 5/25/22).	\$1,140.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Lombard, Amanda	Hancock Academy course facilitation and management (12/1/21 - 5/25/22).	\$1,080.30
Lovell, Ron	Participation as a SkillsUSA faculty advisor to one student in the commercial baking & culinary arts program and participation at the SkillsUSA state competition (1/3/22 - 4/24/22).	\$1,200.00
Lovell, Ron	Guided Pathways Science and Technology Success Team co-lead (3/16/22 - 5/25/22).	\$1,020.00
Manalo, Lauro	Guided Pathways Health Sciences Success Team co-lead (3/16/22 - 5/25/22).	\$1,020.00
Manalo, Larry	Lead the CERNER electronic medical records boot camp for new AHC RN students (2/28/22 - 3/7/22).	\$1,260.00
McGuire, Patrick	Participation as a SkillsUSA faculty advisor to three students in the automotive service technology program and participation at the SkillsUSA state competition (1/3/22 - 4/24/22).	\$1,200.00
McMahon, Michael	Asynchronous tutoring for writing center paper submission program (2/10/22 - 2/27/22).	\$54.32
McMahon, Michael	To provide a writing center "Grammar & Punctuation: Conquering Commas" workshop for students, includes research and presentation (3/2/22).	\$108.64
Misra, Anjali	To participate in the CircleIn spring 2022 semester (1/24/22 - 5/25/22).	\$400.00
Moore, Mary-Michelle	To provide a writing center "APA Documentation" workshop for students, includes research and presentation (4/6/22).	\$85.02
Murray, Earl	CircleIn faculty lead responsibilities spring 2022 (1/24/22 - 5/25/22).	\$1,000.00
Murray, Earl	Hancock Academy course facilitation and management (1/24/22 - 5/25/22).	\$1,089.48
Murray, Earl	To participate in the CircleIn spring 2022 semester (1/24/22 - 5/25/22).	\$400.00
Nunez, Tina	To provide a writing center "Steps to a Strong(er) Thesis" workshop for students, includes research and presentation (3/10/22).	\$120.00
Predazzi, Brenda	Provide faculty training on PLO assessment outcomes (3/18/22).	\$69.12
Raybould-Rodgers, Julia	Screening, hiring, supervising, mentoring, and reporting on nine peer facilitators and acting as a liaison with their classroom instructors throughout the semester (1/24/22 - 5/18/22).	\$2,970.00
Rayburn, Lauren	Career Expo: looking after the drawing and painting studio in F-11 for students to explore and get involved with visual and multimedia arts (4/1/22).	\$156.96
Romo, Alina	To provide a writing center "MLA Documentation" workshop for students, includes research and presentation (3/30/22).	\$120.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Romo, Alina	To provide a writing center "Quoting, Paraphrasing, and Summarizing" workshop for students, includes research and presentation (3/9/22).	\$120.00
Ruyle, Chad	Career Expo: to announce and organize voice class on the main stage, as well as, answering any music and related questions (4/1/22).	\$170.04
Schroeder, Jennifer	Provide faculty training on PLO assessment outcomes (3/18/22).	\$4,800.00
Stokes, Brian	Guided Pathways People, Cultures, Languages Success Team co-lead (3/16/22 - 5/25/22).	\$1,020.00
Sorenson, Sydney	Participated in CTE Career Carnival outreach for dance/creative arts area of interest (3/11/22 - 3/18/22).	\$480.00
Tilley, Jesslyn	Participation in the FFA Field Day event, setting up classrooms for practicum contest, judging veterinary science practicum rooms, scoring and tabulating all veterinary science scorecards and scantrons (2/19/22).	\$208.60
Valero, Ashleigh	Provide faculty training on PLO assessment outcomes (3/18/22).	\$77.88
Valero, Ashleigh	Provide educational outreach about non-credit vocational programs at Career Exploration Day 2022 (4/1/22).	\$77.88
Ward, Nancy Jo	Participated in CTE Career Carnival Outreach for graphics/creative arts area of interest (3/11/22).	\$240.00
Wambolt, Lilia	Provide faculty training on PLO assessment outcomes (3/18/22).	\$84.00
West, Liz	Screening, hiring, supervising, mentoring, and reporting on five peer facilitators and acting as a liaison with their classroom instructors throughout the semester (1/24/22 - 5/25/22).	\$1,680.00
Ying Hood, Chellis	To provide a writing center "Transitioning to College Writing" workshop for students, includes research and presentation (2/9/22).	\$120.00
Youngblood, Brian	Guided Pathways Science and Technologies Success Team data coach (3/16/22 - 5/25/22).	\$1,020.00
Yuhas, Julie	Participation in the FFA Field Day event, collecting, identifying, and labeling tools and equipment needed for the tool ID portion of the competition; setting up classrooms, and judging the veterinary science practicum rooms (2/14/22 - 2/19/22).	\$280.70

**CONSENT ITEM**

To:	Board of Trustees	Date:  April 19, 2022
From:	Superintendent/President	
Subject:	Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Scheduling Simultaneous Lecture Course Components in Life and Physical Sciences	Item Number: 12.F.
Institutional Goal:	Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District (“the District”) and the Faculty Association of Allan Hancock College (“FA”) regarding the resolution of simultaneous scheduling lecture course components (same time, same room) in Life and Physical Sciences courses.

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association of Allan Hancock College (“FA”) regarding the resolution of simultaneous scheduling lecture course components (same time, same room) in Life and Physical Sciences courses.

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

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

WHEREAS the parties mutually expressed the following interests:

- Resolve the issue of simultaneous scheduling of lecture course components (same time, same room) in Life and Physical Science courses for which no agreement was initially made between the District and the Faculty Association;
- Create a compensation process that best meets the needs of Allan Hancock College, students, and the LPS faculty beginning fall 2022 and ongoing;
- Effectively manage course enrollments in courses identified in this resolution to maximize classroom utilization and address load issues resulting from an insufficient number of faculty.

WHEREAS the Association expressed the following interests exclusively:

- Only allow for simultaneous scheduling of lecture course components in the following courses: AG 125; BIOL 100, 124, 125, 128, 150, 154, 155; CHEM 120, 140, 150, 151; GEOL 100; PHYS 141,142,161,162,163; PHSC 111, 112; VEN 125
- Simultaneous scheduling of lecture components shall not exceed lecture components more than two CRNs.

WHEREAS the District expressed the following interests exclusively:

- Schedule simultaneous lecture course components per District need.

NOW LET IT BE RESOLVED:

Simultaneous scheduling of lecture course components shall be restricted to the following courses: AG 125; BIOL 100, 124, 125, 128, 150, 154, 155; CHEM 120, 140, 150, 151; GEOL 100; PHYS 141,142,161,162,163; PHSC 111, 112; VEN 125

Simultaneous scheduling of lecture components shall not exceed lecture components more than two CRNs.

When simultaneously scheduling lecture course components, compensation shall be as follows:

The lecture component of the courses will be loaded as a single course section and each lab component will be loaded as individual labs. Additional compensation for the simultaneously scheduled course components will be provided as a function of load at a rate of .04 per unit of credit offered by the simultaneous course.

This agreement will start fall 2022 and continue through spring 2023. Both parties agree to revisit the agreement in February 2023 and evaluate any challenges and make the necessary changes for fall 2023 and be in effect through spring 2024. During the 2024/2027 contract negotiations, the agreed upon compensation structure will be incorporated into the Collective Bargaining Agreement beginning fall 2024.

This Memorandum replaces the previous Memorandum on simultaneous scheduling of lecture course components in the following courses: AG 125; BIOL 100, 124, 125, 128, 150, 154, 155; CHEM 120, 140, 150, 151; GEOL 100; PHYS 141,142,161,162,163; PHSC 111, 112; VEN 125.

This Memorandum of Understanding shall be effective upon ratification by the the Board of Trustees and will remain in effect through June 30, 2024, or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.

**For Faculty Association of  
Allan Hancock College**

*Roger Hall*

Roger Hall (Feb 15, 2022 15:54 PST)

Roger Hall  
President

\_\_\_\_\_  
Date

**For the District**

*Kevin G. Walthers*

Kevin Walthers (Feb 15, 2022 21:06 PST)

Kevin G. Walthers  
Superintendent/President

\_\_\_\_\_  
Date

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Outside of the United States Travel Request	Item Number: 12.G.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

Dr. Alfredo Koch, agribusiness professor, requests travel to Agora du Haut Carré in Talence, France from July 1-18, 2022 to attend the International Climate and Terroir Congress. Dr. Koch will learn about Spanish wine education and winemaking, and different viticultural areas in Spain. Dr. Koch will also have the opportunity to meet with colleagues from other institutions, learn about their programs of study, and look for possibilities for future studies and practices.

**FISCAL IMPACT**

A maximum of \$2,000 from Professional Development funds. Dr. Koch will be responsible for the remaining expenses.

**RECOMMENDATION**

Staff recommends that the board of trustees authorize outside of the United States travel for Alfredo Koch to attend the International Climate and Terroir congress at Agora du Haut Carré in Talence, France from July 1-18, 2022.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Academic Policy and Planning Curriculum Summary Report	Item Number: 12.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 28

**BACKGROUND**

The curriculum report for the period February 3 to March 3, 2022 is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance learning or remote learning, and the following new program:

Paramedic, Certificate of Achievement, 32-33 units

**FISCAL IMPACT**

The estimated cost for new and modified curricula is estimated at \$4,352.00.

**RECOMMENDATION**

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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## ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

April 19, 2022

For the period February 3, 2022 to March 3, 2022

Larry Manalo Jr, Committee Chairperson

Dave DeGroot, Vice Chair/Technical Review Committee Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Brooke Souza, 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 &amp; Communication

Trevor Passage, Academic/Student Services

Brian Youngblood, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social &amp; Behavioral Sciences

Associated Student Body Government (vacant)

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

Andria Keiser, 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	Date
Allan Hancock College	

Adopted by Board of Trustees: \_\_\_\_\_

President, Board of Trustees	Date
Allan Hancock Joint Community College District	

**NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION****Effective 2022/23**

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

**New Credit and Noncredit Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Units/Hours</b>
<b>Credit Courses</b>		
ES 120	Race and Ethnic Relations Cross-listed with SOC 120	3.0
FT 379A	Public Safety Fitness Triade	4.0
LE 450	Firearms Instructor	1.0
<b>Noncredit Courses</b>		
HEAL 7103	Meditation: Beyond Relaxation	12-16 hours
OLDR 7035	Jewelry Making & Repair This was renamed from VOCE 7035A to OLDR 7035. Eliminated the A/B versions of the class and instead allow a broader range of contact hours to ease scheduling. The Labor Market Data no longer justifies offering this as a short-term vocational course, yet it is extremely popular, and we will continue offering it as an enrichment course.	24 – 68 hours

**New Program**

<b>Discipline</b>	<b>Program Title</b>	<b>Major Units</b>
EMS	Paramedic, Certificate of Achievement	32-33

**COURSE REVIEW****Effective 2022-23**

Courses listed here have been reviewed as part of a regularly scheduled course review cycle including re-validation of requisites, advisories, and limitation on enrollment where applicable.

**Credit Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
GEOG 102	Human Geography Changes made: completed fields in the Attributes screen, updated texts and updated distance education addendum.	3.0
GEOG 103	World Regional Geography Changes made: updated the fields in the attributes screen, updated the texts and updated distance education addendum.	3.0
GEOG 110	Introduction to Weather and Climate Justification: Course Review. Changes made: updated the fields in the Attributes screen, updated texts, and update the fields in the Distance Education screen.	3.0

Advisories: GEOG 101

GEOG 115	Physical Geography Lab Changes made: completed the fields in the Attributes screen and updated texts. Prerequisite: GEOG 101 or concurrent enrollment in GEOG 101	1.0
GEOG 155	Intro to GIS with Lab Updated distance education addendum.	2.0
GEOG 189	Independent Projects	1.0 – 3.0
NURS 416	Certified Home Health Aide Update to lab content.	2.0
NURS 420	Restorative Aide	1.5
NURS 422	EKG/Monitor Observer	1.5
SOC 120	Race and Ethnic Relations	3.0
VEN 325	Vineyard Equipment Practices Change to hours units, from 2 units to 1 unit	1.0

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

**Course Modifications**

Course Number	Course Title	Units
FCS 120	Principles of Foods 1 Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current) or Corequisite: CA 124	3.0
MUS 130	Mixed Ensemble Reduced unit value from 2 units to 1 unit to align with transfer model curriculum and in preparation for new transfer degree in music.	1.0
MUS 132	Masterworks Chorale Reduced unit value from 2 units to 1 unit to align with transfer model curriculum and in preparation for new transfer degree in music.	1.0
MUS 133	Chamber Voices Reduced unit value from 2 units to 1 unit to align with transfer model curriculum and in preparation for new transfer degree in music.	1.0
MUS 137	Concert Chorale Reduced unit value from 2 units to 1 unit to align with transfer model curriculum and in preparation for new transfer degree in music.	1.0

**Program Modifications**

Department	Program Title	Units
Fine Arts	The following programs have been updated to reflect recent changes to course titles. Other changes specific to each program are listed below.	
	Commercial Dance, Certificate of Achievement	16.5

Dance, Associate in Arts 29.0  
Program units are changing from 32 units to 29 units.

Dance, Certificate of Achievement 29.0  
Program units are changing from 32 units to 29 units.

### **REQUEST FOR DISTANCE EDUCATION MODALITY**

**Effective 2022/2023**

<b>DE Type</b>	<b>Course Number</b>	<b>Course Title</b>
DE Sync only	AG 150	Intro to Agribusiness
DE Sync only	AG 152	Intro to Animal Science
DE Sync only	AG 153	Introduction to Sustainable Ag
DE Sync only	AG 157	Ag Sales, Communication & Lead
DE Sync only	AG 158	Agricultural Economics
DE	CA 325	Speciality Cakes Baking and Decorating
DE	ES/ANTH 107	Indigenous People of California
DE	ES /SOC 120	Race and Ethnic Relations
DE	ES 130 / HIST 120	Chicano History
DE	FCS 120	Principles of Foods 1
DE	HEAL 7103	Meditation: Beyond Relaxation
DE Sync only	MUS 130	Mixed Ensemble
DE Sync only	MUS 132	Masterworks Chorale
DE Sync only	MUS 133	Chamber Voices
DE Synch only	NURS 420	Restorative Aide
DE Synch Only	NURS 422	EKG/Monitor Observer

### **REQUEST FOR GRADUATION REQUIREMENTS and GENERAL EDUCATION**

**Effective 2023-24**

<b>Prefix &amp; Number</b>	<b>Course Title</b>	<b>GE Area/Graduation Requirement</b>
ES 120	Race and Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies IGETC Area 4J Sociology and Criminology AHC Multicultural Gender Studies
SOC 120	Race and Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4J Sociology and Criminology AHC Multicultural Gender Studies

NEW AND MODIFIED REQUISITES  
Effective 2022/2023

Prefix & Number	Course Title
CA/FCS 120	Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
CA 121	Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current).
ENGL 101	Prerequisite: Placement based upon AHC placement policy
ENGL 137	Prerequisite: ENGL 101
FSN 134	Justification: Clarifying requisites Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Advisories: CA 120 and ENGL 100

**MISCELLANEOUS**  
**Effective 2022/23**

Proposal Type	Number	Title
New course prefix	ECSN	Early Childhood Studies Noncredit Noncredit courses with the VOCE prefix that have the 1305 top code will use the new ECSN noncredit course prefix. Impacted Programs: Family Childcare License Prep Vocational ESL Family Childcare License Prep Introduction to Early Childhood Studies Vocational ESL Introduction Early Childhood Studies
Correction	PHYS 162	Correction to semester offering
Course drops	OLDR 7200B OLDR 7209B	Int Watercolor Painting Botanical Illustration

## New Credit Program: Paramedic - Certificate of Achievement 16 or more semester units

## Cover

**Program Title** Paramedic**Department** Public Safety**Discipline** EMSP**Award Type** Certificate of Achievement 16 or more semester units**Date Reviewed Semester** Fall**Year** 2021**Program Goal** CTE (all non-ADT awards with CTE TOP-Codes)**Does award also prepare students for transfer?** No**Proposed Start** 07/15/2022**Other**

N/A

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

This program is designed to prepare students to take and pass the National Registry Emergency Medical Technician-Paramedic (NREMT) examinations (written and skills) so they can become licensed Paramedics in the state of California. This program will also provide upon completion with a Certificate of Achievement in Paramedicine as well as earn credits toward their associate degree in EMS.

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

**Proposed Program Mission Statement**

The Allan Hancock College Emergency Medical Services (EMS) Training Program is dedicated to the delivery of quality initial and ongoing education and training to all involved in both the public and private EMS arena. We strive to deliver this education and training in a manner that is conducive to the respectful, impartial and dignified treatment of all students, staff and patients. It is the goal of this training program to create, maintain, and update relevant courses that instill compassion, competence, confidence, excellence, and leadership; all skills that shall serve as a foundation to create healthcare providers dedicated to the art of science of delivering high quality emergency medical care and transportation to the sick and injured. We have a widely diverse student body in terms of age, ethnicity, sex, income in our EMS programs.

## Co-Contributor

## Contributor

- DeGroot, Dave

**Program Goals and Objectives**

The program goal is to provide an educational track for students interested in a career in Emergency Medical Services as a licensed paramedic. This program will follow the guidelines of California Code of regulations of Title 22 Section 9 chapter 4 (Emergency Medical Technician-Paramedic) along with obtaining and retaining national accreditation through The Commission on Accreditation of Allied Health Education Programs (CAAHEP).

To provide an opportunity to attend a NREMT (National registered Emergency Medical Technician) Cognitive and Psychomotor exam. Individuals that are successful are required to complete the application process to achieve their nationally registered Paramedic License.

The Allan Hancock College Emergency Medical Services (EMS) Training Program is dedicated to the delivery of quality initial and ongoing education and training to all involved in both the public and private EMS arena. We strive to deliver this education and training in a manner that is conducive to the respectful, impartial and dignified treatment of all students, staff and patients. It is the goal of this training program to create, maintain, and update relative courses that instill compassion, competence, confidence, excellence, and leadership; all skills that shall serve as a foundation to create healthcare providers dedicate to the art of science of delivering high quality emergency medical care and transportation to the sick and injured.

## OBJECTIVES

To establish per NHTA and the USDOT the education track that will fulfill the EMT-Paramedic National Standard Curriculum. To obtain accreditation with CAAHEP (accredited Paramedic Education Program).

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

Modified current curriculum to meet Industry standards of National and state accreditation

**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.**

The State's Master Plan addresses the importance of community colleges serving the needs of the students. Entry level Emergency Medical Personnel lives within the states community college system. Expanding Allan Hancock College's Emergency Medical Services programs to include Paramedic is in line with the states Master Plan. Paramedics role is expanding into the role as a firefighter and the deficits are only increasing in the state of California as well as nationwide.

The EMS Paramedic Program is laid out as an intensive full time 2 semester program. Developing a paramedic program first was addressed at the 2019 advisory committee meeting. In the August 2021 advisory meeting requests for a paramedic program were reinforced by Santa Barbara County Fire Chief, Mark Hartwig as well as American Medical Responses ambulance services in SB County's Director of Education, Dustin Blom (attached letter of support). Our goal is to assist the community's needs and enable students to fill positions that are currently vacant. Retention correlates to community bonds.

Allan Hancock's PSTC (Public Safety Training Center) is the location where the paramedic program will be run. The facility is set up for programs such as ours. The director of PSTC, David Whitham and Dean Mitch McMann are supporting and obtaining classroom availabilities and acquisition of needed materials, instructors and other components that will be essential. We have acquired a Conex, with shelving and training material that are required to support the program. Having an established EMT academy with all of the equipment to maintain the current standards of education minimizes the financial needs significantly. Santa Barbara County Fire is working with us to provide an additional "smart" manikin to supplement our SIMMan 3G interactive lab.

## Enrollment and Completer Projections

**Enter estimated number of program completers:**

20

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

Enrollment projections are based on current EMS enrollments and EMS program completions.

In 2019-20, there were 4 AS degrees and 94 certificates in EMS that were awarded, which is a significant increase from the prior year (2018-19) when 2 AS degrees and 59 certificates were awarded.

Over the 6-year period 2014-15 to 2019-20, 18 AS degrees and 447 certificates have been awarded program.

We believe in time our Paramedic program will mirror the success in our EMS academy (Basic EMT). This coupled with the local, state and national trend to transition from Fire EMT-basic to Fire-EMT-Paramedic. Students will have options to start immediately in the field and/ or to continue their education to increase their options in both salaries and careers. This will certainly benefit our community that currently runs in a deficit of both fire-Paramedic and ambulance-based Paramedics.

## Place of Program in Existing Curriculum

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

The Certificate of Achievement, Paramedic will live within the Public Safety Department. Currently the department offers an EMS associate degree and other certificates related to completion of EMS courses for EMT-Basic, Wilderness First responder as well as courses offered in CERT (Community Emergency Response Training) and certification "Badge" courses (courses prehospital and hospital personnel require to acquire and maintain their license) such as Basic Life support, Advanced Cardiac Life Support, Pediatric Advanced Life support and Prehospital Trauma Life Support. There are no other programs or departments at AHC that offers these courses.

- Emergency Medical Services - Associate in Science (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-associate-in-science.php>)
- Emergency Medical Services Academy - Certificate of Accomplishment (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-academy-certificate-of-accomplishment.php>)
- Emergency Medical Services: Advanced Cardiac Life Support - Certificate of Accomplishment (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-advanced-cardiac-life-support-certificate-of-accomplishment.php>)
- Emergency Medical Services: Emergency Medical Technician 1 Basic - Certificate of Accomplishment (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-emergency-medical-technician-1-basic-certificate-of-accomplishment.php>)
- Emergency Medical Services: Emergency Medical Technician 1 Basic Refresher - Certificate of Accomplishment (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-emergency-medical-technician-1-basic-refresher-certificate-of-accomplishment.php>)
- Emergency Medical Services: First Responder Update - Certificate of Accomplishment (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-first-responder-update-certificate-of-accomplishment.php>)
- Emergency Medical Services: Paramedic Training - Certificate of Achievement (<https://catalog.hancockcollege.edu/current/programs/emergency-medical-services-paramedic-training-certificate-of-achievement.php>)

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.**

Other Community Colleges within the region offering paramedic program include Cuesta College (64 miles north), Bakersfield (152 miles east) and Ventura College, (91 miles South). Enrollment is excellent in all three schools with a waitlist for each utilized.

Cuesta College's paramedic program's enrollment has been trending up with 100% retention with NREMT pass rates > 90%. Positive placement sits at 95%.

Ventura College's paramedic program is accredited by the Commission of Accreditation (CAAHEP) and has a retention rate > 80%, pass rate 93%, positive placement of 100% with classes to fill each start date.

Bakersfield College, located in Kern county, is also accredited by CAAHEP. Based on available statistics of 2017 has a retention rate of 42%, 90% first time pass rate for NREMT testing and 100 positive employment. Their program is a non-credit vocational program.

There are no other paramedic programs in Santa Barbara County. Developing a program in this county will include AHC in the team of regional paramedic programs that are essential to fill the needs of each of our communities and State needs.

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

Cuesta College

Adequate Resources

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

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies



- Software/Technology

**Other No**

**Please specify**

New equipment will be needed to implement the program.

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

We are in the process of acquiring additional staff and equipment that will meet Title 22 and National standards.

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

Susan Roehl, RN, Jill Urmy, RN, Lisa Abeloe RN, Justin Glass, EMT-P,

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

We are in need of expanding the Instructional aid and part-time staff pool. The ratio of students to instructors is 6:1 required by national and state and accreditation.

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

LVC 5-131, 134, 129. Other rooms are available at LVC.

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

A simulation lab for scenario practice which is the gold standard, is in need of a permanent room.

