
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda Regular Board Meeting Tuesday, December 20, 2022

Jeffery C. Hall, President
Gregory A. Pensa, Vice President
Suzanne Levy, Ed.D.
Alejandra Enciso Medina
Hilda Zacarias
Mirian Solano, Student Trustee

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

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

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

- | | | |
|---|--|---------|
| 3. Adjourn to Closed Session | | 5:10 PM |
| 3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957) | | |
| 3.B. Conference with Labor Negotiator – (Government Code §54957.6) | | |

Agency designated representatives: Dr. Robert Curry
Employee Association: Faculty Association

Agency designated representative: Dr. Robert Curry
Employee Association: Part-Time Faculty Association

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Management

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Supervisory/Confidential

Agency designated representative: Ruben Ramirez
Employee Organization: California School Employees Association (CSEA) Chapter #25

Agency designated representative: Ruben Ramirez
Unrepresented Employee: Superintendent/President

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| 4. | Reconvene to Open Session | 6:00 PM |
| 5. | Action taken during Closed Session. | |
| 6. | Pledge of Allegiance | |
| 7. | Approval of Agenda as Presented | |
| 8. | Organizational Meeting | |
| | 8.A. Election of Board of Trustees Officers | 11 |
| | A recommendation to elect a president and vice president of the board of trustees. | |
| | 8.B. Determination of Regular Board Meetings Dates in 2023 | 12 |
| | A recommendation that the board of trustees continue holding board meetings on the third Tuesday of each month at 6:00 p.m. | |
| | 8.C. County Committee on School District Organization | 14 |
| | A recommendation that the board of trustees appoint a representative and alternate to the County Committee on School District Organization. | |
| | 8.D. Appointment of Trustees to Boards and Committees | 15 |
| | A recommendation that the board of trustees appoint trustee representatives to boards and committees. | |
| 9. | 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: ccamacho@hancockcollege.edu 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. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings. | |

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10. Approval of Minutes		
10.A. Approval of Minutes from the November 15, 2022, regular board meeting.	17	
10.B. Approval of Minutes from the December 6, 2022, special board meeting.	25	
11. Presentation		
11.A. Dr. Stephanie Crosby, interim dean, student services, will provide an update on the Veteran's Success Center.		
11.B. PCPA Overview and Season 59		
PCPA Artistic Director/Associate Dean Mark Booher will share a brief operational update and staffing overview, including information on the current 59th season of plays.		
11.C. 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 10/01/22 through 10/31/22	27	
A recommendation that the board of trustees approve commercial warrants.		
12.B. Authorization to Declare District Property as Surplus	29	
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 Foundation of California Community Colleges Agreement No. CB-216-17 for the Fine Arts Complex Stage Lighting	32	

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A recommendation that the board of trustees approve authorization to utilize the Foundation of California Community Colleges Agreement No. CB-216-17 to purchase stage lighting from Parker Lighting, Inc. in the amount of \$351,739.63 for the new Fine Arts Complex.		
12.D. Authorization to Utilize the Foundation for California Community Colleges CollegeBuys/CSU Consortium Master Agreement No. 0000442	45	
A recommendation that the board of trustees approve authorization to utilize the Foundation for California Community Colleges CollegeBuys/CSU Consortium Master Agreement No. 00004442.		
12.E. Second Reading: Board Policy 4020, Program, Curriculum, and Course Development	49	
A recommendation to adopt Board Policy 4020, Program, Curriculum, and Course Development.		
12.F. Second Reading: Revised Board Policy 5050, Student Success and Support Program	52	
A recommendation to adopt revised Board Policy 5050, Student Success and Support Program.		
12.G. Second Reading: Revised Board Policy 6200, Budget Preparation	54	
A recommendation that the board of trustees adopt revised Board Policy 6200, Budget Preparation.		
12.H. Second Reading: Revised Board Policy 6250, Budget Management	56	
A recommendation that the board of trustees adopt revised Board Policy 6250, Budget Management.		
12.I. Second Reading: New Board Policy 6305, Reserves	58	
A recommendation that the board of trustees adopt new Board Policy 6305, Reserves.		
12.J. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	60	
A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.		