## Catalog Description

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### 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.***

This program is designed to prepare students to take and pass the National Registry Emergency Medical Technician – Paramedic (NREMT-P) examination which will enable them to become a licensed Paramedic in the state of California. Students will participate in classroom, lab, hospital and field settings. This will enable those certified to gain employment as an entry-level paramedic Firefighter, paramedic on ambulances that serve the community as advanced life support 9-1-1 providers, and in certain limited situations employment in the hospital setting.

The Paramedic academy at Allan Hancock College is a 2-semester intensive program that requires special admission. As a Special Admissions academy program, interested students and prospective applicants are required to have all the program prerequisites completed at the time of application. In addition, due to requirements of the clinical training facilities, admitted students to the Paramedic Training Program must successfully pass a criminal background check and drug panel screening. Admitted students must also submit immunization records prior to course attendance showing verification of required vaccinations and/or titers.

Applicants are **required** to successfully complete a Paramedic Entrance Exam. The Entrance Exam is at Allan Hancock College campus.

### Program Completion Requirements

1. Application process to the paramedic program

\*2. EMSP 300 Anatomy and Physiology for Prehospital Personnel (3 units)

or

BIOL 124 (4 units) and BIOL 125 (4 units)

3. Completion of major requirements, 32-33 units:

Sequence	Course Number	Course Description	Unit Value
Fall	EMSP 323	Paramedic Theory 1	(6 units)
Fall	EMSP 324	Paramedic Laboratory 1	(2 units)
Fall	EMSP 333	Paramedic Theory 2	(4 units)
Fall	EMSP 334	Paramedic Laboratory 2	(2 units)

Fall	*EMS 321	Advanced Cardiac Life Support	(1 unit)
Fall	*EMS 322	Pediatric Advanced Life Support	(1 unit)
Fall	EMS 309	Pre-hospital Trauma Life Support (PHTLS)	(1 unit)
Spring	EMSP 343	Paramedic Clinical Internship	(5 units)
Spring	EMSP 353	Paramedic Field Internship	(10 -11units)

\*requisite courses

## Program Learning Outcomes (PLO)

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### Program Learning Outcomes (PLO)

1. **Demonstrate integration of pathophysiologic principles of trauma and medical illnesses and analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.**
  2. **Examine and analyze the nature and seriousness of the patient's condition or extent of injuries. Determine the need for emergency medical care, perform appropriate medical care based on assessment findings.**
  3. **Demonstrate the roles and responsibilities of a paramedic within an EMS system.**
  4. **Apply the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.**
  5. **Properly and accurately administer medications.**
  6. **Demonstrate effective communication with patients, peers, and healthcare professionals.**
  7. **Demonstrate effective airway management and maintenance.**
  8. **Integrate pathophysiology of trauma and medical illnesses. Analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.**
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## CTE Documentation

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### SOC Codes

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

- 11-9161 Emergency Management Directors
- 29-2043 Paramedics
- 33-9032 Security Guards
- 33-9092 Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
- 53-3011 Ambulance Drivers and Attendants, Except Emergency Medical Technicians

### Gainful Employment Yes

### Apprenticeship No

### Labor Market Information (LMI) and Analysis

December 2021 California Labor Market

Supply and demand labor market data for Santa Barbara County indicates 358 jobs (attached 2018-2028 Supply and Demand, Table 2: Employment Projections) for paramedics in 2020. Program completions for EMT's and paramedics totaled 115 in Santa Barbara County (Table 3: Program Completions, 2016-2020)[1]. Net labor demand 243. Our goal is to assist the community's needs and enable students to fill positions that are currently vacant. Retention correlates to community bonds.

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[1] <https://www.labormarketinfo.edd.ca.gov/geography/supply-and-demand-tool.html>

### South Central Coast Regional Report

Feb 2020

Prepared by the South Central Coast Center of Excellence for Labor Market Research

### Program Recommendation

This report was compiled by the South Central Coast1 Center of Excellence to provide regional labor market data for the program recommendation – Emergency Medical Services. This report can help determine whether there is demand in the local labor market that is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

### Key Findings

- In the South Central Coast region, the number of jobs related to Emergency Medical Services are expected to remain steady, over the next five years, for all related occupations.
- Firefighters are expected to anticipate a medium risk of automation and all other occupations are expected to anticipate a low risk of automation.
- In 2017 there were 1,842 regional completions in programs related to the occupations identified as related to Emergency Medical Services and 670 openings, indicating an oversupply.
- Typical entry-level education ranges from a high school diploma or equivalent for Police and Sheriff's Patrol Officers and Police, Fire, and Ambulance Dispatchers, to a postsecondary nondegree award for Emergency Medical Technicians and Paramedics and Firefighters, and a Bachelor's degree for Emergency Management Directors.

- Completers of Emergency Medical Services programs from the 2015-2016 academic year had a median annual wage upon completion of \$28,252.
- 78% of students are employed within a year after completing a program.
- 52% of students are earning a living wage.

1

### 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:**

243

### Advisory Committee Recommendations

#### Advisory Committee Members

David	Radler	Medical Director/EMT/PTF/ED MD	Allan Hancock College / Marian Regional
Christine	Sewel	ED Nursing Director	Marian Regional Medical Center
Dustin	Blom	EMT-P, MS.MICP / Clinical Instructor	American Medical Response
Daniel	Shepherd	MD, Medical Director for SBCO EMSA	SBCO EMSA
Matt	Higgs	EMT-P, Performance Improvement Coord	SBCO EMSA
Keith	Kuiken	EMT, State Park Ranger	Lake Lopez
Mike	Farmer	Battalion Chief	Santa Maria City Fire Department
Roy	Dugger	Emergency Services Specialist	Santa Maria City Fire Department
Chris	Aten	Director, CALSTAR Flight Crew	CALSTAR
Joe	Piedalue	Operations Director	San Luis Obispo Ambulance
Suz	Roehl	Faculty/Coordinator	Allan Hancock College
Tauny	Sexton	Senior Director of Emergency Services	Marian Regional Medical Center
Jennie	Simon	Clinical Quality Improvement Coordinator	Santa Barbara Co. Emergency Services Agency
Ryan	Stevens	Emergency Department Charge Nurse	Lompoc Valley Medical Center
Greg	Gallo	Retired LE	New Life K9'
Jeremy College	Glass	EMT-P, Cuesta, SLA , AHC PTF	Allan Hancock
Jake	Ochoa	EMT-P Lompoc Fire Education /Engineer	Lompoc Fire Department

### Summary of Recommendations

Item 4: Update – status on EMS degree program changes

Discussion: Stacking achievements: (Associate degrees for EMS and Wilderness EMS, certificates of achievements, certificates of completions)

Vision for the EMS Program:

- Sub-Committees on Paramedic Training, on-line course development, Emergency Medical Dispatch, Wilderness EMS, advanced courses (ACLS , PALS, PHTLS)

Discussion from members regarding the paramedic course that AMR, Santa Barbara County Fire and EMSA would like us to develop. The county has a severe shortage of paramedics and the paramedics are all working overtime.

Cuesta and Ventura paramedic programs are full and thriving and discussed creating a paramedic program at AHC would support the need. The need to keep the paramedics in the county where they reside is important and by creating a program at AHC, we would impact the community. Our program would be a 16-month program for 24 students. Santa Barbara County Fire is going to the Fire fighter/paramedic model. This is huge for our program viability. The state and nation will be going to this model as well in the future Santa Barbara Cottage hospital has offered AHC students to do clinicals at their site. Ever member in attendance showed support for program and was willing to offer support to get the program up and running.

- Ambulance Driving Course currently listed under LE 341. PD set for March 7 & 8 for 4 instructors.

Item 5: Roundtable & Next meeting - April 2020

John Ceceña – Opportunities for internships (obtaining credits for working in the field) currently developed and active.

Discussion from all committee members about adding high school programs / pathways for students.

David Cordova, California Health workforce initiative - \$5000 to support senior high school Allied Health/Public Safety sessions event.

**Include Advisory Committee Minutes with Attachments** Yes

**Sponsor Name**

**Sponsor Address**

**Sponsor Phone**

**Related/Supplemental Instruction (RSI) Year 1 hours**

**Related/Supplemental Instruction (RSI) Year 2 hours**

**Related/Supplemental Instruction (RSI) Year 3 hours**

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

## Supporting Documents

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Attached File

January 2019 meeting notes.doc.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1033)

Letter of support-AHC paramedic SBCF.jpg (/Form/Program/\_DownloadFile/544/10?fileId=1034)

Letter of Support-AHC Dustin Blom.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1035)

Addendum adv survey monkey response f21.docx (/Form/Program/\_DownloadFile/544/10?fileId=1062)

EMS-Program Awards.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1076)

2018-2028 Supply-Demand Paramedics.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1078)

2021 Program Narrative Paramedic COA.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1081)

LMI COE EMS.pdf (/Form/Program/\_DownloadFile/544/10?fileId=1100)

**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.** 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**

1600.00

**Additional comments:**

Based on the library's research, we recommend the purchase of the adopted textbooks for an estimated cost of \$1600.

## Feasibility Analysis - Dean's Page

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**Program Title** Paramedic

**Top Code** 1251.00 - Paramedic\*

**CIP Code** 51.0904: Emergency Medical Technology/Technician (EMT Paramedic).

**Lecture Load**

**Lab Load**

**Total Workload** 0.000

**New Faculty**

**New Equipment Needs**

**Facilities/Repairs**

**New Support Staff**

**Library Materials** 1600.00

**Other** 1700.00

**Total Fiscal Impact** 3300.00

**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.

**Course Review Date**

**Program Review Date**

**The program is feasible:**

The program is feasible and our public safety partners have asked for this important training. Many agencies now require candidates to have passed paramedic training in addition to a fire academy and/or EMS academy before they are hired. We have the necessary resources and equipment to provide this education.

**The program is not feasible:**

**Funding Source/Plan**

We have utilized our existing budget funds to acquire the necessary equipment to implement the paramedic program. Maintenance costs will include annual licensing fees and administration. (\$1700).

## Transfer Documentation

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

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

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

**Template is completed and attached** No

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

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

## Codes

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**Special Dates**

- Academic Senate  
03/15/2022
- Effective

08/15/2022

- Regional Consortium

01/21/2022

Instructional Services

**Date Reviewed Semester** Fall

**Year** 2021

**Catalog Term** 2022/2023

**Top Code** 1251.00 - Paramedic\*

**Program Control Number**

**Implementation Date** 02/24/2022

**Originator** Roehl, Susan

**Origination Date** 11/05/2020

**Comments**

**DE %** 0.00%

## CCCCO Entry

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

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

**TOP Code** 1251.00 - Paramedic\*

**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** 1600.00

**Gainful Employment** Yes

**Net Annual Labor Demand** 243

**Program Review Date**

**Apprenticeship** No

**Distance Education Percentage**

**District Governing Board Approval Date**

# Allan Hancock College

## Program Outline

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**Title:** Paramedic

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

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This program is designed to prepare students to take and pass the National Registry Emergency Medical Technician – Paramedic (NREMT) examination which will enable them to become a licensed Paramedic in the state of California. Students will participate in classroom, lab, hospital and field settings. This will enable those certified to gain employment as an entry-level paramedic Firefighter, paramedic on ambulances that serve the community as advanced life support 9-1-1 providers, and in certain limited situations employment in the hospital setting.

The Paramedic academy at Allan Hancock College is a 2-semester intensive program that requires special admission. As a Special Admissions academy program, interested students and prospective applicants are required to have all the program prerequisites completed at the time of application. In addition, due to requirements of the clinical training facilities, admitted students to the Paramedic Training Program must successfully pass a criminal background check and drug panel screening. Admitted students must also submit immunization records prior to course attendance showing verification of required vaccinations and/or titers.

Applicants are **required** to successfully complete a Paramedic Entrance Exam. The Entrance Exam is at Allan Hancock College campus.

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**The graduate of the Certificate of Achievement 16 or more semester units in Paramedic will:**

- Demonstrate integration of pathophysiologic principles of trauma and medical illnesses and analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
  - Examine and analyze the nature and seriousness of the patient's condition or extent of injuries. Determine the need for emergency medical care, perform appropriate medical care based on assessment findings.
  - Demonstrate the roles and responsibilities of a paramedic within an EMS system.
  - Apply the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.
  - Properly and accurately administer medications.
  - Demonstrate effective communication with patients, peers, and healthcare professionals.
  - Demonstrate effective airway management and maintenance.
  - Integrate pathophysiology of trauma and medical illnesses. Analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
- 

### Program Requirements

The Paramedic Certificate of Achievement requires completion of a total of 32-33 units.

#### Fall Semester

**Units: 17**

EMSP323	Paramedic Theory 1	6
EMSP324	Paramedic Laboratory 1	2
EMSP333	Paramedic Theory 2	4
EMSP334	Paramedic Laboratory 2	2
EMS322	Pediatric Advanced Life Support	1



EMS309	Pre-hospital Trauma Life Support (PHTLS)	1
EMS321	Advanced Cardiac Life Support	1

**Spring Semester** **Units: 15 - 16**

EMSP343	Paramedic Clinical Practicum	5
EMSP353	Paramedic Field Internship	10 - 11

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<b>Total Program Units</b>	<b>32.00 - 33.00</b>
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# Allan Hancock College

## Program Outline

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**Title:** Dance

**Award Type:** Associate in Arts

---

The dance program offers training courses for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance opportunities. Students will be able transfer to a four-year institution, and will acquire the core skills necessary for lower-division bachelors dance degree requirements.

---

**The graduate of the Associate in Arts in Dance will:**

- Demonstrate proficiency in two of the following dance styles modern, ballet, and jazz.
  - Exhibit accomplished technique in tap and hip hop&nbsp;dance.
  - Demonstrate competency through public performances.
  - Develop an informed viewpoint of dance as an art form.
  - Demonstrate choreographic skills including supervisory and effective communicative abilities.
- 

### Program Requirements

*A major of 29 units is required for the degree. Demonstrated proficiency in two out of the three dance forms is required for the degree.*

**Required core courses (19 units):**

**Units: 19**

DANC101	Dance Appreciation	3
DANC110	Modern Dance I	2
DANC120	Ballet Dance I	2
DANC130	Jazz Dance I	2
DANC133	Hip Hop Dance I	2
DANC152	Tap Dance I	2
DANC154	Clinic in Dance Partnering	1
DANC156	Techniques for Stretch & Wellness	1
DANC170	Music for Dancers	1
DANC171	Dance Composition/Choreography I	3

**Plus 2 course selected from the following (4 units):**

**Units: 4**

DANC111	Modern Dance II	2
DANC121	Ballet Dance II	2
DANC131	Jazz Dance II	2

**Plus 1 courses selected from the following (3 units):**

**Units: 3**

DANC115	Modern Dance III	3
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DANC125	Ballet Dance III	3
DANC135	Jazz Dance III	3

**Units: 3****Plus 1 course from the following (3 units)**

DANC180	Performance Laboratory	3
DANC182	Technical Production Lab	3
DANC183	Dance Ensemble	3
DANC186	Dance Production	3
DANC188	Dance Composition/Choreography II	3

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<b>Total Program Units</b>	<b>29</b>
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# Allan Hancock College

## Program Outline

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**Title:** Dance

**Award Type:** Certificate of Achievement

---

The dance program offers training courses for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance opportunities. Students will be able transfer to a four-year institution, and will acquire the core skills necessary for lower-division bachelors dance degree requirements.

---

**The graduate of the Certificate of Achievement in Dance will:**

- Demonstrate proficiency in two of the following dance styles modern, ballet, and jazz.
  - Exhibit accomplished technique in tap and hip hop dance.
  - Demonstrate competency through public performances.
  - Develop an informed viewpoint of dance as an art form.
  - Demonstrate choreographic skills including supervisory and effective communicative abilities.
- 

### Program Requirements

**Units: 19**

**A major of 29 units is required for the certificate. Demonstrated proficiency in two out of the three dance forms is required for the certificate. Required core courses (19 units):**

DANC101	Dance Appreciation	3
DANC110	Modern Dance I	2
DANC120	Ballet Dance I	2
DANC130	Jazz Dance I	2
DANC133	Hip Hop Dance I	2
DANC152	Tap Dance I	2
DANC154	Clinic in Dance Partnering	1
DANC156	Techniques for Stretch & Wellness	1
DANC170	Music for Dancers	1
DANC171	Dance Composition/Choreography I	3

**Units: 4**

**Plus 2 courses selected from the following (4 units):**

DANC111	Modern Dance II	2
DANC121	Ballet Dance II	2
DANC131	Jazz Dance II	2

**Units: 3**

**Plus 1 course from the following (3 units):**

DANC115	Modern Dance III	3
DANC125	Ballet Dance III	3
DANC135	Jazz Dance III	3

**Units: 3**

**Plus 1 course from the following (3 units)**

DANC180	Performance Laboratory	3
DANC182	Technical Production Lab	3
DANC183	Dance Ensemble	3
DANC186	Dance Production	3
DANC188	Dance Composition/Choreography II	3

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<b>Total Program Units</b>	<b>29</b>
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# Allan Hancock College

## Program Outline

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**Title:** Commercial Dance

**Award Type:** Certificate of Achievement

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

---

**The graduate of the Certificate of Achievement in Commercial Dance will:**

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

### Program Requirements

**A total of 16.5 units is required to earn the Commercial Dance Certificate.**

		<b>Units: 16.5</b>
<b>Required core courses (16.5 units)</b>		
DANC102	Auditioning for Dancers	2
DANC120	Ballet Dance I	2
DANC130	Jazz Dance I	2
DANC131	Jazz Dance II	2
DANC133	Hip Hop Dance I	2
DANC154	Clinic in Dance Partnering	1
DANC160	Clinic in Ballet	0.5
DANC162	Clinic in Jazz	0.5
DANC168	Clinic in Stretch	0.5
DANC172	Beginning Ballroom Dance	0.5
DANC175	Clinic in Salsa	0.5
DANC185	Intro to Performance Skills	3
<b>Total Program Units</b>		<b>16.5</b>

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# Allan Hancock College

## Program Outline

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**Title:** Introduction to Early Childhood Studies

**Award Type:** Certificate of Competency

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

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**The graduate of the Certificate of Competency in Introduction to Early Childhood Studies will:**

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

### Program Requirements

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

**Hours: 137 - 187**

ECSN7310	History of Child Development	36 - 48
ECSN7311	Guidance and Interaction	18 - 30
ECSN7312	The Importance of Play	32 - 36
ECSN7313	Observation Made Easy	36 - 48
ECSN7314	Assessment and Delivery Systems	15 - 25

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**Total Program Hours**

**137.00 - 187.00**

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# Allan Hancock College

## Program Outline

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**Title:** Vocational ESL Introduction to Early Childhood Studies

**Award Type:** Certificate of Competency

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

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

---

**The graduate of the Certificate of Competency in Vocational ESL Introduction to Early Childhood Studies will:**

- Successfully use their knowledge/acquisition of the English language to summarize important historical influences on the development of children.
  - Successfully use their knowledge/acquisition of the English language to implement guidance and interaction strategies when working with children.
  - Read, understand, and explain how to implement curriculum and activities that support the value of play when working with children.
  - Read, understand, and explain how to apply observation strategies when working with children.
  - Read, understand, and explain how to implement various assessment processes when working with children.
  - Successfully use their knowledge/acquisition of the English language to enroll in Early Childhood Studies coursework upon completion of the certificate.
- 

### Program Requirements

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

**Hours: 274 - 374**

ECSN7310 and VESL7310	History of Child Development	36 - 48
VESL7311 and ECSN7311	Guidance and Interaction	18 - 30
VESL7312 and ECSN7312	The Importance of Play	32 - 36
VESL7313 and	Observation Made Easy	36 - 48



ECSN7313	Observation Made Easy	36 - 48
VESL7314 and	Assessment & Delivery Systems	15 - 25
ECSN7314	Assessment and Delivery Systems	15 - 25

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**Total Program Hours****274.00 - 374.00**

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# Allan Hancock College

## Program Outline

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**Title:** Family Childcare License Preparation

**Award Type:** Certificate of Competency

---

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

---

**The graduate of the Certificate of Competency in Family Childcare License Preparation will:**

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

### Program Requirements

**Five courses (69 - 115 hours) are required to obtain the Certificate of Competency. English proficiency is required.**

**Hours: 69 - 115**

ECSN7300	Family Childcare Business	9 - 15
ECSN7301	Child Health and Safety	18 - 30
ECSN7302	Developmental Needs of a Child	15 - 25
ECSN7303	Infant and Toddler Care	12 - 20
ECSN7304	Ethics and Business Contracts	15 - 25

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**Total Program Hours**

**69.00 - 115.00**

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# Allan Hancock College

## Program Outline

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**Title:** Vocational ESL Family Childcare License Preparation

**Award Type:** Certificate of Competency

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

---

**The graduate of the Certificate of Competency in Vocational ESL Family Childcare License Preparation will:**

- Successfully use their knowledge/acquisition of the English language to apply for an in-home daycare license.
  - Read, understand, and explain the regulatory conditions for an in-home daycare service.
  - Read, understand, and explain text that covers the developmental needs of the infants, toddlers, and children being served.
  - Successfully communicate with parents and guardians in writing or orally in order to provide a safe and enriching environment for the children being served.
- 

### Program Requirements

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

**Hours: 138 - 230**

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

VESL7300 and	Family Childcare Business	9 - 15
ECSN7300	Family Childcare Business	9 - 15
VESL7301 and	Child Health and Safety	18 - 30
ECSN7301	Child Health and Safety	18 - 30
ECSN7302	Developmental Needs of a Child	15 - 25
VESL7302 and	Developmental Needs of Children	15 - 25
VESL7303 and	Infant and Toddler Care	12 - 20
ECSN7303	Infant and Toddler Care	12 - 20
VESL7304 and	Ethics and Business Contracts	15 - 25
ECSN7304	Ethics and Business Contracts	15 - 25

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**Total Program Hours**

**138.00 - 230.00**

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**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Short- Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 12.I.
Institutional Goal: Accreditation Standard III	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>
Mirawi, Miramar	Program Assistant II	3/1/22 – 6/30/22	Support career services programs	\$16.98
Mendoza, Everett	Program Assistant II	4/1/22 – 6/30/22	Assist with custodial duties during recruitment	\$16.98
Rayas, Jacqlyn	Program Assistant II	3/20/22 – 6/30/22	Assist with project-based assignment for outreach	\$16.98
Andrade-Arreola, Pablo	Program Assistant III	1/1/22 – 6/30/22	Support counseling department with Hancock Promise	\$19.34
Stanley, Chloe	Program Assistant III	3/10/22 – 6/30/22	Correction to salary and end date	\$19.34
Scott, Andre	Program Assistant V	3/1/22 – 6/30/22	Assist athletics program during transition period.	\$26.00
Perez-Santos, Kathleen	Program Specialist	4/1-22 – 6/30/22	Cal/SOAP revision of funding source	\$25.00
<b>Orozco, Raquel</b>	<b>Program Specialist</b>	<b>6/1/22 – 6/30/22</b>	<b>Cash for College Coordinator</b>	<b>\$30.00</b>

(Continue Page 2)

**FISCAL IMPACT**

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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**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	\$15.00	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Instructional Aide II	\$16.98		
Instructional Aide III	\$19.34		
Instructional Aide IV	\$23.54		
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>
Combs, Michele	Instructional Aide V	3/9/22 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Simon, Jennie	Instructional Aide V	3/9/22 – 6/30/22	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Copeland, Spencer	Instructional Aide V	7/1/22 – 6/30/23	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 12.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

The following personnel actions are recommended:

**Appointments**

1. Lilibeth Mata Juarez, AIM to Dream program coordinator, counseling, full-time, 12 months, 37 hours weekly, range 29-B, classified salary schedule 55, effective April 20, 2022.

Reason: Ms. Mata Juarez fills the position of Mayte Solis-Nol, who resigned effective December 30, 2021.

**FISCAL IMPACT**

1. The cost to the unrestricted general fund is approximately \$18,182 for the 2021-2022 fiscal year.
2. The cost to the unrestricted general fund is approximately \$14,736 for the 2021-2022 fiscal year.
3. The cost to the unrestricted general fund is approximately \$15,046 for the 2021-2022 fiscal year.
4. The cost to the unrestricted general fund is approximately \$15,046 for the 2021-2022 fiscal year.
- 5. The cost to the unrestricted general fund is approximately \$13,988 for the 2021-2022 fiscal year.**
6. The cost to the unrestricted general fund is approximately \$18,153 and \$1,995 to BFAP (Board Financial Assistance Program) funds for the 2021-2022 fiscal year.
7. The cost to the Local Strong Work Force Funding is approximately \$16,931 for the 2021-2022 fiscal year.
8. The cost to the unrestricted general fund is approximately \$19,217 and 1,1671 to BFAP (Board Financial Assistance Program) funds for the 2021-2022 fiscal year.
- 9. The cost to the unrestricted general fund is approximately \$17,703 for the 2021-2022 fiscal year.**

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

(Continue Page 2)

**RECOMMENDATION**

Staff recommends that the board of trustees approve the appointments of Lilibeth Mata Juarez, AIM to Dream program coordinator, counseling, effective April 20, 2022; **Janet Morales, financial aid technician, financial aid, effective March 28, 2022;** Sabrina Hrabe, instructional assistant, public safety, effective April 20, 2022; Jhony Diaz Rodriguez, instructional assistant, public safety, effective April 20, 2022; **and, Chris Chapman, groundskeeper II, facilities, effective May 2, 2022;** and, the promotions of Sherry Bell, financial aid technician, financial aid, effective March 21, 2022; Hanali Tapia-Palacios, career readiness specialist, cooperative work experience, career center, effective April 18, 2022; Gregory DeLeon, coordinator financial aid, financial aid, effective April 1, 2022; **and, Yesenia Alcantar, academic load specialist, academic affairs, effective April 20, 2022.**

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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Appointments (Continued)

2. **Janet Morales, financial aid technician, financial aid, full-time, 12 months, 37 hours weekly, range 19-B, classified salary schedule 55, effective March 28, 2022.**

**Reason: Ms. Morales fills the position of Jose Alvarez, who resigned effective June 30, 2021.**

3. Sabrina Hrabe, instructional assistant, public safety, full-time, 10 months, 37 hours weekly, range 20-B, classified salary schedule 55, effective April 20, 2022.

Reason: Ms. Hrabe fills the position of Thomas Sua, who resigned effective November 4, 2021.

4. Jhony Diaz Rodriguez, instructional assistant, public safety, full-time, 10 months, 37 hours weekly, range 20-B, classified salary schedule 55, effective April 20, 2022.

Reason: Mr. Diaz Rodriguez fills the position of Joshua Pino, who transferred to the fire academy effective January 24, 2022.

5. **Chris Chapman, groundskeeper II, facilities, full-time, 12 months, 37 hours weekly, range 20-C, classified salary schedule 55, effective May 2, 2022.**

**Reason: Mr. Chapman fills the position of David Hunt, who was promoted to groundskeeper lead, facilities, effective January 3, 2022.**

Promotions

6. Sherry Bell, FROM financial aid technician, financial aid, full-time, 12 months, 37 hours weekly, range 19-F, classified bargaining unit salary schedule 55 TO financial aid accounting technician, full time, 12 months, 37 hours weekly, range 21-F, classified bargaining unit salary schedule 55, effective March 21, 2022.

Reason: Ms. Bell fills the position of Karen Parent, who retired effective February 1, 2022.

7. Hanali Tapia-Palacios, FROM administrative assistant III, counseling and student success support, counseling, full-time, 12 months, 37 hours weekly, range 25-A, classified bargaining unit salary schedule 55 TO career center specialist-cooperative work experience, career center, full time, 12 months, 37 hours weekly, range 26-B, classified bargaining unit salary schedule 55, effective April 18, 2022.

Reason: Ms. Tapia Palacios fills the vacancy of Christine Espinoza who transferred as career center specialist, pathway to home program, county jail, effective January 12, 2022.

8. Gregory DeLeon, FROM financial aid analyst, financial aid, full-time, 12 months, 37 hours weekly, range 26-F, classified bargaining unit salary schedule 55 TO coordinator financial aid, financial aid, full-time, 12 months, 37 hours weekly, range 30-E, classified bargaining unit salary schedule 55, effective April 1, 2022.

Reason: Mr. DeLeon fills the vacancy of Lori Doty, who retired effective January 4, 2022.

9. **Yesenia Alcantar, FROM administrative assistant II, academic affairs, full-time, 12 months, 37 hours weekly, range 17-F, classified bargaining unit salary schedule 55 TO academic load scheduling specialist, academic affairs, full-time, 12 months, 37 hours weekly, range 33-C, classified bargaining unit salary schedule 55, effective April 20, 2022.**

**Reason: Ms. Alcantar fills a new position to support the academic affairs department.**

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 12.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**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. Jeanette Hernandez, FROM financial aid support technician, financial aid, full-time, 12 months, 37 hours weekly, range 14-F, classified bargaining unit salary schedule 55 TO financial aid assistant, financial aid, full-time, 12 months, 37 hours weekly, range 19-D, classified bargaining unit salary schedule 55, retroactive March 1, 2022 through April 15, 2022, or earlier per district need.

Reason: Ms. Hernandez is temporarily covering the financial aid department assistant duties. Ms. Hernandez will return to her regular assignment effective April 18, 2022, or earlier per district need.

**FISCAL IMPACT**

1. The cost to the unrestricted general fund is approximately \$444 for the 2021-2022 fiscal year.
2. The cost to the unrestricted general fund is approximately \$729 for the 2021-2022 fiscal year.
3. The cost to the unrestricted general fund is approximately \$724 for the 2021-2022 fiscal year.
4. The cost to the unrestricted general fund is approximately \$582 for the 2021-2022 fiscal year.
5. The cost to the unrestricted general fund is approximately \$505 for the 2021-2022 fiscal year.
6. The cost to the SEAP fund is approximately \$1,041 for the 2021-2022 fiscal year.
7. **The cost to the unrestricted general fund is approximately \$3,269 for the 2021-2022 fiscal year.**
8. **The cost to the unrestricted general fund is approximately \$803 for the 2021-2022 fiscal year.**
9. **The cost to the unrestricted general fund is approximately \$3,648 for the 2021-2022 fiscal year.**

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

(Continue Page 2)

**RECOMMENDATION**

Staff recommends that the board of trustees approve the out-of-classification assignments of Jeanette Hernandez, financial aid assistant, financial aid, retroactive March 1, 2022 through April 15, 2022, or earlier per district need; Josue Santos, production specialist, campus graphics, effective April 13, 2022 through June 30, 2022, or earlier per district need; Elizabeth Zuniga, coordinator, campus graphics, campus graphics, effective April 13, 2022 through June 30, 2022, or earlier per district need; Garrett Waterbury, science lab assistant, life and physical sciences, retroactive March 7, 2022 through March 18, 2022, or earlier per district need; Patrick Griffith, student account specialist, auxiliary accounting services, retroactive March 11, 2022 through June 2, 2022, or earlier per district need; Lucerito Salgado Olivera, non-credit student success support program, counseling, retroactive September 17, 2021 through December 10, 2021; **Jaclyn Banaga, financial aid coordinator, financial aid, retroactive October 4, 2022 through March 31, 2022; Laura Leon, administrative assistant II, counseling, effective April 1, through June 30, 2022, or earlier per district need; and, Brent Dionisio, administrative assistant III, counseling, effective April 1, through June 30, 2022, or earlier per district need.**

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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2. Josue Santos, FROM copy center and production technician, campus graphics, full-time, 12 months, 37 hours weekly, range 20-F, classified bargaining unit salary schedule 55 TO production specialist, campus graphics, full-time, 12 months, 37 hours weekly, range 20-F, plus five (5) percent, classified bargaining unit salary schedule 55, effective April 13, 2022 through June 30, 2022, or earlier per district need.

Reason: Mr. Santos is performing duties outside of his job description by attending campus wide events to advise departments and coordinate printing needs. Mr. Santos will return to his regular assignment effective July 1, 2022, or earlier per district need.

3. Elizabeth Zuniga, FROM copy center and production technician, campus graphics, full-time, 12 months, 37 hours weekly, range 20-F, classified bargaining unit salary schedule 55 TO coordinator, campus graphics, full-time, 12 months, 37 hours weekly, range 31-A, classified bargaining unit salary schedule 55, effective April 13, 2022 through June 30, 2022, or earlier per district need.

Reason: Ms. Zuniga is performing duties outside of her job description by covering as a coordinator due to a promotion in the department. Ms. Zuniga will return to her regular assignment effective July 1, 2022, or earlier per district need.

4. Garrett Waterbury, FROM lab assistant, life and physical sciences, full-time, 12 months, 37 hours weekly, range 14-C, classified bargaining unit salary schedule 55 TO science lab specialist, life and physical sciences, full-time, 12 months, 37 hours weekly, range 27-A, classified bargaining unit salary schedule 55, retroactive March 7, 2022 through March 18, 2022, or earlier per district need.

Reason: Mr. Waterbury is performing duties outside of his job description by covering during the absence of an employee. Mr. Waterbury will return to his regular assignment effective March 21, 2022, or earlier per district need.

5. Patrick Griffith, FROM student account specialist, auxiliary accounting services, full-time, 12 months, 37 hours weekly, range 22-B, classified bargaining unit salary schedule 55 TO student account specialist, auxiliary accounting services, full-time, 12 months, 37 hours weekly, range 22-B, plus five (5) percent classified bargaining unit salary schedule 55, retroactive March 11, 2022 through June 2, 2022, or earlier per district need.

Reason: Mr. Griffith is performing duties outside of his job description during the absence of an employee. Mr. Griffith will return to his regular assignment effective June 3, 2022, or earlier per district need.

6. Lucerito Salgado Olivera, FROM non-credit student success support program, counseling, full-time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule 55 TO non-credit student success support program, counseling, full-time, 12 months, 37 hours weekly, range 28-E, plus five (5) percent, classified bargaining unit salary schedule 55, retroactive September 17, 2021 through December 10, 2021.

Reason: Ms. Salgado Olivera is performing duties outside of her regular job duties to provide coverage during the absence of an employee. Ms. Salgado Olivera will return to her regular assignment effective December 11, 2021, or earlier, per district need.

7. **Jaclyn Banaga, FROM financial aid analyst, financial aid, full time, 12 months, 37 hours weekly, range 26-F, classified bargaining unit salary schedule 55 TO financial aid coordinator, financial aid, full time, 12 months, 37 hours weekly, range 30-E, classified bargaining unit salary schedule 55, retroactive October 4, 2021 through March 31, 2022, or earlier per district need.**

**Reason: Ms. Banaga is temporarily covering the financial aid department financial coordinator duties. Ms. Banaga will return to her regular assignment effective April 1, 2022, or earlier per district need.**

8. **Laura Leon, FROM administrative assistant II, counseling, full time, 12 months, 37 hours weekly, range 17-F, classified bargaining unit salary schedule 55 TO administrative assistant II, counseling, full time, 12 months, 37 hours weekly, range 17-F, plus five (5) percent, classified bargaining unit salary schedule 55, effective April 1, 2022 through June 30, 2022, or earlier per district need.**

**Reason: Ms. Leon is performing duties outside of her job description by providing support in the counseling departments. Ms. Leon will return to her regular assignment effective July 1, 2022, or earlier per district need.**

9. **Brent Dionisio, FROM office services technician, counseling, full time, 12 months, 37 hours weekly, range 14-B, classified bargaining unit salary schedule 55 TO administrative assistant III, counseling, full time, 12 months, 37 hours weekly, range 25-A, classified bargaining unit salary schedule 55, effective April 1, 2022 through June 30, 2022, or earlier per district need.**

**Reason: Mr. Dionisio is performing duties outside of his job description by providing support in the counseling department due to a vacancy. Mr. Dionisio will return to his regular assignment effective July 1, 2022, or earlier per district need.**

**CONSENT ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Appointments of Temporary Nontenure-Track Faculty Member	Item Number: 12.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

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

**Appointment**

1. Erin Krier, coordinator/nontenure-track faculty, agriculture program, life and physical sciences, temporary, full-time, 10 months, 175 days, column II, step 7, faculty contract salary schedule, effective August 12, 2022 through May 31, 2023, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Krier will continue to coordinate and support the development of the college's Agriculture Program.

**FISCAL IMPACT**

1. The cost to the unrestricted general fund is approximately \$92,729 for the 2022-2023 fiscal year.

These costs will be included in the 2022-2023 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the appointment of Erin Krier, temporary, coordinator/nontenure-track faculty, agriculture program, life and physical sciences, effective August 12, 2022 through May 31, 2023, or earlier per district need, and contingent upon continued funding.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Appointment of Management Employee	Item Number: 12.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND****Appointment:**

Steven Marshall, director of facilities, full-time, 12 months, range 10-F, management salary schedule, effective May 9, 2022.

Reason: Mr. Marshall fills the vacancy of James Harvey, who retired effective July 1, 2021.

Mr. Marshall earned a bachelor of science degree in engineering, technologies/construction management at Cal Poly University, Pomona, Pomona, California. Mr. Marshall has been a director of facilities at Norco College-Riverside Community College, Riverside, California from February 2019 to present. Mr. Marshall was a facilities project manager at Colton Joint Unified School District, Colton, California from August 2016 to February 2019; facilities project manager at Rancho Santiago Community College, Santa Ana, California from April 2014 to August 2016; construction manager, Vanir Construction Management, Inc., Los Angeles, California from March 2012 to May 2014; owner of Marshall's Maintenance and Consulting Services, Norco, California; and, project manager, RC Construction Services, Rialto, California from April 2000 to March 2011.

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

**FISCAL IMPACT**

The cost to the unrestricted general fund is approximately \$32,748 for the 2021-2022 fiscal year and is included in the 2021-2022 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the classified management appointment of Steven Marshall, director of facilities, facilities, effective May 9, 2022.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Appointment of Interim Academic Management Employee	Item Number: 12.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The following administrative appointment is recommended:

**Appointment**

John Colson, Ed.D., interim associate superintendent/vice president, student services full-time, 12 months, range 1-D, executive management salary schedule 02, effective April 11, 2022 through June 30, 2022.

Reason: Dr. Colson temporarily fills the vacancy of Dr. Nohemy Ornelas, who resigned effective April 1, 2022.

Dr. Colson earned his bachelor degree of arts in philosophy and religious studies at Toccoa Falls College, Toccoa Falls, Georgia; his master degree of arts in religion/religious studies and his doctorate in higher education/administration at the University of Georgia. Dr. Colson has been a vice president of student services at Mt. San Jacinto College, San Jacinto, California from January 2017 to June 2021. Dr. Colson has worked as an assembler at Caterpillar, Inc., Athens, Georgia from February 2015 to January 2017; was the founder and consultant of Colson Educational Consultants from March 2012 to December 2016; served as the interim vice president of student services from November 2013 to August 2014, and as interim dean of counseling from July 2013 to October 2013 at Coastline Community College, Fountain Valley California; and, was a vice president of student services from September 2006 to January 2012 at Grossmont-Cuyama Community College District.

**FISCAL IMPACT**

The cost to the unrestricted general fund is approximately \$45,095 for the 2021-2022 fiscal year and is included in the 2021-2022 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the interim appointment of John Colson, associate superintendent/vice president, student services, effective April 11, 2022 through June 30, 2022.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Appointment of Supervisory Confidential Employee	Item Number: 12.O.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The following personnel actions are recommended:

**Appointment**

1. Robert Nourse, FROM coordinator campus graphics, campus graphics, full-time, 12 months, 37 hours weekly, range 31-F, classified bargaining unit salary schedule 55 TO campus graphics supervisor, campus graphics, full-time, 12 months, 40 hours weekly, range 6-B, supervisory/confidential salary schedule 40, effective April 20, 2022.

Reason: Mr. Nourse fills the vacancy of Gordon Rivera who resigned effective January 1, 2022.

**FISCAL IMPACT**

The cost to the unrestricted general fund is approximately \$24,450 for the 2021-2022 fiscal year.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the appointment of Robert Nourse, campus graphics supervisor, campus graphics, effective April 20, 2022.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: New Educational Administration Position Job Description	Item Number: 12.P.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

**BACKGROUND**

After review by the appropriate administrators and the director of human resources, the following new educational administration position job description is recommended for approval:

**New**

Director, Student Health and Wellness Center

Management - Range 16

Reason: New position created to support the student health and wellness center.

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the new educational administration position job description as presented.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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DRAFT

Allan Hancock College  
Human Resources

Management  
Range 16

## **DIRECTOR, STUDENT HEALTH AND WELLNESS CENTER**

### **DEFINITION**

Implement Title 5 policies and procedures as well as guidelines established by the California Community College Chancellor's Office to plan, organize, direct, supervise, and coordinate the Student Health Center and Basic Needs Office of the college; to supervise support personnel; and value and promote the mission and vision of the college.

### **CLASS CHARACTERISTICS**

This is an academic administrative position. An incumbent in this position reports directly to the Associate Superintendent/Vice President, Student Services. An incumbent in this position will independently perform professional work involving independent judgment in the interpretation and application of Federal, State and institutional policy and procedures. Incumbents have a high frequency of contact with administrative and professional staff, students and other public/private agencies requiring tact and good communication skills.

### **EXAMPLES OF DUTIES**

- Design, implement, coordinate, and direct activities related to health center and basic needs.
- Work collaboratively and assist clerical support staff, physician(s), and other registered nurses to assess, plan, intervene, and evaluate patients, refer students to community health providers as indicated, provide first aid to students and/or staff members appropriate to the health center.
- Evaluate mental and physical health needs of students and make appropriate referrals for disposition. Assist in crisis intervention and health education.
- Refer students to appropriate campus and community resources.
- Provide follow up on medical treatment of students.
- Administer immunizations.
- Administer emergency first aid to students and college staff.
- Follow protocol for communicable disease control.
- Critically assess severity of illnesses, injuries, and emergencies and adopt efficient and effective course of action while maintaining control.
- Document accurate required health information in Electronic Medical Records of students, faculty and staff.
- Refer patients to appropriate health care providers for management of acute and chronic health complaints beyond the scope of the health center.
- Exercise good judgment and maintain confidentiality in maintaining critical and private health information, records, and reports.
- Monitor and maintain appropriate levels of medical supplies and medications.
- Clarify and understand oral and written directions for ongoing patient services in Electronic Medical Record.
- Work independently within the scope of Nurse Practice Act and with minimal clinical



supervision. Assist in formulation/revision of written procedures, standing orders, and protocol for student health services.

- Comply with mandatory reporting requirements as defined by licensure, epidemiology, health, and safety.
- Perform additional related health services work as required and assigned.
- Supervise and lead staff toward common district, campus, and health center goals with emphasis on meeting students' health, basic needs, and wellness needs.
- Conduct educational workshops and events relative to student health, basic needs and wellness.
- Collaborate with staff psychologists to develop and further goals of the health center and create and promote special events/workshops.
- Create and direct the production of health center literature and publicity, i.e. social media, newsletters, bulletin boards, brochures, web presence, etc.
- Develop and promote the health center throughout the campus community.
- Implement campus policies and procedures as well as state health codes and policies.
- Lead and participate in department, campus, and community committees and activities as appropriate.
- Orient new RN's and student health staff.
- Recruit and select staff in all areas under direct supervision.
- Provide in-service training.
- Supervise and evaluate staff, program functions, and activities.
- Responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source.
- Analyze data for presentation in various formats.
- Responsible for all departmental reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities.
- Responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes.
- Successfully implement and institutionalize health care project activities.
- Responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, state and national entities and affiliates to further project goals and objectives and meet critical student needs.
- Provide substantial leadership, collaboration, and support to committees, programs, and departments.
- Perform other related duties as required

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of comprehensive Health and Wellness Services programs in higher education.
- Health and wellness programs and services in higher education or public health agency
- Methods and techniques of leadership and management
- Principles of communicating and collaborating effectively with diverse students, faculty, staff and administration.

- Community resources, organization and functions.
- Accounting, budgeting and fiscal record keeping and reporting practices.
- Office organization and management.
- Computerized information systems.
- Grant application and administration procedures.
- Effective and efficient use of an Electronic Record Management (EMR) system.
- Rules, regulations, and policies relating to the operation and administration of a community college district, as well as state and federal rules, regulations, and policies (i.e. HIPAA, FERPA, ADA/ADAA).
- Principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

**Demonstrated ability to:**

- Develop and administer program budgets.
- Analyze, interpret and apply laws, regulations, policies and procedures.
- Prepare technical correspondence, reports and documents.
- Communicate clearly and concisely, both orally and in writing
- Work effectively and collaboratively with a variety of individuals.
- Utilize multiple technology platforms.
- Plan and implement programs.
- Write clear and concise complex documents; compile reports. 5) Work cooperatively with other employees and the public.
- Establish positive and effective interdisciplinary relationships
- Analyze situations and make appropriate decisions.
- Supervise, train and evaluate staff in accordance with collective bargaining agreements.

**Education and Experience:**

**Educational Administrator Minimum Qualifications**

Overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:

- 1) Possess from an accredited institution a master's degree in nursing and a California Public Health Nurse certificate; OR
- 2) Possess from an accredited institution a bachelor's in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health. Minimum of three
- (3) years of experience highlighting administration responsibilities for a health center or other related agency. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

**Preferred Qualifications:**

Current certificate as a California Nurse Practitioner in one or more of the following areas: Direct experience in a community college or university health center, or related area of health care practice and administration.

**Other Requirements:**

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

**Working Conditions:**

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.

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

The incumbent will experience interruptions while performing normal duties during the regular workday.

The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.

Work requires travel to other offices or locations to attend meetings or conduct work.

**Physical Demands:**

Typically may sit for extended periods of time.

Operates a computer keyboard

Communicates over the telephone and in person.

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

**Special Qualification:**

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

**ACTION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Election of California Community College Trustees (CCCT) Board of Directors	Item Number: 14.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

The election of members to the California Community College Trustees (CCCT) Board of Directors takes place each year between March 10 and April 25. There are six (6) seats up for re-election on the board.

Each community college district board shall have one vote for each of the six vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The six candidates who receive the most votes will serve a three-year term.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees vote for up to six (6) candidates to serve on the California Community College Trustees Board of Directors.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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2022 CCCT BOARD ELECTION  
CANDIDATES LISTED IN SECRETARY OF STATE'S  
RANDOM DRAWING ORDER OF AUGUST 12, 2021

**VOTE FOR NO MORE THAN SIX (6) CANDIDATES**

1. Kenneth Brown, El Camino CCD\*
2. Mary Ann Lutz, Citrus CCD
3. Jose Alcala, Riverside CCD
4. Mary Strobridge, San Luis Obispo County CCD
5. Tamara Silver, Pasadena Area CCD
6. Danny Kelley, Redwoods CCD
7. Marcia Milchiker, South Orange County CCD
8. Stacy Davis, Palo Verde CCD
9. Juan Delgado, Yuba CCD
10. Ines De Luna, Napa Valley CCD
11. Lisa Petrides, San Mateo CCD
12. Sharon Pinkerton, Victor Valley CCD
13. Milton Richards, Yosemite CCD

\* Incumbent

**ACTION ITEM**

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 19, 2022
Subject:	Authorization to Solicit Bids to Purchase the Portable Theatrical Lighting Equipment and Integrated Power Control System for the Solvang Festival Theater and Marian Theater (Bid No. 22-05)	Item Number:	14.B.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

**BACKGROUND**

On September 14, 2022, the board authorized staff to pursue the replacement of existing sound and lighting equipment for the Pacific Conservatory Theatre (PCPA) programming at the Solvang Festival Theater for an amount not to exceed \$500,000. At that time, it was thought that the district would be able to procure the portable equipment and provide it to be used at the theatre. Subsequent discussions between the district administration, PCPA and members of the Solvang Festival Theater revealed that the contractor hired to remodel the theatre had already purchased the sound and lighting equipment.