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12.K. Appointment of Department Chair	77	
<p>A recommendation that the board of trustees approve the department chair appointment of Wendy Hadley, life and physical sciences, to serve a term of two years, for the academic years 2023-2024 and 2024-2025.</p>		
12.L. Equivalency Certification for Faculty	78	
<p>A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.</p>		
12.M. Academic Policy and Planning Committee Curriculum Summary	86	
<p>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.</p>		
12.N. Bond Measure I Citizens' Oversight Committee Representatives	96	
<p>A recommendation that the board of trustees approve the appointment of Samantha Martinez to the Bond Measure I Citizens' Oversight Committee as the student representative for a one-year term.</p>		
12.O. Revised Classified Bargaining Unit Job Descriptions	97	
<p>A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions as presented.</p>		
12.P. Employee Personnel Actions	134	
<p>A recommendation that the board of trustees approve the employee personnel actions as presented.</p>		
12.Q. Revision of Student Worker Salary Schedule, SS-85	138	
<p>A recommendation that the board of trustees approve the revised Student Worker Salary Schedule (SS-85), due to California state minimum wage increase to \$15.50 per hour, effective January 1, 2023, as presented.</p>		

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12.R. Revision of On-Call/Short-Term/Professional Expert Employee Salary Schedule, SS-80	140	
<p>A recommendation that the board of trustees approve the revised On-Call/Short-Term/Professional Expert Employee Salary Schedule (SS-80), due to California state minimum wage increase to \$15.50 per hour, effective January 1, 2023, as presented.</p>		
12.S. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College.	145	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” regarding Lompoc Valley Center service area, as presented.</p>		
12.T. New Director of Sport Operations/Event Manager Position Job Description	147	
<p>A recommendation that the board of trustees approve the new director of sport operations/event manager position job description as presented.</p>		
13. Oral Reports		6:50 PM
13.A. Superintendent/President’s Report		
13.B. Board Member Reports		
13.C. Association Reports		7:00 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) AHC Foundation		
4) Management Association		
5) Part-Time Faculty Association		
6) Faculty Association		
7) Academic Senate		
14. Action Items		7:25 PM
14.A. Public Hearing on the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 Contract Reopeners with the District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	152	
<p>A recommendation that the board of trustees give reasonable time for any public comment on the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185</p>		

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contract reopeners with the Allan Hancock Joint Community College District on the entire agreement for Fiscal Years 2023-2024 through 2025-2026.		
14.B. Public Hearing on the Allan Hancock Joint Community College District Contract Reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	156	
A recommendation that the board of trustees give reasonable time for any public comment on the Allan Hancock Joint Community College District contract reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on the entire agreement for Fiscal Years 2023-2024 through 2025-2026.		
14.C. California School Employees Association Chapter #251 Contract Reopeners with the Allan Hancock Joint Community College District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	158	
A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on January 17, 2023, in accordance with Board Policy 7140.		
14.D. Allan Hancock Joint Community College District Contract Reopeners with the California School Employees Association Chapter #251 on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026.	163	
A recommendation that the board of trustees invite the public to forward any comment on the attached proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on January 17, 2023, in accordance with Board Policy 7140		
14.E. Resolution 22-27, California Department of Education: California State Preschool Program and California Department of Social Services: General Childcare and Development, Continued Funding Application 2023-2024, Delegation of Signature Authorization	165	
Staff recommends that the board of trustees adopt Resolution No. 22-27, certifying the approval of the authorization of signatures to receive funds for its childcare program.		