Public Contract Code (PCC) Section 20651(a) requires the governing board of any community college district to competitively bid and award contracts involving an expenditure of more than \$99,100 for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district;
2. Services that are non-construction; and
3. Repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c).

Because the dollar value of the equipment exceeds our competitive bid limit of \$99,100, the district cannot reimburse Solvang Festival Theater for the equipment purchase without violating Section 20651 (a) of the Public Contract Code. However, abandoning the project altogether would not fulfill our original commitment.

After several meetings with PCPA and representatives of the Solvang Festival Theater, we believe we have landed on a solution. Under this proposal, the district would seek bids for the purchase of a portable theatrical lighting equipment and integrated power control system for the Solvang Festival Theater and Marian Theater. In return, the Solvang Festival Theater, or its representative, would submit a sealed bid to the district indicating its willing to sell the lighting equipment and integrated power control system. Provided the bid is the lowest responsive bid or only responsive bid submitted, the board could award the contract, enabling the district to purchase the equipment from the Solvang Festival Theater. Once the contract is awarded, the equipment would be engraved and be part of the district's asset inventory.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees authorize solicitation of bids to purchase the portable theatrical lighting equipment and integrated power control system for the Solvang Festival Theater and Marian Theater (Bid No. 22-05).

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

To: Board of Trustees	Date:
From: Superintendent/President	April 19, 2022
Subject: COVID-19 Pandemic Update	Item Number: 15.A.1.
	Enclosures: Page 1 of 2

**BACKGROUND**

Santa Barbara County community transmission level remains in the “low” category. According to the CDC, testing or masking is only recommended for those experiencing symptoms consistent with COVID-19. The criteria for determining community transmission levels are as illustrated below.

New Cases <sup>1</sup> (per 100,000 population in the last 7 days)	Indicator	Low	Medium	High
<200 cases	New COVID-19 admissions per 100,000 population (7-day total) <sup>2</sup>	<10.0	10.0-19.9	≥20.0
	Percent of staffed inpatient beds in use by COVID-19 patients (7-day average) <sup>3</sup>	<10.0%	10.0-14.9%	≥15.0%
≥200 cases	New COVID-19 admissions per 100,000 population (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds in use by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

**MASKING**

The college has maintained a strong recommendation for indoor masking.

**TESTING**

The college continues to offer testing on campus for employees and students. Currently, the college still requires testing for unvaccinated individuals at a frequency of once per week. As illustrated by the data below, the college’s positivity rates have remained below one percent since March 1, 2022.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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While surveillance testing is not statutorily required, under the Cal/OSHA emergency temporary standards (ETS), employers must still offer testing at no cost and during paid time:

- to all employees with COVID-19 symptoms who are not fully vaccinated
- to employees who had a close contact at work, with an exception for symptom-free employees who recently recovered from COVID-19
- during an outbreak, to all employees within an exposed group, at least once or twice per week depending on the magnitude of the outbreak, except for employees who were not at work during the relevant period and symptom-free employees who recently recovered from COVID-19; and
- when following CDPH's (California Department of Public Health) Isolation and Quarantine Guidance to keep employees working or return them sooner, if tested.

	<b>MARCH</b>		<b>APRIL (THROUGH 4/17)</b>	
<b>NEGATIVE</b>	2730	99.34%	1215	98.62%
<b>POSITIVE</b>	10	0.36%	9	0.73%
<b>INVALID</b>	5	0.18%	7	0.57%
<b>NOT TESTED</b>	3	0.11%	1	0.08%

#### Exposures

	<b>MARCH</b>		<b>APRIL (THROUGH 4/17)</b>	
<b>NO</b>	2744	99.85%	1227	99.59%
<b>YES</b>	2	0.07%	3	0.24%
<b>UNKNOWN</b>	2	0.07%	2	0.16%



**INFORMATION ITEM**

To: Board of Trustees	Date: April 19, 2022
From: Superintendent/President	Item Number: 15.A.2.
Subject: Employee Resignations and Retirements	Enclosures: Page 1 of 1

**BACKGROUND**

The superintendent/president has accepted the following:

**Resignation**

1. Laura Danek, staff stage manager, PCPCA, effective April 1, 2022.

Ms. Danek has been employed with the district since May 22, 2019.

2. Nohemy Ornelas, associate superintendent/vice president, student services, effective April 1, 2022.

Dr. Ornelas has been employed with the district since July 14, 2014.

3. Rhiannon Baldwin, program technician, public safety, effective April 18, 2022

Ms. Baldwin has been employed with the district since March 3, 2014.

**Retirement**

4. Sheri Bates, professor of kinesiology and health; kinesiology, recreation, and athletics, effective June 1, 2022.

Ms. Bates has been employed with the district since August 16, 1996.

5. Roger DeLaurier, conservatory director-actor, PCPA, effective August 15, 2022.

Mr. DeLaurier has been employed with the district since September 12, 1988.

6. Randy McCarty, instructional assistant, public safety, effective May 1, 2022.

Mr. McCarty has been employed with the district since June 1, 2019.

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

To: Board of Trustees	Date: April 19, 2022
From: Superintendent/President	Item Number: 15.B.
Subject: Quarterly Report on Volunteer Aides	Enclosures: Page 1 of 1

**BACKGROUND**

California Education Code 72401 and Board Policy 7500 authorizes the use of volunteer aides to perform non-teaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Brandon Letarian	3/1/22 through 6/30/22	Assist athletics track program with miscellaneous duties.
<b>Don Cross</b>	<b>4/1/22 through 6/30/22</b>	<b>Assist athletics in all aspects of an intercollegiate football program.</b>

Administrator Initiating Item: <b>Ruben Ramirez</b>	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: Revised Board Policy and Administrative Procedure 3420, Equal Employment Opportunity, and Staff Diversity	Item Number: 15.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 13

**BACKGROUND**

Revised board policy and administrative procedure is legally required. The revisions to the administrative procedure have been recommended by the California Community College League and have been vetted through the shared governance process. Additionally, information regarding hiring committee composition has been removed and placed in the administrative procedure related to recruiting and hiring.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
**Board Policy**  
 Chapter 3 – General Institution

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**BP 3420    EQUAL EMPLOYMENT OPPORTUNITY AND STAFF  
 DIVERSITY**

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing positive images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. In addition, the Board of Trustees recognizes that to be effective, an equal employment opportunity plan must be developed, reviewed and adopted in compliance with Education Code and Title 5 requirements.

Education Code 87100 et. seq.

Title 5, California Code of Regulations 51965, 53000, 59000, et. seq.

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**Adopted:    2/19/80**  
**Revised:    10/6/80**  
**Revised:    10/20/81**  
**Revised:    2/20/90**  
**Revised:    9/13/94**  
**Revised:    11/18/14**  
**Revised:    7/14/15**

*(Replaces Board Policy 3010)*




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**Allan Hancock Joint Community College**  
**District Administrative Procedure**  
 Chapter 3 – General Institution

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**AP 3420 EQUAL EMPLOYMENT OPPORTUNITY AND STAFF DIVERSITY**

The Allan Hancock Joint Community College District's Equal Employment Opportunity (EEO) Plan is a written plan that implements the District's EEO Program, which includes the definitions contained in Title 5 Section 53001 and addresses the following:

- Submission of plans and revisions to the California Community Colleges Chancellor's Office (CCCCO) for review and approval as required;
- The designation of the District employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure;
- The procedure for filing complaints and the person with whom such complaints are to be filed;
- A process for notifying all District employees of the provisions of the plan and the policy statement required;
- A process for ensuring that District employees who participate on screening or selection committees prior to their participation receive training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws, the educational benefits of workforce diversity, the elimination of bias in hiring decisions, and best practices in serving on a screening or selection committee;
- A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from "monitored groups" as defined by Title 5 Section 53001 subdivision (i), who are employed in the District's workforce and those who have applied for employment in each of the job categories listed below.
- To the extent data regarding potential job applicants is provided by the CCCCCO, an analysis of the degree to which monitored groups are underrepresented in comparison to their representation in the field or job category in numbers of persons from such groups whom the California Community Colleges Chancellor's Office determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant;
- The steps the District will take to promote diversity in its work force; and

- The methods for addressing any discrimination that is detected in the District's hiring practices.

The Plan shall be a public record and the District shall make a continuous good faith effort to comply with the requirements of the Plan.

### **Annual Evaluation**

- The District shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses.
- The District shall submit an annual report to the CCCCCO of this demographic data. The report shall identify each employee as belonging to one of the following seven job categories:
  - executive/administrative/managerial
  - faculty and other instructional staff
  - professional non-faculty
  - secretarial/clerical
  - technical and paraprofessional
  - skilled crafts
  - service and maintenance
- The District shall provide an opportunity for each employee to identify ~~his/her~~ their gender, ethnicity and, if applicable, disability. This opportunity must allow for a person to designate multiple ethnic groups with which ~~he/she~~ they ~~identifies~~ identify. However, the person may only be counted in one group for reporting purposes.
- The District shall review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of ~~non~~ non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention and promotion. The information to be reviewed shall include, but need not be limited to, a longitudinal analysis of data regarding job applicants to identify whether, over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool. The District also shall provide analysis of data regarding potential job applicants, to the extent provided by the CCCCCO, which may indicate significant underrepresentation of a monitored group.

### **Equal Employment Opportunity and Staff Diversity Committee**

- The District shall establish an Equal Employment Opportunity (EEO) and Staff Diversity Committee which shall include a diverse membership whenever possible.
- This committee shall receive training in all of the following: applicable Title 5 regulations and state and federal nondiscrimination laws; the educational benefits of

workforce diversity; the identification and elimination of bias in hiring decisions; and the role of this committee in carrying out the District's EEO Plan.

The responsibilities of the Committee shall include but not be limited to the following:

- promote communication with community groups and organizations for people with disabilities;
- review the District's obligation to hire faculty, staff, and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- promote hiring of faculty and administrators who have attended and/or graduated from a community college;
- develop communications among departments to foster understanding of the Plan;
- to advise the HR Council and College Council regarding special training or staff development needs;
- review the Plan and monitor its progress; recommend changes needed in the Plan; and
- review and submit the annual completed EEO report to the HR Council and College Council

### **Employment Procedures**

**Job Analysis and Validation:** The Human Resources Department shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily. A statement of essential functions and minimum qualifications shall be developed for all positions.

**Job Description:** Every job description shall provide a general statement of job duties and responsibilities. Job specifications shall include functions and tasks; knowledge; skills; ability; and ~~job-related~~job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college staff and students.

**Recruitment:** Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate websites, professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 Districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation and appropriate websites.

**Applicant Pools:** The application for employment shall afford each applicant an opportunity to identify ~~himself/herself~~themselves voluntarily as to gender, ethnicity and, if applicable, ~~his/her~~their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Director of Human Resources or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Director of Human Resources or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

**Screening and Selection:** Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the CCCCCO on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Director of Human Resources or designee assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not



hired or was not invited to interview; and monitors the hiring process for adverse impact.

- ~~Selection committees will be structured as follows:~~

- ~~1. An effort will be made to achieve gender balance. At least one voting staff member (non student) will be an ethnic minority, whenever possible. An employee who is trained as an equal employment opportunity representative or the equal employment opportunity officer shall act as a resource and monitor for the entire selection procedure. The equal employment opportunity member will not be a voting committee member. Application screening committees are generally smaller than interview committees and those who serve on the screening committees will automatically serve on the interview committee. Screening committees will not have fewer than three (3) or more than six (6) members.~~
- ~~2. Faculty Positions – The number of voting members on the screening and interview committee shall not be fewer than six or more than nine unless approved by the superintendent/president. The screening and interview committee, composed of one (1) administrator, who is the dean of the area or designee, at least three (3) and no more than five (5) faculty selected by the department, one of whom is the department chair or designee and one of whom is the discipline liaison, one (1) diversity resource specialist, and one (1) student selected by the department chair and approved by the Associated Student Body Board, shall conduct interviews and recommend candidates for hiring to the superintendent/president. Requests for an additional administrator to serve on the screening and interview committee shall be approved by mutual agreement between the faculty chair and the superintendent/president. The Diversity Resource Specialist (DRS) is selected by the Department Chair, in consultation with human resources, from a pool of trained faculty members. The DRS should not be a member of the department that is hiring.~~
- ~~3. Administrative Positions – The size of interview committees for administrative positions will be determined by the superintendent/president and may exceed ten (10) depending on the scope of responsibility. In regard to administrative positions, the interview committee is composed of administrators selected by the superintendent/president; an administrator chosen by the Management Association; at least three (3) and, in cases when the committee exceeds ten (10), up to five (5) faculty selected by the Academic Senate; a student selected by the superintendent/president from names provided by the Associated Student Body (ASB); a supervisory/confidential employee chosen by the supervisory/confidential group; and a staff member selected by California School Employees Association (CSEA) will conduct interviews and make recommendations for hiring to the~~

~~superintendent/president. Any exceptions to this procedure must be approved by the Staff Diversity/Equal Employment Opportunity Committee. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed.~~

~~4. Staff (Classified) Positions – In regard to staff (classified) positions, an interview committee made up of five representatives from departments, administrators, ASB, and at least one classified staff member appointed by CSEA will conduct interviews and make recommendations for hiring to the superintendent/president. The screening committee will consist of selected members of the interview committee, and will review applications and recommend candidates to be interviewed. Faculty representatives may come from the department for which the candidate is being interviewed.~~

~~5. Students will not serve on screening committees.~~

- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures; review and advise on recruitment efforts; job announcements, interview protocols,
- consult with counsel to determine whether there are other additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
- if significant underrepresentation persists;
- review each locally- established job qualification to determine if it is job related and consistent with business necessity;
- discontinue the use of any non job-related local qualification;
- continue using job-related local qualifications only if no alternative standard is reasonably available;
- consider the implementation of additional measures designed to promote diversity;
- review retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff;
- ~~advise on implementing the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic~~

- ~~backgrounds of community college students;~~
- ~~• promote hiring of faculty and administrators who have attended and/or graduated from a community college;~~

### **Delegation of Authority**

Allan Hancock College shall be responsible for the designation of a single person as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan, policies, and program. The District has designated the Director of Human Resources, as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the EEO Plan and procedures. Allan Hancock College shall adopt processes to assign responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

### **Complaint Procedure**

~~Any person may file a complaint alleging the District violated this policy and procedures. An individual should file a written complaint with the Chief Human Resources Officer. The District shall immediately forward a copy of the complaint to the California Community Colleges Chancellor’s Office, which may require that the District provide a written investigative report within ninety (90) days. The District shall also process complaints that allege unlawful discrimination according to the procedures set forth in AP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Complaints and Investigations. Allan Hancock College must identify to the public and to the California Community Colleges Chancellor’s Office an individual described in Title 5 as the “responsible District officer,” responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.~~

~~When a person brings charges of unlawful discrimination the officer must:~~

- ~~• Undertake efforts to resolve the charge informally;~~
- ~~• Advise the complainant that he/she need not participate in an informal resolution of the complaint;~~
- ~~• Notify the complainant of the procedures for filing a formal complaint;~~
- ~~• Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education.~~
- ~~• If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the California Community Colleges Chancellor’s Office.~~

~~A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.~~

~~A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.~~

~~The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her official capacity.~~

~~When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the CCCCOC that it is doing so.~~

~~When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.~~

~~In any case that does not involve employment discrimination, the District must provide the CCCCOC with a copy of the investigative report within ninety days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The CCCCOC and the complainant must also be provided with a written notice setting forth the determination of the designated Complaint Officer as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Governing Board and the CCCCOC.~~

~~In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the designated Complaint Officer as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing.~~

~~If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within forty-five days of receiving the appeal.~~

~~In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the CCCCOC. The complainant must be notified of his/her right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.~~

~~Where the Board does not act within forty-five (45) days the administrative determination must be deemed approved and must become the final District decision. The District shall~~

~~promptly notify the complainant and in cases not involving employment discrimination, notify the CCCCCO that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of his/her right to appeal the District's decision to the CCCCCO. In cases involving employment discrimination, the complainant shall be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.~~

~~In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the CCCCCO within thirty (30) days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.~~

~~The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the CCCCCO may require.~~

### **Student Complaint Procedure**

~~A student who feels he/she has been or is being subjected to discriminatory treatment, including harassment or who has learned of such unlawful discrimination in his or her official capacity, should immediately contact the office of the associate vice president, student services. If the complainant is not satisfied with the final decision, he or she may file a complaint with the CCCCCO within 30 days of the determination of the board. The student can complete the form on the CCCCCO website at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>. The District student complaint process can be found in the current Allan Hancock College Catalog.~~

### **Job Announcements**

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a veteran, ancestry, or political or organizational affiliation.

### **Dissemination and Revision of the Plan**

The Plan shall be posted to the District's website. Upon request, all managers and supervisors shall be given paper copies of the Plan as revised from time to time and any guidelines for implementing the Plan. The web link to the Plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for

employment are distributed. The Plan shall be reviewed at least every three years and, if necessary, revised and submitted to the CCCCCO within ninety (90) days of the effective date of the revision or amendment(s). If the CCCCCO determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the CCCCCO may require the District to modify its policies.

### **Accountability and Corrective Action**

The District shall certify annually to the CCCCCO that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division.

#### References:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and Sections 59300 et seq.

ACCJC Accreditation Standard III.A.12

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**Approved: No date**

**Revised: 6/16/15<sub>1</sub>**

**10/2021**

*(Replaces Administrative Procedure 3010.01)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: Revised Board Policy and Administrative Procedure 7120, Recruitment and Hiring	Item Number: 15.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 11

**BACKGROUND**

Revised Board Policy 7120, Recruitment and Hiring is legally required, and revised Administrative Procedure 7120, Recruitment and Hiring is legally advised.

The revisions have been vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 7 – Human Resources**

## **BP 7120 FACULTY RECRUITMENT & AND HIRING**

The Board of Trustees of the Allan Hancock College Joint Community College District is committed to employing qualified faculty, classified staff, supervisory/confidential and administrators who are dedicated to student success. The board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The board is committed to hiring processes that support the goals of equal opportunity and staff diversity and assure that all employees and applicants for employment will enjoy equal opportunity regardless of ethnic group identification, race, color, religion, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, medical condition, and/or Vietnam-era veteran status. The board also commits the district to vigorous staff diversity/equal employment opportunity in all aspects of its employment program including recruitment, hiring, assignment, compensation, promotion, transfer, and with respect to all faculty classifications.

The board recognizes that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the Allan Hancock Joint Community College District have roles and responsibilities to achieve staff diversity and equal employment opportunities. The district is committed to involving all staff in the active promotion of campus diversity including recruitment of members of underrepresented groups and provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination.

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420, Equal Employment Opportunity.
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
- The criteria and procedures for hiring academic employees shall be established

and implemented in accordance with Board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

• The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision-making.

~~Equal employment opportunity is an important part of the overall process of hiring faculty. The board, administration, and academic senate have the joint responsibility to ensure attention to staff diversity.~~

~~The Board of Trustees is the final authority in the employment of faculty members. The superintendent/president is the recommending authority to the board in the employment of faculty members. Faculty members through the academic senate and the board through its appointed administrators participate in the selection process of faculty.~~

- ~~A. The Board of Trustees derives its authority from statute and from its status as the entity holding the Allan Hancock Joint Community College District in trust for the benefit of the public. The board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.~~
- ~~B. Through the academic senate, faculty members derive their authority from their expertise as instructors, counselors, librarians, and academic specialists and from their status as professionals.~~
- ~~C. The Board of Trustees, through its appointed administrators, and the academic senate have defined roles of responsibility in the development and implementation of criteria, policies, and procedures governing the employment of faculty.~~

~~The superintendent/president, in consultation with the academic senate, shall establish procedures for the recruitment and selection of faculty including but not limited to consideration of the following:~~

- ~~A. The college shall implement a staff diversity/equal employment opportunity plan according to Title 5 and Board Policy 3010 3420.~~
- ~~B. Academic employees shall possess the minimum qualifications or equivalent prescribed for their positions by the Board of Governors.~~
- ~~C.A. \_\_\_\_\_ The college shall establish and implement procedures for hiring academic employees in accordance with board policies and procedures regarding the academic senate's role in local decision making.~~

Education Code Section 70902(d); Section 87100 et seq

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**Adopted: 6/19/90**

**Revised: 12/13/04**

**Revised: 3/21/06**

**Revised: 10/2020**

*(Replaces Board Policy 4100)*




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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 7 – Human Resources

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## **AP 7120 RECRUITMENT AND HIRING**

### **District Recruitment and Hiring Processes; Definitions**

The District shall recruit and hire highly qualified employees who are skilled in serving the needs of a culturally and ethnically diverse student population, dedicated to the mission of meeting the educational and workforce needs of our community, and who embrace the mission, vision, and values of the college of fostering an educational culture that values equity and diversity and engages students in an inclusive learning environment.

### **Recruitment Methods**

Consistent with Title 5's requirements for the recruitment and hiring of individuals so that all qualified individuals have an equal opportunity for employment and advancement in employment, the District uses a variety of recruitment efforts to attract qualified applicants to its workforce. The District will continually make efforts to assess outreach success and utilize new recruitment sources that help ensure a broad and diverse pool of candidates.

### **Open Recruitments**

The District actively recruits from both within and outside the District work force to attract qualified applicants for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications, including faculty, classified employees, confidential employees, categorically funded positions, and all executive and administrative positions.

Recruitment for regular full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants and posting job announcements with the California Community College Registry.

Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

### **Recruitment Periods**

The District shall set its recruitment periods so that it can maximize the opportunity to get a broad, diverse pool of qualified candidates for consideration. The following guidance will be used to set minimum recruitment periods, though the District will use its experience in recruiting for particular disciplines or positions to shorten or lengthen the time period, with the approval of the Chief Human Resources Officer (CHRO) in order to achieve the above objective. The District also may extend recruitment periods if that objective has not been met by the original recruitment period.

#### **Minimum Recruitment Periods:**

Academic/Classified Administrators – 4 weeks

Full-time faculty – 4 weeks

Part-time faculty – open, continuous recruitment (renewed each academic year)

Supervisory/Confidential staff – 3 weeks

Classified staff – 2 weeks

For recruitments that specify a priority recruitment or first review deadline, and state that the recruitment is “open until filled,” the District will consider all applications received before the priority or first review deadline. If no selection is made, the committee will consider applications received after first review deadline, and all applications received prior to commencing second review.

### **Advertising and Outreach**

Recruitment for all open positions will normally include, but not be limited to, placement of job announcements in the following instruments:

- District career website-
- District social media and other electronic media outlets.
- Local and regional community publications or job boards.
- Publications, including electronic media that are distributed to the general market and to newspapers, publications whose primary audience is comprised of groups found to be underrepresented in the District’s workforce.
- California Community Colleges Registry-
- Publications, including electronic media, that are targeted to the professions and/or disciplines appropriate to the position.

- Recruitment booths at job fairs or conferences oriented to both the public and economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District's workforce.

## **Job Announcements**

Job announcements shall state clearly the job specifications setting forth the knowledge, skills, and abilities necessary to job performance; representative duties of the job, and the educational and experience minimum qualifications for the job.