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14.F. Resolution 22-28 Preserving Lifelong Learning, Self Development, and Kinesiology Education Opportunities for California Community College Students	167	
Staff recommends the board of trustees adopt Resolution 22-28 Preserving Lifelong Learning, Self Development, and Kinesiology Education Opportunities for California Community College Students as submitted.		
14.G. Trustee Open Hour	170	
A recommendation the board of trustees determine if they would like to resume hosting a Trustee Open Hour.		
15. Information		7:35 PM
15.A.1. Employee Retirements and Resignations	171	
The superintendent/president has accepted the retirements and resignations of employees as presented.		
15.A.2. Review of Grant Proposals Submitted	172	
A recommendation to review grant proposals submitted		
15.B. First Reading: Revised Board Policy 3430, Prohibition of Harassment.	174	
A recommendation to review revised board policy 3430, prohibition of harassment.		
15.C. First Reading: Revised Administrative Procedure 3434, Responding to Harassment Based on Sex Under Title IX.	181	
A recommendation to review revised administrative procedure 3434, responding to harassment based on sex under Title IX.		
15.D. First Reading: Revised Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations.	202	
A recommendation to review revised administrative procedure 3435, discrimination and harassment complaints and investigations.		

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15.E. First Reading: Review Board Policy and Administrative Procedure 4050, Articulation	223	
A recommendation to review Board Policy and Administrative Procedure 4050, Articulation.		
15.F. First Reading: 5-year Review of Administrative Procedure 4229, Course Repetition – Variable Units	227	
A recommendation to review Administrative Procedure 4229, Course Repetition – Variable Units.		
15.G. Faculty Prioritization	229	
An update on faculty prioritization will be provided.		
15.H. Technology Master Plan	231	
A recommendation to review the 2022-26 Technology Mast Plan.		
15.I. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	232	
15.J. Monthly Report, Associate Superintendent/Vice President, Student Services	233	
15.K. Monthly Report, Vice President, Institutional Effectiveness	234	
15.L. Monthly Report, Executive Director, College Advancement	235	
15.M. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	236	
15.N. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	237	
16. New Business		8:30 PM
17. Calendar	260	
18. Adjournment		

The next regular meeting of the Board of Trustees may be held on Tuesday, January 17, 2023. Closed and a brief open session begins at 5:00 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, please contact the President's Office at (805) 346-1001 or email Carmen Camacho at ccamacho@hancockcollege.edu. Please make requests 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.



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

ACTION ITEM

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	
Subject: Election of Board of Trustees Officers	Item Number: 8.A.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND

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

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2023.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Determination of Board Meeting Dates in 2023	Item Number: 8.B.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

BACKGROUND

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

For 2023, staff recommends that the board of trustees continue to hold its regular meetings, in person, on the third Tuesday of each month except in September. Meetings will be held in the boardroom, room B-100 at 6:00 p.m. unless otherwise noted on the attached schedule. Closed session would be held prior to the 6:00 p.m. open session as needed.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees continue holding board meetings on the third Tuesday of month, except in September, at 6:00 p.m.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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BOARD OF TRUSTEES MEETING SCHEDULE FOR 2023

<u>DATE</u>	<u>LOCATION</u>
January 17	Santa Maria Campus, Boardroom
February 21	Santa Maria Campus, Boardroom
March 21	Santa Maria Campus, Boardroom
April 18	May be held in Santa Ynez
May 16	Santa Maria Campus, Boardroom
June 20	Santa Maria Campus, Boardroom
July 18	May be held in Guadalupe
August 15	Santa Maria Campus, Boardroom
September 15	Santa Maria Campus, Boardroom
October 17	Lompoc Valley Center
November 21	Santa Maria Campus, Boardroom
December 19	Santa Maria Campus, Boardroom

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: County Committee on School District Organization	Item Number: 8.C.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

BACKGROUND

Pursuant to Education Code 72403, the governing board of each community college district, at its annual organizational meeting, selects one of its members as its representative to nominate and elect members to the County Committee on School District Organization. The representative has one vote for each member to be elected to the committee, pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3 of the California Education Code. Trustee Levy served as representative and Trustee Pensa as alternate in 2022.