For ~~faculty and administrative~~ all district positions, job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Job specifications, including any "required," "desired," or "preferred" qualifications beyond the state minimum qualifications that the District wishes to utilize, shall be reviewed by the CHRO before the position is announced, to ensure conformity with the requirements of equal employment regulations and state and federal nondiscrimination laws, and to be consistent with the District's Equal Employment Opportunity (EEO) Plan.

## **Application Requirements**

All applications for full-time and part-time faculty, management, classified, and confidential positions shall be submitted to the Human Resources Office through its online applicant tracking system. Applicants may contact the human resources department if they need assistance in applying for a district position. -A complete application ~~packet~~ profile must be received by the posted deadline and must include the following:

- ~~Completed District applicant profile~~ Candidate Information
- Additional specified documentation, which may include:
  - A resume/CV
  - Copies of college transcripts
  - Cover letter for the position
  - Evidence of required licenses/certificates as appropriate
  - A list of professional references, including a recent supervisor
  - Any other requested materials appropriate to the advertised position

Materials submitted but not requested will not be reviewed by the screening committee. Submitted application materials will not be returned to applicants.

Applicants who apply for more than one position must submit an application to each position separately.

Only completed applicant profiles will be forwarded to the committee.

### **Minimum Qualifications Screening Review of Applicants**

The CHRO or designee will validate that the applicant pool is sufficiently qualified and diverse. If it is not, the CHRO may make a recommendation to the superintendent/president to extend or cancel the recruitment, or to proceed with the current pool. For regular full-time faculty recruitments, this process is completed in consultation with the Diversity Resource Specialist (DRS).

If the applicant pool is deemed sufficient, the CHRO or designee will review all applications for minimum qualifications and forward all qualified candidates to the Screening and Interview Committee for consideration. In consultation with the committee chair, the CHRO or designee will review applicants in question in meeting minimum qualifications ~~resolve all close cases in favor of~~ and err on the side of inclusion in including them in the final pool of applicants ~~that will be released to the committee.~~

When a recruitment yields a small pool, in cases where the position is specialized, the CHRO or designee may forward all candidates to the committee without review and will inform the committee chair that no initial screening was done.

### **Screening and Interview Committee**

Consistent with Title 5, section 53024, all screening and interview committees should have diverse membership, considering such factors as gender, race, ethnicity, age, sexual orientation, and experience.

The appointing groups and individuals should work with the Human Resources Office prior to making appointments, to further the District's obligations to have diverse membership on its committees. Committee members will come from the regular District workforce, though the CHRO can make exceptions in compelling circumstances, as outlined below.

### **Additional Considerations:**

In order to achieve a diverse committee membership, the CHRO may appoint additional members to any committee. The CHRO also may appoint committee members from outside the District's workforce where it serves the District's interests to do so. A recommendation to ~~invoke that exception~~ make these appointments may be made by the committee chair.

If the appointing bodies or individuals, after being given adequate notice and opportunity to make an appointment, are not able to make an appointment in a timely manner, the

CHRO, in consultation with appropriate area administrators, will select members to serve on a committee. A determination of “adequate notice” shall consider the urgency of the timeline of the recruitment and hire, and shall be at least five working days.

Except where a different minimum size of committee is stated, the minimum size of a screening and interview committee for regular college positions is three (3) people. Larger committees are allowed.

### **Obligations of Screening and Interview Committee Members**

Employees must have received anti-bias, diversity hiring training within the last two years to be qualified to serve on a hiring committee. The Human Resources Office shall track the date of the training of all employees.

Committee members must attend all meetings of the hiring committee, including the committee orientation, final screening, interview sessions, and the deliberation meeting. Failure to attend all meetings and interviews disqualifies the member from further service on the committee.

Committee members must understand and agree to all confidentiality and conflict of interest rules and requirements. All committee members will sign a statement acknowledging the assumed responsibilities ~~tion of their duties~~ as committee members.

Committee members will review the job description and announcement, including the minimum qualifications and preferred or desired qualifications. With the guidance of the CHRO or designee to limit its screening and inquiries to job-related criteria, and under the leadership of the committee chair, members are responsible to develop screening criteria, scales, rubrics, and forms to use during the screening process, and questions, scales, rubrics, and forms to use during the interviews. The committee also should agree on an appropriate follow-up questions procedure. All screening criteria will be decided on before any applications are reviewed by the committee.

The committee also will determine whether the position requires any pre-employment tests or demonstration of skills and will recommend the content and format of such tests.

All pre-employment testing and demonstration of skills will be approved, conducted, and monitored by the Human Resources Office, except that teaching demonstrations will be conducted by the committee, and monitored by the committee chair.

The committee will establish its timelines for screening and interviews, with a goal of completing the tasks in as short a time frame as is consistent with a thorough and careful review, and consistent with best practices.



The committee will determine the number of candidates to invite for interview, using a natural break in scores as one of its guides. After interviews, the committee will determine, for faculty and administrative hires, which candidates to forward to the superintendent/president for final interviews. For classified and supervisory/confidential positions, the committee determines which candidate to recommend for hire; the chair may recommend a second interview with the area Vice President in cases where consensus cannot be reached on a final candidate. ~~if they feel the committee is biased or if they cannot reach consensus~~. In any case, where no recommendation is made to forward or hire, the chair shall consult with the CHRO to discuss options for moving forward.

## **Remote Interviews**

### *Remote Interview as an Individual Accommodation*

Candidates may request a remote interview to accommodate geographic or other barriers to traveling for interviews. Such accommodations may be made for first-round initial interviews, and teaching demonstrations; however, candidates may be required to travel for final interviews.

### *Remote Interview as Initial/First-round/Screening*

Remote interviewing may be used for an “initial” or “first-round” interview whereby all initially selected candidates receive a remote interview to determine who shall proceed to the next process. These distance interviews should be technical (discipline/expertise specific) in nature and may not include teaching demonstrations or presentations. The decision to conduct Initial/First-round interviews remotely for all candidates shall be made by committee consensus at the committee orientation.

## **Skills and Teaching Demonstrations and Writing Samples**

Committees may require that candidates provide some performance indicator that they have the skills, knowledge, and ability to perform the job. The candidate shall be apprised in advance if such additional performance indicators are to be part of the interviewing process. Writing samples and/or performance indicators, if any, shall be developed by the committee.

All evaluation procedures, including teaching demonstrations (if appropriate), writing samples, and/or other performance indicators, will be reviewed by the Chief Human Resources Officer/Equal Employment Officer for conformance with EEO principles. When the final candidates are forwarded to the superintendent/president for final interview, the CHRO/EEO Officer will confirm in writing that the evaluation procedures were in conformance.

## **Conditions of Employment**

Following an offer of employment, but prior to assuming position with the District candidates must:

- Submit to criminal background investigation-
- Demonstrate freedom from tuberculosis consistent with AP 7336-
- Undergo a general physical examination at district expense-
- Provide proof of minimum qualifications as appropriate (e.g. official transcripts)-
- Complete all new hire paperwork to include government form I-9 and tax forms-
- Complete mandatory sexual harassment/non-discrimination training (within six months of hire date)-
- Other mandated/regulatory requirements as appropriate-

### **Conformance with EEO principles**

The CHRO/EEO Officer or designee will affirm whether the interview questions, composition of the committee, and other evaluation procedures conform to EEO principles and requirements. Affirmation of compliance will be forwarded to the superintendent/president with the final candidates for interview (for faculty and administrators) or recommendation for hire (for classified and confidential staff).

If the CHRO/EEO Officer finds at any stage of the process that EEO principles or procedures were violated and creates an adverse impact, ~~he or she~~they will stop the process and attempt to implement solutions to the problem, the violation will also be reported to the superintendent/president.

The CHRO/EEO Officer in consultation with the hiring committee ~~chair~~-may determine specific interview and selection techniques be used to ensure an accurate and fair selection process. These techniques may include, but are not limited to, competency-based and behavioral interviewing, “blind” review and selection, remote interviews, rating scales/rubrics, and other strategies to support fair and equitable selection processes.

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**Approved: 6/19/90**

**Revised: 12/13/04**

**Revised: 3/21/06**

**Revised: 10/2020**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 7921, Full-time Faculty Recruitment and Hiring	Item Number: 15.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 20

**BACKGROUND**

New Administrative Procedure 7921, Full-time Faculty Recruitment and Hiring is legally advised.

The revisions to the administrative procedure have been recommended by the California Community College League and vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 7 – Human Resources

## **AP 7921 FULL-TIME FACULTY HIRING AND RECRUITMENT**

### **Faculty Recruitment and Hiring Processes; Definitions**

The District shall recruit and hire highly qualified employees who are skilled in serving the needs of a culturally and ethnically diverse student population, are dedicated to the mission of meeting the educational and workforce needs of our community, and who embrace the mission, vision and values of the college.

The recruitment and selection of faculty will focus on ensuring that the District will select instructors who can teach well in the community college setting and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness, equity and inclusion in the classroom, and who are experts in the subject matter of their specialty. In addition to the general processes described above, the recruitment of full-time faculty will follow these procedures:

### **Identification of Positions to Hire**

It is the intent of the District that approval of open positions and initiation of the hiring process be early enough to allow for all procedures to be undertaken in a thorough manner, ensuring that the hiring process is completed during the academic year, whenever possible, and well in advance of employment.

Other than replacements, the identification of faculty positions to hire will be cooperatively determined through a well-defined planning process involving college administrators, the academic senate, and other faculty.

The following procedures will be used for the identification and filling of regular faculty positions:

- Departments shall identify the need for faculty positions annually. The department chair shall submit the necessary information to the area dean to be placed in the prioritization process.
- Faculty position requests shall be forwarded to the vice president for academic affairs. These requests will be presented to the Faculty Prioritization Committee. The Faculty Prioritization Committee's recommendations shall be analyzed by the vice

president for academic affairs prior to forwarding his or her recommendations to the superintendent/president.

- The superintendent/president will consider those recommendations and issue a decision on which positions to hire.

### **Job Announcements**

Job announcements shall state clearly the job specifications setting forth the knowledge, skills, and abilities necessary to job performance; representative duties of the job, and the educational and experience minimum qualifications for the job.

Job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications that the District wishes to utilize, shall be reviewed by the CHRO before the position is announced, to ensure conformity with the requirements of equal employment regulations and state and federal nondiscrimination laws, and to be consistent with the District’s Equal Employment Opportunity (EEO) Plan.

Before positing a faculty recruitment, faculty job announcements will be drafted by the department chair (or faculty designee if the department does not have a department chair) in consultation with discipline faculty, and with the appropriate administrator. The draft job announcement will include core duties, responsibilities, and professional expectations of all faculty, including the knowledge, skills, and abilities the District requires of all faculty. Job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. It will include as minimum qualifications the Minimum Qualifications determined locally by the Academic Senate (which supersede the state minimum,) or the standard qualifications listed in the Board of Governors’ Minimum Qualifications for Faculty and in the California Community Colleges if no local determination has been made.

The department chair, in consultation with discipline faculty and appropriate administrator, review the job announcement should include a consideration of the objectives of the hiring department, the courses or areas where the District currently requires expertise or emphasis, and the strengths that an ideal candidate should have. The department reviewers should also consider whether there are preferred or desired qualifications that should be included in the announcement—such as owning a particular license or certificate, having specific prior experience, or being bilingual. In making such recommendations, the department should support its request with evidence that the additional requirements are likely to result in better pools, considering that listing additional requirements may limit the applicant pool, and may limit equal employment opportunities.

The department's written results of this review by the department will be promptly returned to the Human Resources Office, who will be responsible for creating the final announcement to post.

Discipline faculty also should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements.

### **Recruitment Methods**

Consistent with Title 5's requirements for the recruitment and hiring of individuals so that all qualified individuals have an equal opportunity for employment and advancement in employment, the District uses a variety of recruitment efforts to attract qualified applicants to its workforce. The District will continually make efforts to assess outreach success and utilize new recruitment sources that help ensure a broad and diverse pool of candidates.

### **Open Recruitments**

The District actively recruits from both within and outside the District work force to attract qualified applicants for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications, including faculty, classified employees, confidential employees, categorically funded positions, and all executive and administrative positions.

Recruitment for regular (not temporary) full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants and posting job announcements with the California Community College Registry.

Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

### **Recruitment Periods**

The District shall set its recruitment periods so that it can maximize the opportunity to get a broad, diverse pool of qualified candidates for consideration. The following guidance will be used to set minimum recruitment periods, though the District will use its experience in recruiting for particular disciplines or positions to shorten or lengthen the time period, with the approval of the Chief Human Resources Officer (CHRO) in order to achieve the above objective. The District also may extend recruitment periods if that objective has not been met by the original recruitment period.

### **Minimum Recruitment Period**

### Full-time faculty – 4 weeks

For recruitments that specify a priority recruitment or first review deadline, and state that the recruitment is “open until filled,” the District will consider all applications received before the priority or first review deadline. If no selection is made, the committee will consider applications received after first review deadline, and all applications received prior to commencing second review.

### **Advertising and Outreach**

Recruitment for all open positions will normally include, but not be limited to, placement of job announcements in the following instruments:

- District career website
- District social media and other electronic media outlets
- Local and regional community publications or job boards
- Publications, including electronic media that are distributed to the general market and to newspapers, publications whose primary audience is comprised of groups found to be underrepresented in the District’s workforce
- California Community Colleges Registry
- Publications, including electronic media, that are targeted to the professions and/or disciplines appropriate to the position
- Recruitment booths at job fairs or conferences oriented to both the public and economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District’s workforce

### **Job Announcements**

Job announcements shall state clearly the job specifications setting forth the knowledge, skills, and abilities necessary to job performance; representative duties of the job, and the educational and experience minimum qualifications for the job.

For faculty and administrative positions, job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications that the District wishes to utilize, shall be reviewed by the CHRO before the position is announced, to ensure conformity with the requirements of equal employment regulations and state and federal nondiscrimination laws, and to be consistent with the District’s Equal Employment Opportunity (EEO) Plan.

### **Application Requirements**

All applications for full-time and part-time faculty, management, classified, and confidential positions shall be submitted to the Human Resources Office through its online applicant tracking system or emailed to HR. A complete application packet must be received by the posted deadline and must include the following:

- Completed District applicant profile
- Additional specified documentation, which may include:
  - A resume/CV
  - Copies of college transcripts
  - Cover letter for the position
  - Evidence of required licenses/certificates as appropriate
  - A list of professional references, including a recent supervisor
  - Any other requested materials appropriate to the advertised position

Materials submitted but not requested will not be reviewed by the screening committee. Submitted application materials will not be returned to applicants.

Applicants who apply for more than one position must submit an application to each position separately.

Only completed applicant ~~profiles~~ packets/paperwork will be forwarded to the committee.

### **Minimum Qualifications Screening Review of Applicants**

The CHRO or designee will validate that the applicant pool is sufficiently qualified and diverse. If it is not, the CHRO may make a recommendation to the superintendent/president to extend or cancel the recruitment, or to proceed with the current pool. For regular full-time faculty recruitments, this process is completed in consultation with the Diversity Resource Specialist (DRS).

If the applicant pool is deemed sufficient, the CHRO or designee will review all applications for minimum qualifications and forward all of the names of qualified candidates to the Screening and Interview Committee for consideration. The CHRO or designee will resolve all close cases (? Clarify) in favor of inclusion in the final pool of applicants that will be released to the committee.

When a recruitment yields a small pool, in cases where the position is specialized, the CHRO or designee may forward all candidates' names to the committee without review and will inform the committee chair that no initial screening was done.

For full-time faculty hires, the CHRO or designee will forward all complete applications to the committee. The committee, or a subcommittee which shall include at minimum



the department chair or designee and an additional faculty member, shall screen for minimum qualifications and determine whether any equivalency determinations are needed. If such is the case, HR shall provide the Academic Senate Professional Standards Committee the application materials in accordance with the timeliness and procedures established in AP 7211.

### **Screening and Interview Committee**

Consistent with Title 5, section 53024, all screening and interview committees should have diverse membership, considering such factors as gender, race, ethnicity, age, sexual orientation, and experience.

The appointing groups and individuals should work with the Human Resources Office prior to making appointments, to further the District's obligations to have diverse membership on its committees. Committee members will come from the regular District workforce, though the CHRO can make exceptions in compelling circumstances, as outlined below.

### **Committee Composition:**

#### **Full-time Faculty:**

The number of voting members on the hiring committee shall not be fewer than six or more than eleven unless approved by the superintendent/president. The committee shall be chaired by the department chair or designee. In the event that there is no department chair, a designee will be appointed by the Academic Senate Executive committee. The committee composition shall be:

- One (1) administrator, who is the dean of the area or designee,
- Three (3) to six (6) full-time faculty:
  - Department chair or designee (who will act as the chair of the hiring committee).
  - Discipline expert(s)
  - Diversity Resource Specialist (DRS)
  - Remaining faculty shall be appointed by the Academic Senate.
- Student selected by the department chair and approved by the Associated Student Body Board.
- And may include:
  - One part-time faculty member
  - One classified staff member

Requests for an additional administrator to serve on the screening and interview committee shall be approved by agreement between the faculty department chair or

designee (with consultation from the department) and the superintendent/president. The Diversity Resource Specialist (DRS) is selected by the department chair or designee, in consultation with human resources, from a pool of trained faculty members. The DRS should not be a member of the department that is hiring. To the greatest extent possible, the Academic Senate should seek faculty participation from outside the discipline when selecting committee members.

### **Additional Considerations:**

In order to achieve a diverse committee membership, the CHRO may appoint additional members to non-faculty hiring committee. The CHRO also may appoint committee members from outside the District's workforce where it serves the District's interests to do so. For faculty hires any changes to committee membership must be jointly agreed to by the faculty chair or designee. A recommendation to invoke that exception may be made by the committee chair.

If the appointing bodies or individuals, after being given adequate notice and opportunity to make an appointment, are not able to make an appointment in a timely manner, the CHRO, in consultation with appropriate area administrators, and the committee chair or designee will select members to serve on a committee. A determination of "adequate notice" shall consider the urgency of the timeline of the recruitment and hire, and shall be at least five working days.

Except where a different minimum size of committee is stated, the minimum size of a screening and interview committee for regular college positions is three (3) people. Larger committees are allowed.

### **Obligations of Screening and Interview Committee Members**

Employees must have received anti-bias, diversity hiring training within the last two years to be qualified to serve on a hiring committee. The Human Resources Office shall track the date of the training of all employees.

Committee members must attend all meetings of the hiring committee, including the committee orientation, final screening, interview sessions, and the deliberation meeting. Failure to attend all meetings and interviews disqualifies the member from further service on the committee.

Committee members must understand and agree to all confidentiality and conflict of interest rules and requirements. All committee members will sign a statement acknowledging the assumption understanding of their duties as committee members.

Committee members will review the job description and announcement, including the minimum qualifications and preferred or desired qualifications. With the guidance of the CHRO or designee to limit its screening and inquiries to job-related criteria, and under the leadership of the committee chair, members are responsible to develop screening criteria, scales, rubrics, and forms to use during the screening process, and questions.

scales, rubrics, and forms to use during the interviews. The committee also should agree on an appropriate follow-up questions procedure. All screening criteria will be decided on before any applications are reviewed by the committee.

The committee also will determine whether the position requires any pre-employment tests or demonstration of skills and will recommend the content and format of such tests.

All pre-employment testing and demonstration of skills will be approved, conducted, and monitored by the Human Resources Office, except that teaching demonstrations will be conducted by the committee, and monitored by the committee chair.

The committee will establish its timelines for screening and interviews, with a goal of completing the tasks in as short a time frame as is consistent with a thorough and careful review, and consistent with best practices.

The committee will determine the number of candidates to invite for interview, using a natural break in scores as one of its guides. After interviews, the committee will determine, for faculty and administrative hires, which candidates to forward to the superintendent/president for final interviews. For classified and supervisory/confidential positions, the committee determines which candidate to recommend for hire; the chair may recommend a second interview with the area Vice President if they feel the committee is biased or if they cannot reach consensus. In any case, where no recommendation is made to forward or hire, the chair shall consult with the CHRO to discuss options for moving forward.

## **Remote Interviews**

### **Remote Interview as an Individual Accommodation**

Candidates may request a remote interview to accommodate geographic or other barriers to traveling for interviews. Such accommodations may be made for first-round initial interviews, and teaching demonstrations; however, candidates may be required to travel for final interviews.

### **Remote Interview as Initial/First-round/Screening**

Remote interviewing may be used for an “initial” or “first-round” interview whereby all initially selected candidates receive a remote interview to determine who shall proceed to the next process. These distance interviews should be technical (discipline/expertise specific) in nature and may not include teaching demonstrations or presentations. The decision to conduct *Initial/First-round* interviews remotely for all candidates shall be made by committee consensus at the committee orientation.

## **Skills and Teaching Demonstrations and Writing Samples**

Committees may require that candidates provide some performance indicator that they have the skills, knowledge, and ability to perform the job. The candidate shall be apprised in advance if such additional performance indicators are to be part of the interviewing process. Writing samples and/or performance indicators, if any, shall be developed by the committee.

All evaluation procedures, including teaching demonstrations (if appropriate), writing samples, and/or other performance indicators, will be reviewed by the Chief Human Resources Officer/Equal Employment Officer for conformance with EEO principles. When the final candidates are forwarded to the superintendent/president for final interview, the CHRO/EEO Officer will confirm in writing that the evaluation procedures were in conformance.

### **Recommendation of Candidates for Final Interview**

At the conclusion of all interviews and teaching demonstrations, the committee chair will lead the committee on a discussion of candidates, to arrive at a list of two to four candidates, unranked, that the committee recommends for final consideration by the superintendent/president. The selection of these finalists is an endorsement that any of the forwarded finalists would be acceptable hires.

### **Screening of the Final Candidates; Job Offer**

The superintendent/president will conduct a final interview of the recommended candidates with the committee chair, appropriate vice president and the immediate supervisor of the position in recruitment and make his or her selection of the top candidate or candidates. The superintendent/president or their designee(s) will conduct checks of references of candidates being considered, keeping in mind the district's staff diversity/equal employment opportunity commitment. The superintendent/president may also involve the chair of the screening and interview committee in this process. The district does not authorize informal reference checks or contacts with applicants' colleagues by anyone else on the committee.

After reviewing the reference checks and the salary recommendation made by the Human Resources Office (according to education and experience as laid out in the collective bargaining agreement), the superintendent/president or designee will make an offer to the top candidate and instruct the Human Resources Office to initiate the job offer letter and acceptance process.

The offer letter will announce the position, the recommended salary, which is certified after the receipt of original transcripts and verification of prior employment, and that the offer is conditioned on the results of a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the superintendent/president does not recommend the hire of any candidate forwarded for consideration, they will discuss next steps with the CHRO and the committee chair, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the immediate supervisor of the position in

recruitment should review the job announcement and recommend any adjustments they deem advisable to attract a pool better-suited for the position.