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

FISCAL IMPACT

None

RECOMMENDATION

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

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Appointment of Trustees to Boards and Committees	Item Number: 8.D.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

- A. The bylaws of the Allan Hancock College Foundation specify that two of its directors shall be members of the district board of trustees, and each shall be appointed annually by the board of trustees for a one-year term. Trustee Hall served from 2017 through 2022. Trustee Pensa served from 2011 through 2022.
- B. The bylaws of the PCPA Foundation specify that one of the directors of the foundation shall be designated by the district board of trustees. Trustee Levy served in 2021 and 2022.
- C. The agreement between Allan Hancock College and Solvang Theaterfest includes the establishment of a coordinating committee composed of three representatives from Solvang Theaterfest and three representatives from the college. Trustees Pensa served as representative from 2011 through 2022. Trustee Hall served from 2017 through 2021. Trustee Levy served in 2022. The district superintendent/president serves as the third college representative. The board may appoint two board representatives for one year or for a specified period of time.
- D. The bylaws of the Allan Hancock College Auxiliary Programs Corporation specify that a college trustee serve as a non-voting member of its board of directors. Trustee Hall served from 2017 through 2021 and Trustee Enciso-Medina served in 2022.
- E. The operating agreement between the district and Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the Boosters board of directors. Trustee Zacarías served from 2017 through 2021. Trustee Enciso-Medina served in 2022.

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2023.
- B. Select one trustee to serve on the PCPA Foundation Board for 2023.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2023.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2023.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2023.
- F. Select one trustee to serve on the Retirement Board of Authority for 2023.
- G. Trustee Levy was elected to serve a three-year term. No action is required on this appointment.
- H. Select one trustee to serve on the County School Boards Committee for 2023.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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- F. Resolution 14-25 specifies one trustee will serve on the Retirement Board of Authority. On May 11, 2021 board meeting, Trustee Zacarias was appointed to complete Trustee Lahr's term, after his resignation from the board of trustees, on the Retirement Board of Authority. Trustee Zacarias served in 2022.
- G. The bylaws of the Allan Hancock College Viticulture & Enology Foundation indicate one trustee shall be elected to serve a three-year term on its foundation board. On May 11, 2021, Trustee Levy was appointed to complete Trustee Lahr's appointment ending on June 2021. Trustee Levy served was appointed to a three-year term ending beginning in 2022 and ending in 2024.
- H. The county superintendent of schools meets with a representative group of college trustees and school board members on a regular basis. Trustee Pensa has attended the County School Boards Committee meetings over the last few years and has represented the needs of Hancock College.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Regular Board Meeting
Tuesday, November 15, 2022

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

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Hall called the meeting to order at 5:02 p.m. with the following trustees present:
Hall, Levy, Pensa, Zacarías

Trustees absent: Enciso

Administrators present: Walthers

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Hall adjourned the meeting to closed session at 5:02 p.m.

4. Reconvene to Open Session

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

Administrators present: Smith, Specht, Walthers

Dr. Walthers mentioned a few administrators had COVID symptoms and, in an abundance of caution, administrators were excused from attending the board meeting.

5. Action Taken in Closed Session

Trustee Hall reported no action was taken in closed session.

6. Pledge of Allegiance

Ora Shrecengost, Hancock College student, led the audience in the Pledge of Allegiance.

7. Approval of Agenda as Presented

Item 11.K. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College was removed from the agenda.

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

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Janice Featherstone, student in a sewing class, thanked the board of trustees for moving the embroidery class back on campus and supporting their request for an embroidery class for next semester. She mentioned an email request for an additional class for students who could not get registered because the class is full. She said the current class still needs more sewing machines.

9. Approval of Minutes

9.A. Approval of minutes from the October 18, 2022, regular board meeting.