### **~~Section 1 – Position Identification and Approval~~**

~~The district shall determine the need for faculty positions cooperatively through a planning process involving faculty and appropriate administrators.~~

- ~~1.1 Departments shall identify the need for faculty positions. The department chair shall submit the Faculty Position Criteria Sheet to the appropriate dean or vice president. Further, the department chair shall appoint a discipline liaison for each faculty position requested.~~
- ~~1.2 Faculty position requests shall be forwarded to the vice president for academic affairs. These requests will be presented to the Faculty Prioritization Committee. The Faculty Prioritization Committee's recommendations shall be analyzed by the vice president for academic affairs prior to forwarding his or her recommendations to the superintendent/president.~~
- ~~1.3 The superintendent/president approves the priority order and the number of new faculty hires and informs the Board of Trustees. The superintendent/president must approve all requests for faculty positions before recruitment can begin.~~
- ~~1.4 For all approved faculty positions the vice president, academic affairs, notifies the appropriate dean or first level administrator to complete the Personnel Action Request Notification of Employment form (PARNE).~~

### **~~Section 2 – Development of Job Announcement~~**

- ~~2.1 After the discipline liaison consults with discipline faculty, the department chair or equivalent, and the dean or administrative designee, he or she forwards to the human resources office, within one month of the signing of the PARNE, a list of specific discipline-related Web sites, professional journals, and other key publications in which to advertise the position. The human resources office will maintain a standard list of publications and Web sites for advertising all faculty positions.~~
- ~~2.2 The discipline liaison works with other discipline faculty and the department chair to develop the job description, and works with human resources to develop the job announcement and a recruitment plan that includes appropriate advertisement, attendance at job fairs or equivalent forums, and other strategies that focus on recruitment of a diverse applicant pool.~~
- ~~2.3 The discipline faculty, discipline liaison, department chair and dean or administrative equivalent review and approve the discipline job announcement and forward it to the appropriate vice president. If the vice president indicates that~~

further revision is needed, he or she returns the announcement to the appropriate dean or administrative equivalent who works with the discipline liaison, department chair and discipline faculty to revise the job announcement and reroute it for final approval by the superintendent/president or designee. The approval process, from initial submission to the vice president to final approval by superintendent/president, should be completed in no more than four working days, except in extenuating circumstances.

- 2.4 Before the recruitment process may commence, the department, through its discipline liaison, and in consultation with the human resources office representative must determine what supplemental application materials to request.
- 2.5 The dean or administrative designee, faculty chair of the screening and interview committee, and the discipline liaison work with a human resources office representative to determine interview dates in order to add the closing date to the job announcement.
- 2.6 All job announcements shall include as a qualification of evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college staff and students and to staff and students with disabilities.

### **Section 3 – Formation and Composition of Screening and Interview Committee**

- 3.1 The number of voting members on the screening and interview committee shall not be fewer than six or more than nine unless approved by the superintendent/president. The screening and interview committee, composed of one (1) administrator, who is the dean of the area or designee, at least three (3) and no more than five (5) faculty selected by the department, one of whom is the department chair or designee and one of whom is the discipline liaison, one (1) diversity resource specialist, and one (1) student selected by the department chair and approved by the Associated Student Body Board, shall conduct interviews and recommend candidates for hiring to the superintendent/president.

Requests for an additional administrator to serve on the screening and interview committee shall be approved by mutual agreement between the faculty chair and the superintendent/president.

- 3.2 Only classified employees who work closely with faculty members and students in an instructional or counseling setting such as math, science or language labs or as counseling technicians may serve on screening and interview committees. The determination of whether a classified staff member serves will be made by the committee chair. Classified employees will be approved by GSEA.

- ~~3.3 Every screening and interview committee shall be ethnically diverse, with diverse representation coming from faculty and/or administrative members. Each committee shall consist of a nearly balanced representation of both sexes.~~
- ~~3.4 All faculty and administrative members of the screening and interview committee must have completed staff diversity/equal employment opportunity training within the last three (3) years before they can screen and participate in interviews.~~
- ~~3.5 All members of the screening and interview committee must be identified prior to the orientation meeting.~~
- ~~3.6 The department chair shall serve as chair of the screening and interview committee unless he or she designates another faculty member to serve as chair.~~
- ~~3.7 The chairperson of the screening and interview committee notifies the department of the interview dates and requests the names of those interested and eligible to serve on the screening and interview committee.~~
- ~~3.8 The Diversity Resource Specialist (DRS) is selected by the department chair in consultation with human resources, from a pool of trained DRS faculty and shall be a voting member of the committee.~~
- ~~3.9 A human resources office representative or trained designee may facilitate each screening and interview committee as the monitor for the proceedings. The human resources representative is a nonvoting member.~~
- ~~3.10 When possible, the majority of the membership of the committee shall be those with knowledge in the discipline or of the job function with at least one member directly from the discipline. In the event that such expertise is unavailable among district personnel, the district will seek representation from the community or from other colleges or universities.~~
- ~~3.11 The area dean or designee and the screening/interview chairperson will determine the appropriateness of including outside experts in interviews.~~
- ~~3.12 Following the guidelines for committee membership, the faculty chair of the committee completes the screening and interview committee form listing the names of those who have agreed to participate and forwards the form to the appropriate vice president for approval.~~

~~The vice president then sends the form to the director, human resources.~~

~~The committee chair monitors the routing of this form to assure that the signature process is completed in a timely manner.~~

#### **Section 4 - General Responsibilities of Committee Members**

- 4.1 All faculty and administrators who serve on the screening and interview committee must have completed diversity training and must participate in committee orientation, screening of applications and the final screening meeting, as well as all interviews and deliberations.
- 4.2 The student representative does not screen, but attends the screening and interview committee's orientation meeting.

### **Section 5 - Preparation for Initial Committee Orientation Meeting**

- 5.1 Using the job announcement's closing date and the interview dates, the dean or administrative designee, the faculty chair, the discipline liaison, and the human resources office representative determine the following dates in advance of the orientation meeting: orientation, screening, final screening, interviews and final interviews with the superintendent/president or designee.

They also set due dates for submission of job description, interview questions, the teaching demonstration or role-playing exercise, written exercise topics and supplemental materials if requested.

Note: The dean or administrative designee, faculty chair and discipline liaison have developed the final demonstration topic or role-playing exercise prior to the final screening meeting.

- 5.2 The screening/interview committee chairperson notifies the committee members of the key dates and deadlines, including the date of the final interviews with the superintendent/president, and establishes a process for development of job description, interview questions, and demonstration and written exercise topics. All faculty serving on the committee will be included in this development process.

### **Section 6 - Initial Committee Orientation Meeting**

- 6.1 The initial meeting of the committee is for the purpose of reviewing committee procedures, job description and qualifications profile, screening and interview processes and other pertinent information.
- 6.2 The Diversity Resource Specialist will discuss his or her role on the committee and review staff diversity/equal employment opportunity principles and practices with committee members.
- 6.3 Based on the job description, the committee will develop interview questions, the writing assignment and the demonstration topic. The committee will also identify any other evidence of qualifications to be presented to the committee at the interview.



## **Section 7 - Screening Applications**

- 7.1 — ~~The district Equal Employment Opportunity officer or representative in consultation with the committee's diversity resource specialist shall review the applicant pool. This evaluation includes determining the adequacy of the applicant pool and recommending to the superintendent/president any further action. If the superintendent/president in consultation with the Diversity Resource Specialist or Equal Employment Opportunity officer determines that the pool is inadequate, then he or she may decide to extend the closing date and reconvene the screening and interview committee to discuss how to improve the pool of applicants and determine the next steps in the process.~~
- 7.2 — ~~All applications for faculty positions will be on file and available to members of the committee for screening within two (2) working days of the closing date.~~
- 7.3 — ~~The screening and interview committee members (except student member) after having completed the staff diversity/equal employment opportunity training and attending the required committee orientation shall screen all completed applications and required materials submitted by the applicants to determine whether they meet the minimum qualifications for hire for that discipline or have qualifications that are at least equivalent to the minimum qualifications. The committee will select the most qualified candidates to be interviewed.~~

## **Section 8 - Determining Equivalency of Minimum Qualifications**

- 8.1 — ~~If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Professional Standards Committee all application materials of the candidate in question.~~
- 8.2 — ~~The human resources office representative or designee shall convene the Professional Standards Committee to consider whether the applicant has qualifications equivalent to the minimum qualifications~~
- 8.3 — ~~If an applicant does not meet the stated minimum qualifications, he or she is responsible for providing clear proof and evidence of equivalency. To determine equivalency, the Professional Standards Committee shall review the evidence submitted by the applicant and determine whether he or she possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. This committee shall render its decision within one working day.~~
- 8.4 — ~~No applicant shall receive an interview unless he or she meets the minimum qualifications or unless the Professional Standards Committee deems the applicant to have the equivalent of the minimum qualifications.~~

- ~~8.5 If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the superintendent/president, the committee shall provide him or her with the Professional Standards Committee's written report describing the basis for the equivalency, i.e. specific education, experience, other accomplishments, and other evidence that the Professional Standards Committee used to determine equivalency.~~

## **~~Section 9 - Final Screening Meeting~~**

- ~~9.1 After a sufficient time for the screening of applications, but no longer than two weeks after the application deadline, the screening and interview committee shall meet to determine which applicants to invite for interviews. Barring unusual circumstances the committee will select no fewer than six candidates for the interview. If the committee selects fewer than six applicants to interview, the committee chair shall present to the director, human resources, the committee's justification for such a pool and request approval from the superintendent/president to proceed.~~
- ~~9.2 Each member of the screening and interview committee shall provide appropriate notations on the screening sheets of those applicants not invited for interviews that indicate the reason the applicant was not selected.~~
- ~~9.3 The Equal Employment Opportunity officer and the Diversity Resource Specialist will review the slate of applicants to be interviewed and may recommend, after consultation with the committee, additional applicants to be interviewed or extension of the search process.~~
- ~~9.4 At the final screening meeting, the chair of the screening and interview committee reviews with the committee the interview questions, demonstration and written exercise topics, and any other appropriate selection materials or exercises and the packet of materials to be sent to the applicants.~~

## **~~Section 10 - Interview Process~~**

- ~~10.1 Human Resources shall notify the applicants selected for interview of the time and place of the interview as well as other details related to the process such as teaching or job related demonstration topic and time allotted for question review and written exercise.~~
- ~~10.2 Human Resources shall keep a record of all interviews, teaching demonstrations, and/or other selection processes. Human Resources shall maintain the committee's numerical rankings and comments for all applicants invited to the interview process.~~

- ~~10.3 The screening and interview committee shall forward to the superintendent/president in alphabetical order the names of at least three fully qualified candidates unless the committee interviewed fewer than three applicants or unless the committee presents written justification for forwarding the names of fewer than three candidates. The superintendent/president may reopen the search when too few candidates are recommended. If the committee forwards the names of no candidates, it will present a written justification.~~

### **Section 11 - Final Interviews**

- ~~11.1 Final interviews will be conducted by the superintendent/president or designee. Final interviews will include the appropriate vice president, the president of the academic senate or designee, and the chairperson of the screening/interview committee as observers.~~
- ~~11.2 All those present at the final interviews will participate in deliberations. The vice president will provide an overall view of the position's role from an administrative perspective. The president of the academic senate will provide an overall faculty perspective. The chairperson of the screening/interview committee will provide the perspective of the initial interview committee.~~
- ~~11.3 The superintendent/president or his or her designee(s) will conduct checks of references of candidates being considered, keeping in mind the district's staff diversity/equal employment opportunity commitment. The superintendent/president may also involve the chair of the screening and interview committee in this process. The district does not authorize informal reference checks or contacts with applicants' colleagues by anyone else on the committee.~~
- ~~11.4 The superintendent/president is the final authority in the recommendation for hiring to the Board of Trustees.~~

### **Section 12 - Final Selection**

- ~~12.1 In keeping with the district's staff diversity/equal employment opportunity plan, the superintendent/president will have the option of recommending to the board any of the candidates recommended. Keeping the committee chair and administrator informed of the progress, the superintendent/president shall select, in a timely manner, the applicant who in his or her opinion is most qualified to fill the position. The superintendent/president will inform the committee once the candidate has accepted the position. If there are exceptional circumstances and compelling reasons why the superintendent/president cannot select from among the finalists, then he or she shall offer to meet with the committee to present his or her reasons and determine the next step in the process.~~
- ~~12.2 The superintendent/president shall recommend his or her selection to the Board of Trustees for appointment.~~

~~12.3 Human Resources shall keep all applications and complete records regarding the entire selection process on file for not less than three years.~~

### **~~Section 13 - Hiring Calendar~~**

~~13.1 The purpose of the district hiring calendar is to promote an efficient process and to ensure a large, diverse pool of qualified applicants.~~

~~13.2 The district shall develop a faculty hiring calendar so that interviews for new faculty who start at the beginning of the next academic year occur between February and April unless extenuating circumstances require a different timetable.~~

~~13.3 When unforeseen circumstances make it necessary for the district to enter into an emergency hiring process, it is in the best interest of all involved to collaborate on compressing the timeline. This process should involve all participants in the normal screening/interview procedures and requires accommodations from all parties. Departure from the regular process requires the approval of the superintendent/president.~~

### **~~Section 14 - Appointment and Notification~~**

~~14.1 After selection by the superintendent/president, the appropriate vice president is notified. Prior to recommendation to the Board of Trustees, the vice president contacts the candidate to inform him or her of the pending offer of employment.~~

~~14.2 Prior to recommendation to the Board of Trustees, human resources contacts the candidate in order to clarify conditions of employment.~~

~~14.3 Upon approval by the Board of Trustees of the appointment of a candidate to a regular faculty position, human resources shall provide each regular faculty appointee with a copy of the PARNE.~~

### **~~Section 15 - Employment Requirements~~**

~~Prior to assuming duties as a faculty member, appointees shall meet the following requirements:~~

~~15.1 File proof of minimum qualifications appropriate for the subject area(s) to which the employee will be assigned.~~

~~15.2 File a loyalty oath.~~

~~15.3 Undergo an examination for freedom from tuberculosis. In order to continue employment with the district, the employee must provide evidence of a chest x-ray~~

~~or an approved intradermal tuberculin test demonstrating freedom from tuberculosis every four years.~~

~~15.4 Undergo a general physical examination at district expense.~~

~~15.5 Complete Department of Justice clearance.~~

~~15.6 File proof of right to work in the United States of America.~~

~~15.7 File an official transcript of all coursework taken.~~

~~15.8 Complete all processing required by human resources and payroll.~~

### **PROCEDURES FOR TRANSFERRING CERTIFICATED PERSONNEL**

The superintendent/ president has the responsibility, through the authority of the board of trustees and the California Education Code, of determining and filling positions at Allan Hancock College. These positions are filled by hiring new personnel or by transferring properly certificated personnel from their present work assignments to the new positions. The procedure for hiring new personnel is described in the faculty handbook.

In transferring certificated personnel into an academic department from a work assignment outside that department, or in transferring faculty from one teaching or non-teaching area to another, the following procedure shall be followed:

1. At least one month before the intended transfer, the appropriate administrator(s) shall notify in writing the appropriate department heads of the intended action.
2. During the next two weeks the appropriate dean shall meet with the affected department to discuss the proposed transfer. During this period input can be forwarded by the President of the Academic Senate to the superintendent/ president.
3. The superintendent/ president shall consider all input received before rendering a decision. This analysis will be based on instructional needs, economic considerations, contractual obligations, personnel requirements and the overall impact on the college community.
4. At least one week before the intended transfer, the appropriate dean shall notify, in writing, the appropriate department head(s) of the decision concerning the proposed transfer.

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**Approved: 6/19/90**

**Revised: 12/13/04**

**Revised: 3/21/06**

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**Revised: 10/2020**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 7922, Classified Staff Recruitment and Hiring	Item Number: 15.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

The new Administrative Procedure 7922, Classified Staff Recruitment and Hiring is legally advised.

The administrative procedure has been recommended by the Human Resources Council and vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
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## **AP 7922 CLASSIFIED STAFF RECRUITMENT AND HIRING**

The recruitment and selection of classified staff will focus on ensuring that the District will select staff who can support and promote the mission, vision, and values of Hancock College and who can expertly foster community college effectiveness and student success.

In addition to the general processes described in AP 7120, the recruitment of classified staff will follow these procedures:

### **Identification of Positions to Hire**

As vacancies occur, it is incumbent on the hiring supervisor to consider current and future program and department needs and goals before initiating recruitment activities for a replacement position. When a position is identified for recruitment, the immediate supervisor of the position shall initiate a request to hire using the appropriate form.

### **Job Announcements and Recruitment**

Using the approved job description as the foundation, the job announcement will include representative duties, responsibilities, and professional expectations of the position being hired including the knowledge, skills, and abilities the District requires. Job requirements may include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

If the position is a difficult-to-hire position, the committee chair should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements. After the job is posted, the Human Resources Office will send a notice to all employees, who will be encouraged to share the announcement widely.



## **Committee Composition**

The number of voting members on the hiring committee shall not be fewer than five or more than 8 unless approved by the superintendent/president. The committee composition shall be:

- Area administrator or designee;
- At least one classified staff member appointed by CSEA;
- An additional classified staff member chosen by the area administrator;
- One supervisory/confidential member appointment by supervisory/confidential group
- Student selected by the department chair and approved by the Associated Student Body Board Government (ASBG).
- May include faculty representatives from the hiring department where appropriate as appointed by the dean or department chair.
- May include additional administrators appointed by area administrator or designee.

Any exceptions to this procedure must be approved by the Staff Diversity/Equal Employment Opportunity Committee. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed.

## **Recommendation of Hire; Job Offer**

At the conclusion of all interviews and skills demonstrations, the committee chair will lead the committee on a discussion of the candidates to arrive at a rank order of candidates that the committee recommends for hire.

The committee chair will conduct reference checks of the top candidate(s), which references should include the most recent supervisor, and supervisors and peers in positions with sufficient similarity to enable them to render reasonable, informed opinions of the candidate's likelihood for success in a classified or confidential position at Hancock College.

The committee chair will return the reference check forms to human resources, along with the committee recommendation and his or her recommendation following the reference checks. Human resources will forward the hiring recommendation, along with the salary recommendation, to the superintendent/president for approval. After receiving approval for the hire, human resources will extend a job offer by phone, and follow with a job offer letter.

The offer letter will announce the position, the recommended salary, which may be certified after the receipt of original transcripts and verification of prior employment, if required by the position, and that the offer is conditioned on a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the committee chair or superintendent/president does not recommend the hire of any candidate forwarded for

consideration, he or she will discuss next steps with the CHRO, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the committee chair should review the job announcement and recommend any adjustments he or she deems advisable to attract a pool better-suited for the position.

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**Approved:**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 7923, Supervisory/Confidential Recruitment and Hiring	Item Number: 15.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

The new Administrative Procedure 7923, Supervisory/Confidential Recruitment and Hiring is legally advised.

The administrative procedure has been recommended by the Human Resources Council and vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
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## **AP 7923    SUPERVISORY/CONFIDENTIAL RECRUITMENT AND HIRING**

The recruitment and selection of supervisory/confidential staff will focus on ensuring that the District will select staff who can support and promote the mission, vision, and values of Hancock College and who can expertly foster community college effectiveness and student success.

In addition to the general processes described above, the recruitment of classified and confidential staff will follow these procedures:

### **Identification of Positions to Hire**

As vacancies occur, it is incumbent on the hiring supervisor to consider current and future program and department needs and goals before initiating recruitment activities for a replacement position. When a position is identified for recruitment, the immediate supervisor of the position shall initiate a request to hire using the appropriate form.

### **Job Announcements and Recruitment**

Using the approved job description as the foundation, the job announcement will include representative duties, responsibilities, and professional expectations of the position being hired including the knowledge, skills, and abilities the District requires. Job requirements may include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

If the position is a difficult-to-hire position, the committee chair should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements. After the job is posted, the Human Resources Office will send a notice to all employees, who will be encouraged to share the announcement widely.

## **Committee Composition**

The number of voting members on the hiring committee shall not be fewer than five or more than 8 unless approved by the superintendent/president. The committee composition shall be:

- Area administrator or designee;
- At least one classified staff member appointed by CSEA;
- An additional classified staff member chosen by the area administrator;
- One supervisory/confidential member appointment by supervisory/confidential group
- Student selected by the department chair and approved by the Associated Student Body Board Government (ASBG).
- May include faculty representatives from the hiring department where appropriate as appointed by the dean or department chair.
- May include additional administrators appointed by area administrator or designee.

Any exceptions to this procedure must be approved by the Staff Diversity/Equal Employment Opportunity Committee. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed.

## **Recommendation of Hire; Job Offer**

At the conclusion of all interviews and skills demonstrations, the committee chair will lead the committee on a discussion of the candidates to arrive at a rank order of candidates that the committee recommends for hire.

The committee chair will conduct reference checks of the top candidate(s), which references should include the most recent supervisor, and supervisors and peers in positions with sufficient similarity to enable them to render reasonable, informed opinions of the candidate's likelihood for success in a classified or confidential position at Hancock College.

The committee chair will return the reference check forms to human resources, along with the committee recommendation and his or her recommendation following the reference checks. Human resources will forward the hiring recommendation, along with the salary recommendation, to the superintendent/president for approval. After receiving approval for the hire, human resources will extend a job offer by phone, and follow with a job offer letter.

The offer letter will announce the position, the recommended salary, which may be certified after the receipt of original transcripts and verification of prior employment, if required by the position, and that the offer is conditioned on a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the committee chair or superintendent/president does not recommend the hire of any candidate forwarded for consideration, he or she will discuss next steps with the CHRO, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the committee chair should review the job announcement and recommend any adjustments he or she deems advisable to attract a pool better-suited for the position.

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**Approved:**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 7924, Management Recruitment and Hiring	Item Number: 15.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

The new Administrative Procedure 7924, Management Recruitment and Hiring is legally advised.

The administrative procedure has been recommended by the Human Resources Council and vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
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## **AP 7924    MANAGEMENT RECRUITMENT AND HIRING**

The recruitment and selection of academic and classified administrators will focus on ensuring that the District will select administrators who can lead, manage, and administer programs and services in the community college setting, who can foster community college effectiveness, equity and inclusion on campus, who inspire confidence, and who are experts in their area of work.

In addition to the general processes described above, the recruitment of administrators will follow these procedures:

### **Interim Assignments**

“In-house or promotional only” recruitments shall only be used in limited circumstances, e.g., to fill a management position on an interim basis for the minimum time necessary to allow for full and open recruitment (limited to a maximum of two years).

### **Identification of Positions to Hire**

As vacancies occur, it is incumbent on the hiring supervisor to consider current and future program and department needs and goals before initiating recruitment activities for a replacement position. When a position is identified for recruitment, the immediate supervisor of the position shall initiate a request to hire using the appropriate form.

### **Job Announcements and Recruitment**

Using the approved job description as the foundation, the job announcement will include core duties, responsibilities, and professional expectations of all administrators, including the knowledge, skills, and abilities the District requires. Job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

For educational administrators, it will include as minimum qualifications the standard qualifications listed in the Board of Governors’ Minimum Qualifications for Faculty and Administrators in the California Community Colleges, and as listed in the approved job descriptions.



The committee chair should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements. After the job is posted, the Human Resources Office will send a notice to all employees, who will be encouraged to share the announcement widely.

### **Committee Composition**

The size of interview committees for administrative positions will be determined by the superintendent/president and may exceed ten (10) depending on the scope of responsibility. The committee composition shall be:

- Administrator(s) selected by the superintendent/president;
- an administrator chosen by the Management Association.
- at least three (3) and, in cases when the committee exceeds ten (10), up to five (5) faculty selected by the Academic Senate;
- a student selected by the superintendent/president from names provided by the Associated Student Government (ASBG);
- a supervisory/confidential employee chosen by the supervisory/confidential group;
- and a staff member selected by California School Employees Association (CSEA).

Any exceptions to this procedure must be approved by the Staff Diversity/Equal Employment Opportunity Committee. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed.

### **Recommendation of Candidates for Final Interview**

At the conclusion of all interviews and skills demonstrations, the committee chair will lead the committee on a discussion of candidates, to arrive at a list of two to four candidates, unranked, that the committee recommends for final consideration by the superintendent/president. Selection of these finalists is an endorsement that any of the forwarded finalists would be acceptable to the committee.

### **Screening of the Final Candidates; Job Offer**

The superintendent/president will interview the recommended candidates with the appropriate vice president and the committee chair and make his or her selection of the top candidate or candidates. The committee chair will conduct reference checks of the top one or two candidates, which references should include the most recent supervisor, and supervisors and peers in positions with sufficient similarity to enable them to render

reasonable, informed opinions of the candidate's likelihood for success in an administrator position at Allan Hancock College.