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees voted unanimously to approve the minutes for the October 18, 2022 regular board meeting. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: Enciso; Student Advisory Vote: Concur)

10. Presentation

10.A. National Science Foundation Louis Stokes Alliances for Minority Participation (LSAMP)

Christine Reed, counselor/coordinator, MESA/STEM Academic Success Center and Dominic Dal Bello, professor, engineering, shared an overview of the college's National Science Foundation Louis Stokes Alliances for Minority Participation (LSAMP) three-year grant project titled California Central Coast Community College Collaborative (C6). Mr. Dal Bello shared the project's goals. Ms. Reed reviewed the three pillars of support for students and spoke about the activities accomplished. She went on to review the 2022/2023 goals.

10.B. Dr. Stephanie Crosby, interim dean, Student Services, will provide an update on the Veteran's Success Center.

This presentation was moved to the December 2022 board meeting.

10.C. Changing the Odds

Dr. Walthers reported Hancock has been working for more than a year to be able to train more nurses. He just received notice the nursing program can be expanded by 15 students. He thanked Larry Manalo, Margaret Lau, Dr. Curry, and others for their help.

11. Consent Agenda

Item 11.K. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College was removed from the consent agenda.

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

Ayes: Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

13. Oral Reports

13.A. Superintendent/President's Report

Dr. Walthers said he compared the list of people who signed that letter requesting an additional sewing class to the list of people in the current class, and seven of the people are in the current class. He said Amy Fleischer, engineering dean at Cal Poly, will visit Hancock and speak with faculty and students from our STEM program to get to know our program a little better. He gave an update of the football and women's soccer team accomplishments. He reported that the state's interim chancellor visited Hancock and shared the goals of the visit.

13.B. Board Member Reports

Trustee Pensa proudly represented the college at the military appreciation football game. He also participated in the chancellor's visit. He attended the California Community College trustees conference and shared the focus of one session was the urban male. He participated in a Diversity, Equity, Inclusion and Accessibility town hall.

Trustee Zacarías also attended the conference. She appreciates hearing different perspectives from different college presidents, trustees, and staff. She thank everyone for their work in making a positive difference for our students. She thanked Trustee Pensa for all his work at the state level on behalf of Hancock students.

Trustee Levy attended the conference and appreciated all the information she learned. She appreciates Hancock is at the forefront of many college initiatives. She attended *Cinderella* and noted there's a different take on it.

Student Trustee Solano reported there were two Bulldog Bound events. One with Santa Maria Bonita Elementary School District students and another with students at the Lompoc Valley Center.

Trustee Hall attended a Diversity, Equity, Inclusion, and Accessibility workshop at the conference. He commented Hancock is working along most of the colleges in America. He enjoyed the interim chancellor's visit.

13.C. Association Reports

1) Associated Student Body Government

Edianna Ysip reported students held several events that included alcohol awareness and a costume contest. She joined students and athletes for lunch with the interim state chancellor. She mentioned 50 students were invited to see PCPA's *Cinderella* and dinner for \$10.

2) AHC Foundation

No report was given.

3) Management Association

No report was given.

4) Part-Time Faculty Association

Monique Segura mentioned it is interesting to speak with part-time faculty, hear about their connection to Hancock and return to work as an instructor. She noted the Orcutt Union School District has agreed on a pay raise for faculty and staff.

5) Faculty Association

No report was given.

Academic Senate

Nancy Jo Ward reported the Senate has been working on a plan to help provide more equitable offerings of online courses for students and designate Hancock as their home college. They plan to review the Student Equity Plan at their next meeting and try to incorporate the plan into the function of some committees. They would also like the policy review process in councils to be more efficient.

7) California School Employees Association

No report was given.

14. Action Items

11.K. Item 11.K. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College

On a motion by Trustee Zacarías, seconded by Trustee Pensa, the board of trustees approved the Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock as submitted. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: Enciso; Student Advisory Vote: Concur)

14.A. Resolution 22-26, Delegation of Governing Board Powers and Duties for the 2023 Calendar Year

On a motion by Trustee Zacarías, seconded by Trustee Pensa, the board of trustees voted to adopt Resolution 22-26, Delegation of Governing Board Powers and Duties for the 2023 Calendar Year as submitted, on a roll-call vote as follows:

Ayes: Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

14.B. Public Hearing on the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 Contract Reopeners with the District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026.

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees scheduled a public hearing on December 20, 2022 on the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 Contract Reopeners with the District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: Enciso; Student Advisory Vote: Concur)

14.C. Public Hearing on the Allan Hancock Joint Community College District Contract Reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026.

On a motion by Trustee Zacarías, seconded by Trustee Levy, the board of trustees scheduled a public hearing on December 20, 2022 on the Allan Hancock Joint Community College District Contract Reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on

the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026. (Ayes: Hall, Levy, Pensa, Zacarías; Noes: None; Absent: Enciso; Student Advisory Vote: Concur)

15. Information Items

15.A. Employee Retirements and Resignations

Dr. Walthers has accepted the retirements and resignations of employees as presented.

15.B. Student Equity Plan

Erica Bierly shared a brief overview of the process to prepare the Student Equity Plan. She noted it will be reviewed by Academic Senate before it is submitted to the chancellor's office.

15.C. Annual Distance Education Report

The annual report was provided for the board's review.

15.D. First Reading: Review Board Policy and Revised Administrative Procedure 4020, Program, Curriculum, and Course Development

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

15.E. First Reading: Revised Administrative Procedure 4255, Dismissal and Readmission

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

15.F. First Reading: Revised Board Policy and Administrative Procedures 5050, Student Success and Support Program

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

15.G. First Reading: Revised Board Policy 6200, Budget Preparation

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

15.H. First Reading: Revised Board Policy 6250, Budget Management

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

- 15.I. First Reading: New Board Policy 6305, Reserves and Revised Administrative Procedure 6305, Reserves

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

- 15.J. First Reading of Institutional Self Evaluation Report (ISER) Draft

Dr. Walthers reported the Self Evaluation Report will be provided for the board's review and approval on December 6.

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

No report was given.

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

No report was given.

- 15.M. Monthly Report, Vice President, Institutional Effectiveness

No report was given.

- 15.N. Monthly Report, Executive Director, College Advancement

No report was given.

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

Associate Superintendent Smith explained why board policy 6200 and 6250 were updated.

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

Associate Superintendent Smith noted all the fund balances are in good shape.

16. New Business

Trustee Pensa requested a report on the college's program at the Santa Barbara County Jail.

17. Calendar

Dr. Walthers reviewed upcoming events at the college.

18. Adjournment

Trustee Hall adjourned the meeting at 7:30 p.m.

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

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Tuesday, December 6, 2022

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

Allan Hancock College
Building B – Boardroom –Room B-100
800 S. College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Hall called the meeting to order at 12:06 p.m. with the following trustees present:
Enciso, Hall, Levy

Trustees absent: Pensa, Zacarías

Administrators present: Hooten, Milbourne, Murphy, Ramirez, Siwabessy, Smith, Specht,
Walthers

2. Public Comment to Open Session

No public comment was made.

The Student Equity Plan was reviewed first and approved before the 2022 Institutional Self
Evaluation Report.

3. Second Reading: 2022 Institutional Self Evaluation Report

Dr. Murphy gave an overview of the steps taken to create the report. He mentioned the
document was vetted through shared governance review and spoke to the timeline of different
aspects of the report. He commended Janet McGee for her assistance in coordinating the
creation of the report.

He went on to briefly review the highlights of various sections of the report. He explained the
next steps the accreditation review process will take. He mentioned the accreditation review
team will visit the college in October 2024 and their report will be shared in January 2024.

Dr. Murphy and other staff members shared highlights associated with Standard I. Dr. Curry
and Trevor Passage addressed Standard II. Eric Smith and Nancy Jo Ward addressed Standard
III. Ruben Ramirez spoke to the Human Resources component of Standard III. Dr. Specht
addressed the technology resources component of Standard III. Dr. Hooten addressed Standard
IV.