After reviewing the reference checks and the salary recommendation made by the Human Resources Office after reviewing the applicant's work history, the superintendent/president or designee will make an offer to the top candidate and instruct the Human Resources Office to initiate the job offer letter and acceptance process. The offer letter will announce the position, the Ed. Code authority under which the hire is made, the recommended salary, which is certified after the receipt of original transcripts and verification of prior employment, and that the offer is conditioned on passing a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the superintendent/president does not recommend the hire of any candidate forwarded for consideration, they will discuss next steps with the CHRO and the committee chair, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the immediate supervisor of the position being recruited should review the job announcement and recommend any adjustments he or she deems advisable to attract a pool better-suited for the position.

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**Approved:**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: First Reading: New Administrative Procedure 7925, Part-time Faculty Recruitment and Hiring	Item Number: 15.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

The new Administrative Procedure 7925, Part-time Faculty Recruitment and Hiring is legally advised.

The administrative procedure has been recommended by the Human Resources Council and vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
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## **AP 7925    PART-TIME FACULTY RECRUITMENT AND HIRING**

Recruitment of part-time faculty is an ongoing, continuous process. When an additional need for part-time faculty exists, a request from department chair, dean, or director to the Human Resources Office to seek a pool of qualified candidates in a particular discipline or service area.

Job announcements will be posted by the Human Resources Office upon receiving a request from the discipline dean or director to open a recruitment for faculty in a discipline for a particular semester to establish a pool. Announcements may request applications for an entire discipline or may specify which courses or sub-disciplines need part-time faculty. Part-time faculty announcements will be closed at the end of each academic year to ensure accurate and timely EEO reporting to the chancellor's office, and a new announcement may be opened for the following academic year.

Based on interview results, the department chair and the appropriate administrator will create a pool of available candidates. A list of these candidates will be sent to Human Resources. Such a pool will be maintained and updated by Human Resources (with proper notification to the division) on an annual basis in order to be available when hiring is required. More than one part-time faculty instructor may be hired from a single applicant pool as needed.

The department chair in consultation with discipline faculty and appropriate administrator will select from the pool a candidate(s) for hire as needed and submit hiring documentation to the appropriate division office, which will forward the information to Human Resources.

### **Part-time Faculty Committee Composition**

The hiring committee will consist of the area dean, or director or designee, who shall serve as chair, and at least one full-time faculty member or a part-time faculty discipline expert, if a full-time faculty discipline expert is unavailable.

## **Part-time Emergency Hires**

When an emergency presents an immediate need to find a part-time faculty replacement, the District may truncate timelines and steps in order to provide uninterrupted instruction to students. If a part-time faculty member is hired outside the normal part-time faculty hiring recruitment process, that person will be designated an emergency hire, and can be engaged for only one semester unless the candidate subsequently goes through the application and recruitment process as outlined in this document.

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**Approved:**

*(Replaces Administrative Procedures 4100.01  
and 4100.02)*

**INFORMATION ITEM**

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 19, 2022
Subject:	First Reading: Revised Board Policy and Administrative Procedure 7400, Travel	Item Number:	15.J.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 8

**BACKGROUND**

Revised board policy 7400, Travel is legally required and revised administrative procedure is legally advised. The policy and procedure outlines travel pre-approval requirements, authorized travel expenses, intradistrict travel, advances, and reimbursement. The Budget Council revised per diem rates for meals in accordance with the US General Services Administration (GSA) and have been vetted through the shared governance process.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District  
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## **BP 7400 TRAVEL**

~~All employee travel must be approved in advance.~~ The Superintendent/President shall establish procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. Out-of-state travel by the Superintendent/President must be approved in advance by the Board of Trustees.

Travel requests for participation in conferences, workshops, symposiums, lectures, administrative meetings, and other employment-related activities must be approved in advance by the supervising administrator and the appropriate cabinet-level administrator. Out-of-state travel must also be approved by the Superintendent/ President or designee.

All travel outside the United States must be approved in advance by the Board of Trustees.

With respect to participation in conferences, meetings or activities authorized by this policy, district employees shall not travel to any state identified by the California Attorney General that has enacted a law that authorizes or requires discrimination against same-sex couples or their family members or on the basis of sexual orientation, gender identity, or gender expression. Some exceptions apply as outlined in Government Code § 11139.8.

A current listing of states that are subject to California's ban on state-funded and state-sponsored travel can be found at <https://oag.ca.gov/ab1887>.

Also see BP/AP 2735 Board Member Travel

**Reference:** Education Code Section 87032

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**Adopted: 8/16/94**

**Revised: 8/16/05**

**Revised: 3/21/06**

**Revised: 7/11/17**






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**Allan Hancock Joint Community College District**  
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## **AP 7400 TRAVEL**

Attendance at meetings, conferences and conventions may be authorized when such attendance bears a direct benefit to the District. The governing board may direct an employee of the district to attend any convention or conference or to visit schools appertaining to the duties of the employee or any question of interest to the district.

Travel is defined as leaving the regularly assigned work location to conduct District approved business at another location.

Prior to travel, employees must obtain written approval for travel to conferences, training and similar activities by submitting the appropriate travel form(s) to the Superintendent/President or designee(s). The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred for pre-approved in travel, conferences, and meetings of ~~(e.g., professional and associations,~~ educational organizations, and associations).

### **Authorized Travel Expenses**

#### **Transportation**

##### **Vehicles**

The use of the most economical vehicle will be required if available and otherwise appropriate. All operators of vehicles must have a valid driver's license appropriate for the use of the vehicle used on District business in addition to carrying current insurance coverage.

When a district vehicle is used for travel, including intradistrict travel, actual and necessary travel expenses will be reimbursed. Receipts are required and mileage claim does not apply.

Personal vehicle use for district travel, including intradistrict travel, will be reimbursed based on travel to/from the regularly assigned work location to the approved travel destination based on established Internal Revenue Service (IRS) standard mileage reimbursement rate. The District's insurance does not provide primary coverage for the

owner of privately owned vehicle for claims or losses while he/she is operating his/her own vehicle on District business. For travel associated with field trips, refer to BP/AP 4300 titled Field Trips and/or Excursions.

The use of rental vehicles is permitted when a district vehicle is not available or use is impractical. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. ~~The traveler will obtain damage waiver insurance from the rental company and the cost will be included in the expense reimbursement.~~

### **Public Carrier Travel**

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. District expense and the employee's time will be considered in the choice of method of transportation.

### **Miscellaneous Transportation**

Expenses such as Taxi, Uber, ferry, streetcar, bus, parking, and toll are allowable expenses. Receipts will be obtained when reasonably possible. Expenses must be individually itemized in order to be eligible for reimbursement.

### **Lodging**

Reasonable and necessary lodging will be reimbursed as supported by receipts. Refer to the GSA Continental United States (CONUS) for maximum CONUS for reasonable rates by city and state. All lodging must be in the geographical area of the conference/training/meeting. When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the travel destination is within commuting distance (fifty-mile radius of the regularly assigned work location). The District traveler should always request the government/conference/most economical rate and request the Transient Occupancy Tax be waived at the time of reservation and/or check-in. Overnight lodging for employee living within the geographical area of the event shall be approved on a case-by-case basis. Exception may be approved, in writing, by the Superintendent/President or designee.

### **Meals and Incidentals**

Meals, tips and incidentals during business travel will be paid through the daily per diem allowance. If meals are included in the cost of a conference, workshop or other travel event and/or are provided as part of the event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee's hotel room, the actual cost of the meal will be excluded from the lodging reimbursement request and the per diem allowance will be requested.

Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

The current US General Services Administration (GSA) per diem rates for meals (breakfast, lunch, dinner, and incidentals) are applicable and can be found at <https://www.gsa.gov/>. ~~The maximum allowance for meals shall be \$10 for breakfast, \$15 for lunch, \$25 for dinner and \$6 for incidentals.~~ Any expenses in excess will not be reimbursed by the District. The reimbursement rates for meals ~~is~~are intended to offset the normal cost of purchasing food outside of District travel.

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Barbara C  
Field Code  
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### **Conference/Registration/Training/Professional Development Fees**

Reasonable and necessary fees will be reimbursed for pre-approved attendance and as supported by receipts and proof of attendance. Participant must be authorized to represent the District and attendance must be in the best interest of the District.

### **Other Miscellaneous Expenses**

Certain miscellaneous expenses related to official District business will be allowed if identified and require an itemized receipt, such as internet access and business telephone calls. Expenses of a personal nature such as parking or traffic violations, laundry service, auto repairs when using personal automobile, personal hygiene products, entertainment, trip insurance and alcohol are not reimbursable.

### **Intradistrict Travel**

All employees are hired as District employees; positions are not identified by specific campus location. Intradistrict travel is to be taken in District-owned vehicles when practical, but the use of personal vehicles may be authorized. An employee who is assigned to more than one center or to a meeting site outside of the Santa Maria Valley on a particular day as part of their regular assignment may claim reimbursement at the Board-approved mileage rate.

A regular employee who is assigned to a second center as a result of an overload contract is not eligible for reimbursement of travel.

An employee may be assigned to any center on a particular day, and when so assigned, transportation costs from the employee's residence to that center is the responsibility of the employee. Normally, the employee assigned to a center for a day will be expected to take the necessary equipment or materials to the site without stopping at the normal work location.

An employee who is assigned to maintain more than one office and must travel between two or more sites as part of the regular and continual assignment may be paid a set monthly compensation which is approved by the Board of Trustees in lieu of filing multiple mileage claims. The approved monthly rate will continue in effect until changed by the Board of Trustees.

The Board of Trustees may permanently assign a vehicle to an employee at its discretion.

### **Pre-Approval Authorization**

Request for travel shall be made to and approved by the employee's supervisor/manager on specified District forms. Group travel, including but not limited to: field trips/excursions, conferences, professional development, and meetings require prior authorization. Additional approvals shall be obtained for: budget use, by the corresponding Dean/Director and by a Cabinet level position. Travel out of state requires approval from the Superintendent/President. Travel out of the United States requires board approval.

### **Travel Advances**

All travel advances and pre-payments must be approved in writing on applicable District forms by the Superintendent/President or designee(s). The District will provide travel advances for anticipated reimbursable expenses if the request is received in Business Services at least 15 business days in advance of the date of travel. Pre-payment of registration fees, lodging and commercial carrier travel is available if the request is received in Business Services at least 15 business days in advance of the date of travel or payment deadline.

Advances will be adjusted upon the filing of a Travel Reimbursement form of actual and necessary expenses incurred in accordance with this procedure. Failure to submit a Travel Reimbursement with supporting documentation as outlined in the Claiming Reimbursement procedure below, may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten days of the original date of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purposes as a loan to such employee.

### **Claiming Reimbursement**

Reimbursement of expenses for authorized travel shall be submitted on the Travel Reimbursement form as follows:

- a) Claims shall be submitted within 60 calendar days following completion of travel. The only exception is travel at fiscal year-end; the claim must be turned in no later than July 10.
- b) Travel expense claims will be signed by the traveler and approved by the supervisor/manager. Expense claims exceeding the pre-authorized travel and/or seeking reimbursement for expenses not included on the pre-authorized travel, require budget approval.
- c) Each claim will be itemized by date, nature of expense and the amount for which reimbursement is claimed. Claims will be for "actual and necessary" expenses and supported by receipts when applicable.

Refer to Travel Procedure Manual for further instructions.

Also see BP/AP 2735 titled Board Member Travel, BP/AP 4300 titled Field Trips and Excursions, and AP 6530 titled District Vehicles

Reference: Education Code Section 87032

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**Approved: 8/16/94**

**Revised: 4/16/96**

**Revised: 10/29/02**

**Revised (Admin): 2/18/03**

**Revised: 8/16/05**

**Revised: 3/21/06**

**Revised: 4/15/08**

**Revised: 6/13/17**

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Student Health Fee Increase	Item Number: 15.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

Board Policy 5200, Student Health Services, states that the district will charge the maximum allowable fee as approved by the Chancellor's Office in accordance with California Education Code Sections 76355 and 76401. The policy further requires notifying both the board of trustees and the Associated Student Body Government prior to implementation of an increase.

On February 10, 2021, we received notification from the Chancellor's Office that based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to warrant a one dollar increase in the student health fee for fall and spring semesters. Districts were authorized to charge a maximum of \$22 per semester and \$18 for summer and intersession of at least four weeks. Note, summer and intersession were not authorized an increase in fees per the Chancellor's Office. At the time the fee increase was announced, it was determined by the district that the fee increase should be postponed temporarily due to the financial impact of the pandemic on students. The student health fees remained at \$21 per semester, and \$18 for summer and intersession of at least four weeks.

On February 21, 2022, we received notification from the Chancellor's Office that based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to warrant a one dollar increase in the student health fee per semester and a two dollar increase for summer and intersession. Districts may now charge a maximum of \$23 per semester and \$20 for summer and intersession of at least four weeks.

Therefore, effective fall 2022 the student health fee will be increased from \$21 to \$23 per semester, and from \$18 to \$20 for summer and intersession of at least four weeks.

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

To:	Board of Trustees	Date:  April 19, 2022
From:	Superintendent/President	
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.L.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	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:

**Santa Barbara County North Branch Jail:** Allan Hancock College courses began at the new Santa Barbara County North Branch Jail on March 28, 2022 and have been well-received by students. Courses include business, culinary arts, addiction studies, and career planning. These courses are supported by a 2.5 million grant awarded to the Santa Barbara County Workforce Development Board, Allan Hancock College, and Santa Barbara City College. This grant was designed to create pathways from incarceration to college and/or employment.

**Young Farmers and Ranchers Club:** A group of our Young Farmers and Ranchers Club students traveled with Erin Krier, agriculture instructor, and Teri Bontrager, executive director of the Santa Barbara County Farm Bureau, to the Central Valley for two days of meetings and activities. They spent the first day learning first-hand about California agricultural water supplies with a visit to Semitropic Water Storage District and Kern County Water Agency banks, where a series of canals feed into the California Aqueduct system. On the second day, students toured a nearly closed-loop dairy and pistachio farm. The farm is part of a cooperative dairy group that recaptures the methane from the cows and pipes it to a facility where it is used to power parts of the Los Angeles energy grid. They also had an exclusive tour of one of the largest pistachio processing facilities in the world at Setton Farms, which produces 100 percent of the shelled pistachios for those bags we buy from Costco. Their automated system is engineered and machined in-house, and it can process 1 million pounds of pistachios every day. This was this group's first trip since their March 2020 trip was canceled due to the pandemic. In addition to having a great time, the club learned a great deal about the many disciplines that support our food production system.



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

To:	Board of Trustees	Date:  April 19, 2022
From:	Superintendent/President	
Subject:	Monthly Report, Interim Associate Superintendent/Vice President, Student Services	Item Number: 15.M.
Institutional Goal:	Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

**Financial Aid Application Completion.** According to the California Student Aid Commission (CSAC), Pioneer Valley High School has the second highest financial aid application, Free Application for Financial Aid (FAFSA) or the California Dream Act (CDAA), completion rate in all California high schools of similar size. A total of 87.35 percent of Pioneer Valley High School seniors have completed an application for the 2022-2023 academic school year.

**Bulldog Registration Rally.** On Saturday, April 30, 2022 from 9 a.m. – 2 p.m., Student Services will hold a registration rally to help students enroll in credit and/or noncredit classes for the summer and fall 2022 semesters. The event will take place on the Santa Maria campus and is open to current students and high school seniors. Students will be able to get help with financial aid applications, complete a student orientation and education plan, and take a tour of campus (available in both English and Spanish). High school seniors can also complete the Hancock Promise steps. Lunch will be provided to all students.

**2022 Commencement.** The planning process for commencement is well underway. Our 101<sup>st</sup> commencement ceremony will take place on Friday, May 27, 2022 at 10:30 a.m. It will be an in-person, traditional ceremony and will take place on the football field on the Santa Maria campus. Students are being asked to fill out a reservation form to walk in the ceremony and can find the reservation form on the graduation webpage ([www.hancockcollege.edu/graduation](http://www.hancockcollege.edu/graduation)). Students will also find a campus map, cap and gown information, and answers to frequently asked questions.

Administrator Initiating Item:  John Colson	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Monthly Report Vice President Institutional Effectiveness	Item Number: 15.N.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

**BACKGROUND**
**Accreditation Information and Input Session**

Fifty-one administrators, faculty, and staff attended the Accreditation Information and Input Session held on March 31. The accreditation steering committee co-chairs provided information for each of the four accreditation standards. First drafts for each standard were posted on the “Institution Self-Evaluation Report 2023 Drafts” webpage. Attendees were asked to read the drafts and provide feedback on content and supporting evidence used in the analysis and evaluation of each of the four standards. The final draft of the Institutional Self-Evaluation Report will be submitted December 2022. <https://www.hancockcollege.edu/accreditation/drafts.php>

**Annual Report**

Every year Allan Hancock College (AHC) completes an annual report for the Accrediting Commission for Community and Junior Colleges (ACCJC). The report asks for headcounts, success rates, degrees and certificates, transfers, licensure pass rates, and job placement rates. The report also asks for institutions to develop a set-standard and aspirational goals. For the last three years, AHC reported the number of students receiving degrees and certificates have drastically increased to the point of surpassing our aspirational goals. However, our transfers are slightly below our set-standard for the 2020-21 academic year. To see the data for the institutional set standards and aspirational goals, visit the IE website under institutional data: <https://www.hancockcollege.edu/ie/standard.php>.

Administrator Initiating Item:  Paul M. Murphy	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.O.
Institutional Goal: Ed Master Plan Goal A. Connect with Students	Enclosures: Page 1 of 1

**BACKGROUND****Campus Graphics****Insourcing Increase**

This fiscal year, Campus Graphics (CG) has seen a return to pre-pandemic insourcing revenue with average monthly earnings of around \$8,500 (42 percent higher than the monthly goal of \$6,000). With this, CG continues to pursue its long-term goal of becoming a cost neutral operation. Insourcing revenue is used to offset budget constraints and purchase equipment to help expand the services available to Allan Hancock College and the surrounding Central Coast non-profit community.

**New Supervisor**

Following the recent retirement of the CG supervisor, the Public Affairs & Communications (PAC) and CG teams are excited to have former Coordinator, Robert Nourse, selected for the position of supervisor. Robert was hired into the CG Department in 2010 and brings a wealth of knowledge and experience into the new role. CG Production Specialist Elizabeth Zuniga will take the reigns as interim coordinator.

**Public Affairs & Communications****New Bulldog Design**

After more than a year of research, surveying, focus groups generating public and college input, and design work – the PAC, CG, and Athletics departments will unveil a brand-new Bulldog design on April 27, 2022. Spike is getting a modern makeover that reflects strength, integrity, and Bulldog pride. A teaser campaign is underway and includes social media, floor and window decals, and a countdown website ([www.hancockcollege.edu/countdown/](http://www.hancockcollege.edu/countdown/)). The public reveal event on April 27 will be held at 12:30 p.m. on the Santa Maria campus in the gym and will include newly branded swag and giveaways.

**CCPRO Awards**

The PAC and CG teams recently brought home awards from the California Community Colleges Public Relations Organization (CCPRO). CCPRO serves and honors the work of community college marketing and design professionals statewide.

1st Place: Media Success Story (Asteroid Days)

2nd Place: Response to Major National Event (COVID-19); Commencement Program

3rd Place: Specialty Website (Guided Pathways); Promotional Campaign (Asteroid Days); Magazine

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.P.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The Associate Superintendent/Vice President of Finance and Administration will report on the items listed below relating to administrative services:

**PCPA Stagecraft Project**

The PCPA Stagecraft project has started construction. The contractor, Quincon Inc., has erected temporary fencing in parking lot 7 near the north end of building O-300 and has mobilized on site. Weekly construction meetings will be held each Monday for the 365-day project.

**Student Health Center**

American Modular Systems (AMS) has provided staff with a fabrication and delivery schedule for the new Student Health Center complex. AMS anticipates having approval from Division of the State Architect (DSA) in May and estimates project completion by late November.

**Building M/300 and M/400 Re-roofing**

L & L Roofing restored the roofs on buildings M300 and M400 over spring break. Buildings L and G will be completely re-roofed this summer.

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

To: Board of Trustees	Date:  April 19, 2022
From: Superintendent/President	
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.Q.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 22

**BACKGROUND**

Attached are copies of financial statements for the following funds:

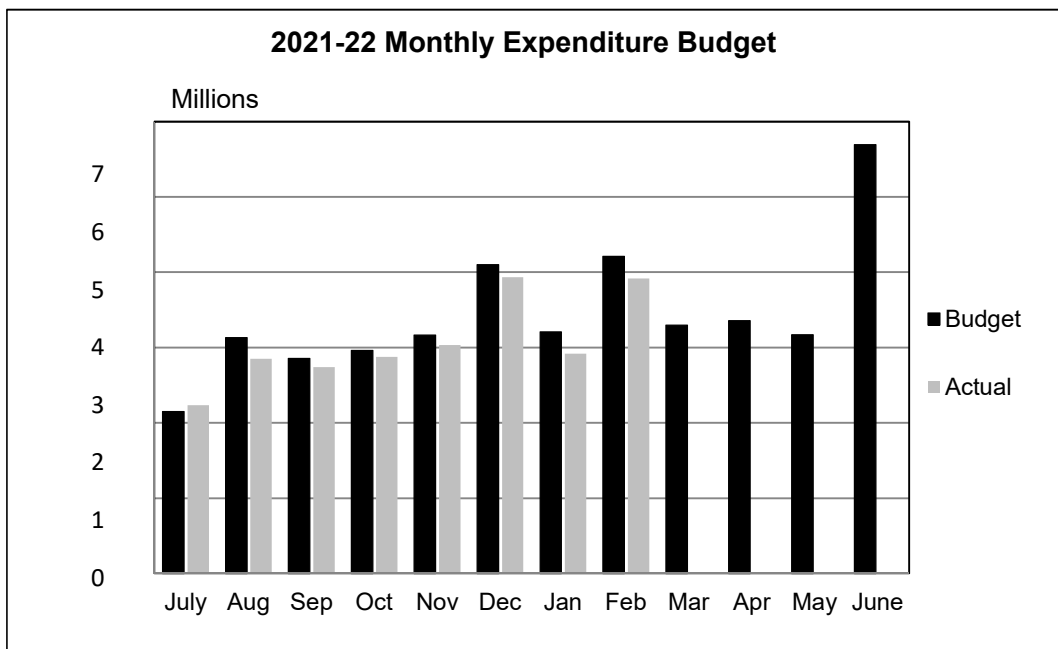
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment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

The statements reflect year-to-date budgets and financial data.