Trustees Levy, Hall, commended staff and faculty for their work on the report.

On a motion by Trustee Enciso, seconded by Trustee Levy, the board of trustees voted unanimously to approve the 2022 Institutional Self Evaluation Report. (Ayes: Enciso-Medina, Hall, Levy; Noes: None; Absent Zacarías: Pensa, Zacarías; None; Student Advisory Vote: N/A)

4. 2022-2025 Student Equity Plan

On a motion by Trustee Levy, seconded by Trustee Enciso, the board of trustees voted unanimously to approve the 2022-2025 Student Equity Plan. (Ayes: Enciso-Medina, Hall, Levy; Noes: None; Absent Zacarías: Pensa, Zacarías; None; Student Advisory Vote: N/A)

5. Adjournment

Trustee Hall adjourned the meeting at 1:29 p.m.

The next regular meeting of the Board of Trustees will be held on Tuesday, December 20, 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 assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Register of Warrants and Payroll Summary 10/01/22 through 10/31/22	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2 Full Warrant Register online

BACKGROUND

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$2,163,381.12	
Payroll 10/1/22 - 10/31/22	6,103,960.63	
Total General Fund		\$8,267,341.75
Child Development Fund 9433		
Invoice Warrants	5,783.00	
Payroll 10/1/22 - 10/31/22	101,200.54	
Total Child Development Fund		106,983.54
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 10/1/22 - 10/31/22	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	2,932,638.88	
Total Capital Outlay Projects Fund		2,932,638.88
Go Bond Building Fund 9447		
Invoice Warrants	1,736,683.54	
Total Go Bond Building Fund		1,736,683.54
Self-Insurance Dental Fund 9461		
Invoice Warrants	59,901.00	
Total Self-Insurance Dental Fund		59,901.00
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	0.00	
Total Self-Insurance Property/Liability Fund		0.00
Post-Employment Benefits Fund 9469		
Invoice Warrants	0.00	
Total Post-Employment Benefits Fund 9469		0.00
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>\$13,103,548.71</u>

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25036181 through 25036857 for a subtotal of \$6,898,387.54 and payroll warrants in the amount of \$6,205,161.17, for a grand total of \$13,103,548.71.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
10/01/2022 - 10/31/2022
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,693,639.08
1100B	Administrators (Cert.) Non Teaching	263,909.19
1100D	Part Time Faculty	776,086.82
SUB TOTAL		<u><u>\$2,733,635.09</u></u>

200 Classified Salaries

2000A	CSEA	1,192,463.56
2000B	Confidential/Supervisory	188,953.73
2000C	Classified Administrators	210,607.74
2000E	Classified Hourly	180,835.88
2000F	Student Workers	197,320.26
2000G	Board Member	1,200.00
SUB TOTAL		<u><u>\$1,971,381.17</u></u>

300 Employee Benefits

3000A	STRS	415,348.74
3000B	PERS	412,200.66
3000C	OASDHI-FICA	160,460.29
3000D	Health & Welfare	352,341.73
3000E	EDD-SUI	21,354.53
3000F	Workers Comp	37,238.42
SUB TOTAL		<u><u>\$1,398,944.37</u></u>

TOTAL FUND 10 **\$6,103,960.63**

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	19,423.37
SUB TOTAL		<u><u>\$19,423.37</u></u>

200 Classified Salaries

2000A	CSEA	9,530.63
2000E	Classified Hourly	11,115.51
2000F	Student Workers	47,586.13
SUB TOTAL		<u><u>\$68,232.27</u></u>

300 Employee Benefits

3000A	STRS	3,677.42
3000B	PERS	4,428.68
3000C	OASDHI-FICA	1,633.04
3000D	Health & Welfare	2,913.94
3000E	EDD-SUI	185.51
3000F	Workers Comp	706.31
SUB TOTAL		<u><u>\$13,544.90</u></u>