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

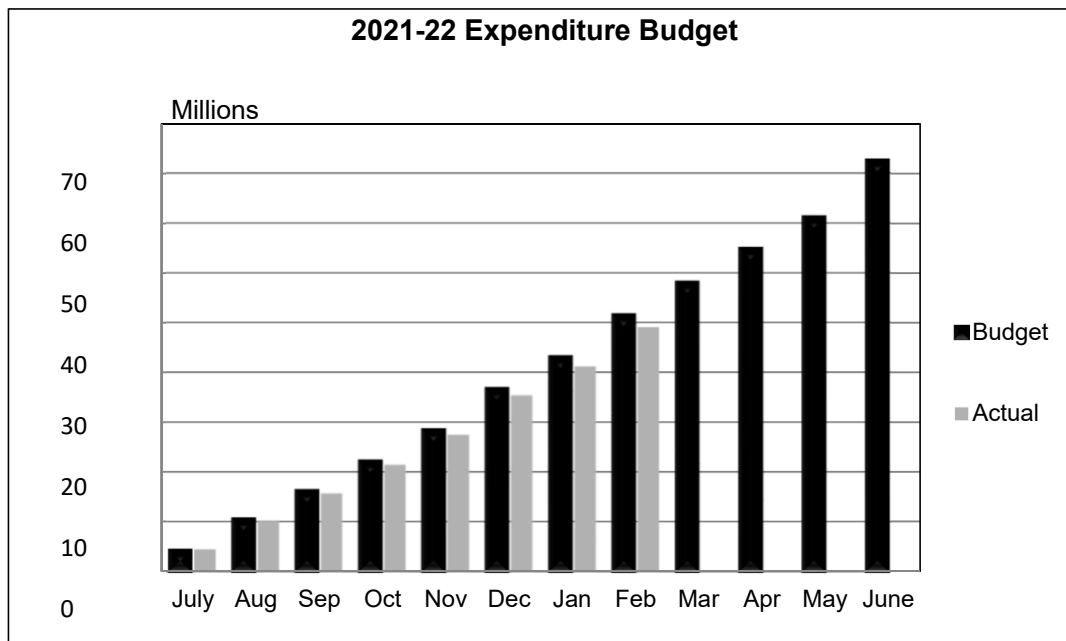
	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,355,867	2,272,667	96.47%
Classified Salaries	1,485,359	1,372,452	92.40%
Employee Benefits	1,138,782	1,036,327	91.00%
Supplies and Materials	86,177	62,662	72.71%
Other Operating Expenses	653,729	643,637	98.46%
Capital Outlay	206,188	46,464	22.53%
Other Outgo/Transfers	<u>2,491,049</u>	<u>2,402,605</u>	96.45%
	8,417,151	7,836,814	93.11%



## GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

### *Year to Date Expenditures*

	July-February Budget	July-February Year to Date	Percentage Variance
Academic Salaries	17,463,197	17,230,313	98.67%
Classified Salaries	12,043,305	11,702,367	97.17%
Employee Benefits	8,428,297	8,114,075	96.27%
Supplies and Materials	891,791	724,923	81.29%
Other Operating Expenses	5,298,605	4,869,654	91.90%
Capital Outlay	972,730	709,382	72.93%
Other Outgo/Transfers	6,456,979	5,693,155	88.17%
	51,554,904	49,043,869	95.13%



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 2/28/2022

	<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	\$ 25,006	73.12%	\$ 27,849,786	\$ 11,131,486	39.97%
State Revenues	47,281,141	28,557,650	60.40%	21,641,372	19,132,906	88.41%
Local Revenues	24,731,483	10,139,158	41.00%	2,139,700	1,113,769	52.05%
Total REVENUES	<u>72,046,824</u>	<u>38,721,814</u>	<u>53.75%</u>	<u>51,630,858</u>	<u>31,378,161</u>	<u>60.77%</u>
<b>EXPENDITURES</b>						
Academic Salaries	25,545,026	17,230,313	67.45%	4,327,945	3,025,917	69.92%
Classified Salaries	18,247,509	11,702,367	64.13%	8,353,481	3,803,563	45.53%
Employee Benefits	14,476,226	8,114,075	56.05%	3,709,849	1,709,130	46.07%
Supplies and Materials	1,547,672	724,923	46.84%	6,002,293	3,582,384	59.68%
Other Operating Exp. and Services	8,466,078	4,869,654	57.52%	5,273,019	2,234,030	42.37%
Capital Outlay	1,951,554	709,382	36.35%	6,695,695	1,281,003	19.13%
Total EXPENDITURES	<u>70,234,065</u>	<u>43,350,714</u>	<u>61.72%</u>	<u>34,362,282</u>	<u>15,636,027</u>	<u>45.50%</u>
Excess of Revenues Over/ (Under) Expenditures	1,812,759	(4,628,900)		17,268,576	15,742,134	
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	9,472,813	4,263,570	0.00%	682,358	671,100	98.35%
Total OTHER FINANCING SOURCES (USES)	<u>9,472,813</u>	<u>4,263,570</u>	<u>0.00%</u>	<u>682,358</u>	<u>671,100</u>	<u>98.35%</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	12,335,460	5,693,155	46.15%	22,703,226	8,142,623	35.87%
Total OPERATING TRANSFERS OUT	<u>12,335,460</u>	<u>5,693,155</u>	<u>46.15%</u>	<u>22,703,226</u>	<u>8,142,623</u>	<u>35.87%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,049,888)	(6,058,485)		(4,752,292)	8,270,611	
<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>\$ 17,875,816</u>	<u>\$ 12,867,219</u>		<u>\$ 10,845,417</u>	<u>\$ 23,868,320</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 375,618	\$ 145,730	38.80%
State Revenues	629,992	443,216	70.35%
Local Revenues	711,105	102,850	14.46%
Total REVENUES	<u>1,716,715</u>	<u>691,795</u>	<u>40.30%</u>
<b>EXPENDITURES</b>			
Academic Salaries	265,062	143,398	54.10%
Classified Salaries	636,986	295,579	46.40%
Employee Benefits	132,663	70,426	53.09%
Supplies and Materials	335,135	26,062	7.78%
Other Operating Exp. and Services	179,736	8,726	4.85%
Capital Outlay	249,037	21,762	8.74%
Total EXPENDITURES	<u>1,798,620</u>	<u>565,952</u>	<u>31.47%</u>
Excess of Revenues Over/ (Under) Expenditures	(81,905)	125,843	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	<u>30,000</u>	<u>30,000</u>	<u>100.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>30,000</u>	<u>100.00%</u>
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>405,375</u>	<u>405,375</u>	
Current Balance	<u>\$ 353,470</u>	<u>\$ 561,218</u>	



Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 501,963	\$ 0	0.00%
Local Revenues	1,752,943	1,787,958	102.00%
Total REVENUES	<u>2,254,906</u>	<u>1,787,958</u>	<u>79.29%</u>
<b>EXPENDITURES</b>			
Classified Salaries	2,712,527	1,650,538	60.85%
Employee Benefits	734,095	387,853	52.83%
Supplies and Materials	381,025	141,953	37.26%
Other Operating Exp. and Services	624,839	288,976	46.25%
Capital Outlay	40,460	15,793	39.03%
Total EXPENDITURES	<u>4,492,946</u>	<u>2,485,113</u>	<u>55.31%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,238,040)	(697,156)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	2,572,587	1,190,862	46.29%
Total OTHER FINANCING SOURCES (USES)	<u>2,572,587</u>	<u>1,190,862</u>	<u>46.29%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	324,388	140,851	43.42%
Total OPERATING TRANSFERS OUT	<u>324,388</u>	<u>140,851</u>	<u>43.42%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	10,159	352,856	
<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>\$ 2,766,288</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 15,131,441	\$ 11,101,617	73.37%
Local Revenues	15,396,272	15,376,311	99.87%
Total REVENUES	<u>30,527,713</u>	<u>26,477,928</u>	<u>86.73%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	9,652	11,606	120.25%
Other Operating Exp. and Services	92,196	95,418	103.49%
Capital Outlay	36,689,936	13,966,339	38.07%
Total EXPENDITURES	<u>36,791,784</u>	<u>14,073,363</u>	<u>38.25%</u>
Excess of Revenues Over/ (Under) Expenditures	(6,264,071)	12,404,566	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	5,203,698	4,535,298	87.16%
Total OTHER FINANCING SOURCES (USES)	<u>5,203,698</u>	<u>4,535,298</u>	<u>87.16%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	50,800	50,800	100.00%
Total OPERATING TRANSFERS OUT	<u>50,800</u>	<u>50,800</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,111,173)	16,889,063	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>11,727,273</u>	<u>11,727,273</u>	
Current Balance	<u>\$ 10,616,100</u>	<u>\$ 28,616,336</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 100,000	\$ 41,440	41.44%
Total REVENUES	<u>100,000</u>	<u>41,440</u>	<u>41.44%</u>
<b>EXPENDITURES</b>			
Classified Salaries	25,862	17,521	67.75%
Employee Benefits	13,981	8,957	64.06%
Supplies and Materials	13,196	11,145	84.46%
Other Operating Exp. and Services	78,883	26,789	33.96%
Capital Outlay	<u>25,489,300</u>	<u>5,460,778</u>	<u>21.42%</u>
Total EXPENDITURES	<u>25,621,222</u>	<u>5,525,188</u>	<u>21.56%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,521,222)	(5,483,748)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>25,521,223</u>	<u>25,521,223</u>	
Current Balance	<u>\$ 0</u>	<u>\$ 20,037,475</u>	

Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 804,000	\$ 147,583	18.36%
Total REVENUES	<u>804,000</u>	<u>147,583</u>	<u>18.36%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	660,000	418,082	63.35%
Total EXPENDITURES	<u>660,000</u>	<u>418,082</u>	<u>63.35%</u>
Excess of Revenues Over/ (Under) Expenditures	144,000	(270,499)	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,000,000	1,000,000	100.00%
Total OPERATING TRANSFERS OUT	<u>1,000,000</u>	<u>1,000,000</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(856,000)	(1,270,499)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,846,204</u>	<u>1,846,204</u>	
Current Balance	<u>\$ 990,204</u>	<u>\$ 575,705</u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>% Budget</b></u>
<b>REVENUES</b>			
Local Revenues	\$ 5,000	\$ 0	0.00%
Total REVENUES	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	36,059	10,987	30.47%
Other Operating Exp. and Services	43,265	14,598	33.74%
Capital Outlay	50,003	32,324	64.65%
Total EXPENDITURES	<u>129,326</u>	<u>57,909</u>	<u>44.78%</u>
Excess of Revenues Over/ (Under) Expenditures	(124,326)	(57,909)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	0	26,301	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>26,301</u>	<u>0.00%</u>
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>971,914</u>	<u>971,914</u>	
Current Balance	<u>\$ 847,588</u>	<u>\$ 940,307</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 950	23.76%
Total REVENUES	<u>4,000</u>	<u>950</u>	<u>23.76%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	<u>28,670</u>	<u>6,927</u>	<u>24.16%</u>
Total EXPENDITURES	<u>28,670</u>	<u>6,927</u>	<u>24.16%</u>
Excess of Revenues Over/ (Under) Expenditures	(24,670)	(5,976)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,003,930</u>	<u>1,003,930</u>	
Current Balance	<u>\$ 979,260</u>	<u>\$ 997,954</u>	

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RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from February 1, 2022 to February 28, 2022

## MARKET AND COST RECONCILIATION

	02/28/2022 MARKET	02/28/2022 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,502,578.66</b>	<b>10,400,943.67</b>
<b>Investment Activity</b>		
Interest	.42	.42
Dividends	6,509.57	6,509.57
Change In Unrealized Gain/Loss	- 163,867.25	.00
Net Accrued Income (Current-Prior)	- .04	- .04
<b>Total Investment Activity</b>	<b>- 157,357.30</b>	<b>6,509.95</b>
<b>Net Change In Market And Cost</b>	<b>- 157,357.30</b>	<b>6,509.95</b>
<b>Ending Market And Cost</b>	<b>10,345,221.36</b>	<b>10,407,453.62</b>

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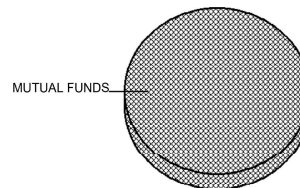
RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from February 1, 2022 to February 28, 2022

### ASSET SUMMARY

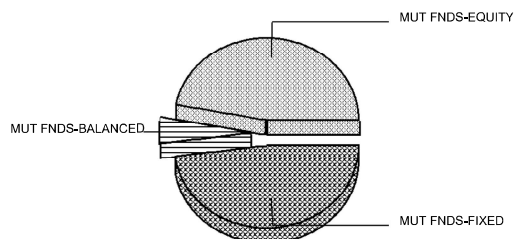
ASSETS	02/28/2022 MARKET	02/28/2022 BOOK VALUE	% OF MARKET
Cash And Equivalents	24,815.06	24,815.06	0.24
Mutual Funds-Equity	4,860,486.80	4,760,798.48	46.98
Mutual Funds-Fixed Income	5,028,833.22	5,195,051.46	48.61
Mutual Funds-Balanced	431,085.90	426,788.24	4.17
<b>Total Assets</b>	<b>10,345,220.98</b>	<b>10,407,453.24</b>	<b>100.00</b>
Accrued Income	.38	.38	0.00
<b>Grand Total</b>	<b>10,345,221.36</b>	<b>10,407,453.62</b>	<b>100.00</b>

**Estimated Annual Income**                      **223,053.96**



### 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 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 163,977	\$ 142,400	86.84%
Total REVENUES	<u>163,977</u>	<u>142,400</u>	<u>86.84%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	186,966	114,184	61.07%
Other Operating Exp. and Services	71,258	56,416	79.17%
Total EXPENDITURES	<u>258,224</u>	<u>170,599</u>	<u>66.07%</u>
Excess of Revenues Over/ (Under) Expenditures	(94,247)	(28,200)	
<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	84,900	34.53%
Total OPERATING TRANSFERS OUT	<u>245,855</u>	<u>84,900</u>	<u>34.53%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(163,055)	63,947	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>378,040</u>	<u>378,040</u>	
Current Balance	<u>\$ 214,985</u>	<u>\$ 441,988</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 36,010	\$ 37,060	102.92%
Total REVENUES	<u>36,010</u>	<u>37,060</u>	<u>102.92%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	35,365	20,910	59.13%
Total EXPENDITURES	<u>35,365</u>	<u>20,910</u>	<u>59.13%</u>
Excess of Revenues Over/ (Under) Expenditures	645	16,150	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,340	1,340	100.00%
Total OPERATING TRANSFERS OUT	<u>1,340</u>	<u>1,340</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(695)	14,810	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>67,500</u>	<u>67,500</u>	
Current Balance	<u>\$ 66,805</u>	<u>\$ 82,310</u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 20,800	\$ 12,972	62.37%
Total REVENUES	<u>20,800</u>	<u>12,972</u>	<u>62.37%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	1,610	222	13.77%
Capital Outlay	<u>62,000</u>	<u>20,800</u>	<u>33.55%</u>
Total EXPENDITURES	<u>63,610</u>	<u>21,022</u>	<u>33.05%</u>
Excess of Revenues Over/ (Under) Expenditures	(42,810)	(8,050)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>243,793</u>	<u>243,793</u>	
Current Balance	<u>\$ 200,983</u>	<u>\$ 235,743</u>	

Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 10,675,229	\$ 9,039,899	84.68%
State Revenues	2,200,000	2,516,999	114.41%
Local Revenues	0	1	0.00%
Total REVENUES	<u>12,875,229</u>	<u>11,556,899</u>	<u>89.76%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	10,526,309	2,817,396	26.77%
Total OTHER FINANCING SOURCES (USES)	<u>10,526,309</u>	<u>2,817,396</u>	<u>26.77%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	23,401,538	13,477,814	57.59%
Total OPERATING TRANSFERS OUT	<u>23,401,538</u>	<u>13,477,814</u>	<u>57.59%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	896,481	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u>\$ 21,600</u>	<u>\$ 918,081</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>% Budget</b></u>
<b>REVENUES</b>			
Local Revenues	\$ 1,000	\$ 0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 0	 0	
 <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 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 83,236	\$ 76,505	91.91%
Total REVENUES	<u>83,236</u>	<u>76,505</u>	<u>91.91%</u>
<b>EXPENDITURES</b>			
Academic Salaries	1,186	0	0.00%
Classified Salaries	26,686	817	3.06%
Employee Benefits	99	0	0.00%
Supplies and Materials	79,119	35,590	44.98%
Other Operating Exp. and Services	32,294	5,196	16.09%
Capital Outlay	17,331	17,331	100.00%
Total EXPENDITURES	<u>156,715</u>	<u>58,935</u>	<u>37.61%</u>
Excess of Revenues Over/ (Under) Expenditures	(73,480)	17,570	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	4,542,528	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>4,542,528</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	29,900	29,800	99.67%
Total OPERATING TRANSFERS OUT	<u>29,900</u>	<u>29,800</u>	<u>99.67%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	4,439,148	(12,231)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,134,088</u>	<u>1,134,088</u>	
Current Balance	<u>\$ 5,573,236</u>	<u>\$ 1,121,857</u>	

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 02/28/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 5,095	\$ 6,510	127.76%
Total REVENUES	<u>5,095</u>	<u>6,510</u>	<u>127.76%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	25,435	3,421	13.45%
Other Operating Exp. and Services	<u>9,036</u>	<u>8</u>	<u>0.08%</u>
Total EXPENDITURES	<u>34,471</u>	<u>3,428</u>	<u>9.95%</u>
Excess of Revenues Over/ (Under) Expenditures	(29,376)	3,081	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>4,084</u>	<u>3,919</u>	<u>95.96%</u>
Total OPERATING TRANSFERS OUT	<u>4,084</u>	<u>3,919</u>	<u>95.96%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(33,460)	(837)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>66,211</u>	<u>66,211</u>	
Current Balance	<u>\$ 32,752</u>	<u>\$ 65,374</u>	

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**ALLAN HANCOCK COLLEGE FOUNDATION**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING 02/28/2022**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions,Gifts,Grants&Endwmnts	0	26,361	333,355	252,163	92,455	0	704,334
Interest and Investment Income	0	20,482	11	0	0	420,941	441,434
Realized Gain/Loss on Invest	0	6,150	0	0	0	3,356,430	3,362,580
Unrealized Gain/Loss on Invest	0	(17,408)	0	0	0	(4,034,851)	(4,052,259)
Other Local Revenues	0	178	3,882	15,548	0	0	19,607
Total Revenues	0	35,764	337,247	267,711	92,455	(257,480)	475,697
<b>EXPENSES:</b>							
Non Bargaining Unit	0	158,708	0	0	0	0	158,708
Benefits	0	14,909	0	0	0	0	14,909
Office/Operational Supplies	0	2,374	19,058	0	0	0	21,432
Non Instr Printing	0	6,916	720	0	0	0	7,635
Food - Business Meetings/Events	0	1,526	10,980	0	0	0	12,505
Indep Contractor (Individuals)	0	0	200	0	0	0	200
Service Contracts (Businesses)	0	2,103	0	0	0	0	2,103
Travel - All Travel Costs	0	475	0	0	0	0	475
Foundation Community Activities	0	4,350	3,140	0	0	0	7,490
Dues & Memberships	0	2,748	2,009	0	0	0	4,757
Non-Tech Licenses,Permits,Fees	0	425	22,007	0	0	0	22,432
Software/Technology Licenses	0	0	480	0	0	0	480
Software Maintenance Agreement	0	7,948	2,822	0	0	0	10,769
Equipment Rental	0	0	1,896	0	0	0	1,896
District/College Support	0	0	79,922	0	10,289,934	5,086,377	15,456,233
Postage/Express Services	0	6,072	0	0	0	0	6,072
Advertising	0	2,486	0	0	0	0	2,486
Bank Service Charges	0	1,818	683	0	0	0	2,501
Investment Brokerage Fees	0	2,612	0	0	0	171,393	174,006
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	11,953	0	0	0	11,953
Scholarships	0	0	0	523,615	0	0	523,615
Total Expenses	0	215,468	157,517	565,623	10,289,934	5,257,771	16,486,313
Net Income (Loss)	0	(179,704)	179,730	(297,912)	(10,197,479)	(5,515,251)	(16,010,616)
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	106,332	85,460	285,010	366,149	0	842,950
Intrafund Transfers-Out	0	0	373,163	21,162	0	448,625	842,950
Other Transfer-In	0	175,757	0	0	0	0	175,757
Net Transfers	0	282,088	(287,704)	263,848	366,149	(448,625)	175,757
Net Inc/Dec in Fund Bal	0	102,384	(107,973)	(34,064)	(9,831,330)	(5,963,876)	(15,834,859)
<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
Current Balance	0	698,427	1,982,729	756,648	14,257,688	3,913,916	21,609,407



Allan Hancock College  
Viticulture & Enology Foundation Fund

Income Statement by Fund  
For The Period Ending 02/28/2022

<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
Contributed Gifts/Grants/Endw	\$ 25	\$ 1,503	6012.00%
Non-Cash Contributions	19,740	16,123	81.68%
Other Local Revenues	0	630	
Intrafund Transfer-In	0	0	0.00%
Net Revenue	19,765	18,256	0.00%
<b>WINE OPERATION</b>			
Sales & Commissions	87,750	46,471	52.96%
Less: Returns & Allowances	0	0	0.00%
Less: Sales Discounts	(35,100)	(12,612)	35.93%
Net Sales	52,650	33,859	
Less: Cost of Goods Sold	(17,015)	(26,151)	153.70%
Gross Profit	35,635	7,708	
 Total REVENUES	 <u>55,400</u>	 <u>25,964</u>	 <u>46.87%</u>
<b>EXPENDITURES</b>			
Academic Salaries	0	0	0.00%
Classified Salaries	0	0	0.00%
Supplies and Materials	48,095	28,486	59.23%
Inventory Allocation Expense	(72,381)	(30,786)	42.53%
Other Operating Exp. and Services	66,999	43,986	65.65%
Capital Outlay	16,920	9,549	56.44%
Total EXPENDITURES	<u>59,633</u>	<u>51,235</u>	<u>85.92%</u>
 Excess of Revenues Over (Under) Expenditures	 (4,233)	 (25,271)	
 <b>FUND BALANCE</b>			
Fund balance, July 1	<u>195,973</u>	<u>195,973</u>	
 Current Balance	 <u>\$ 191,740</u>	 <u>\$ 170,702</u>	



ALLAN HANCOCK COLLEGE

# APRIL 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 9:00 a.m. Career Exploration Day Santa Maria campus	2
3	4	5 2:30 p.m. Baseball vs. L.A. Pierce College	6	7 1:00 p.m. Softball vs. Ventura College  <i>Student Food Share</i> every Thursday 1:30 p.m. Santa Maria campus and 2:30 p.m. LVC  3:00 p.m. Baseball vs. L.A. Pierce College	8 1:00 p.m. Baseball vs. L.A. Pierce College	9 12:00/2:00 p.m. Softball vs. LA Mission College
10	11	12 2:30 p.m. Baseball vs. East Los Angeles College	13 1:00 p.m. Baseball vs. Cypress College	14 2:30 p.m. Baseball vs. Cerritos College	15 1:00 p.m. Softball vs. Oxnard College	16 10:00 a.m. <i>Community Food Share</i> every 3rd Saturday of the month
17	18	19 10:30 a.m. Earth Day LVC  1:00 p.m. Softball vs. Cuesta College  3:00 p.m. Baseball vs. Moorpark College  6:00 p.m. <b>Board of Trustees Meeting</b>	20 11:00 a.m. Earth Day Santa Maria campus	21	22	23 1:00 p.m. Softball vs. Southwestern College  1:00 p.m. Baseball vs. Oxnard College
24	25	26 2:30 p.m. Softball vs. Moorpark College	27	28 PCPA's <i>Into the Woods</i> through May 15 Marian Theatre	29	30 1:00 p.m. Baseball vs. L.A. Pierce College



ALLAN HANCOCK COLLEGE

# MAY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PCPA's <i>Into the Woods</i> through May 15 Marian Theatre	2	3	4	5 <i>Student Food Share</i> every Thursday 1:30 p.m. Santa Maria campus and 2:30 p.m. Lompoc Valley Center	6	7
8	9	10 6:00 p.m. Board of Trustees Meeting	11	12	13 1:00 p.m. Retirements and Recognitions Celebration A/B Courtyard	14
15	16	17	18 Spring & Term 4 Classes End	19 Spring Final Exams May 19-25 10:00 a.m. Fire Academy Graduation PSTC, Lompoc	20	21 10:00 a.m. <i>Community Food Share</i> every 3rd Saturday of the month
22	23	24	25 4:00 p.m. Transfer Stars Drive Thu Celebration Santa Maria campus	26 10:00 a.m. EMS Graduation PSTC, Lompoc 6:00 p.m. Scholarship Banquet Joe White Memorial Gymnasium	27 10:30 a.m. Commencement	28
29	30 Memorial Day College Closed	31				