TOTAL FUND 33 **\$101,200.54**

TOTAL DISTRICT PAYROLL **\$6,205,161.17**

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Maria Alaniz	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25036181
Pedro De La Palma	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25036182
Kimber Estes	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036183
Ernie Gaitan	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036184
Christopher Garcia	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036185
Kortni Gilbertson	Manual Refund Submitted	\$467.00	
		\$467.00	CT 25036186
Thomas Huang	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25036187
Elizabeth Mader	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036188
Justin Martin	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25036189
Glafira Martinez Marin	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25036190
Martin Molina	Manual Refund Submitted	\$581.00	
		\$581.00	CT 25036191
Micah Moore	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25036192
Guadalupe Narez	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036193
N Naylor	Manual Refund Submitted	\$156.00	
		\$156.00	CT 25036194
Marlen Ortiz-Cruz	Manual Refund Submitted	\$290.00	
		\$290.00	CT 25036195
Anselmo Perez	Manual Refund Submitted	\$300.00	
		\$300.00	CT 25036196
Angeles Ramirez	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036197
Elizabeth Ramirez	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25036198
Sandy Reyes	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25036199
Matthew Santana	Manual Refund Submitted	\$17.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$17.00	CT 25036200
Oscar Santiago Lopez	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036201
James Vasquez	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25036202
3C4A	3C4A Membership Renewal 2022-2023	\$125.00	
		\$125.00	CT 25036203
4imprint Inc.	Supplies for various outreach events 9.1.2022	\$2,670.48	
	Supplies for various outreach events 9.1.2022	\$2,670.49	
		\$5,340.97	CT 25036204
AC Supply	Midwest White Tacky Glue - MID362	\$77.62	
	Shipping	\$11.99	
		\$89.61	CT 25036205
Acme Auto Leasing Llc	Lease payments for 2018 Dodge Police Charger	\$658.80	
		\$658.80	CT 25036206
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,513.90	
		\$2,513.90	CT 25036207
AHC Foundation	Fiscal 2022 -23 FDTN Adv Salary Rmb	\$6,928.24	
		\$6,928.24	CT 25036208
All American Screen Printing Inc	RETRO BOWLING SHIRTS - ADMIN. TEAM	\$2,599.34	
		\$2,599.34	CT 25036209
Amazon	Instructional Supplies for MT 7.01.22-5.31.23	\$77.87	
	Instructional Supplies for MT 7.01.22-5.31.23	\$163.39	
	Office Supplies - Paper, Paper clips, Rubber Bands	\$619.70	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$160.95	
	Instructional Supplies 07-05-22 to 05-31-23	\$103.30	
	Instructional Supplies 07-05-22 to 05-31-23	\$462.13	
	Instructional Supplies 07-05-22 to 05-31-23	\$171.26	
	Instructional Supplies 7/05/2022-5/31/2023	(\$6.51)	
	Instructional Supplies 7/05/2022-5/31/2023	\$21.88	
	Student Materials 07-05-22 to 05-31-23	\$542.67	
	Office Supplies, 7/06/22 - 5/31/23	\$85.14	
	Office Supplies, 7/06/22 - 5/31/23	\$12.77	
	Office Supplies, 7/06/22 - 5/31/23	\$180.34	
	Office Supplies, 7/06/22 - 5/31/23	\$86.90	
	Office Supplies, 7/06/22 - 5/31/23	\$96.77	
	Candy and Food for National Tutoring Week;	(\$31.24)	
	Candy and Food for National Tutoring Week;	\$31.24	
	Athletic Supplies 7-1-22 through 5-31-23	\$334.80	
	Office Supplies: VALID 7-18-2022 TO 5-31-2023	\$94.38	
	Office Supplies: VALID 7-18-2022 TO 5-31-2023	\$92.96	
	Office Supplies: VALID 7-18-2022 TO 5-31-2023	\$71.52	
	Office Supplies for Fire/Safety/EMS	\$89.97	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant	
Amazon	INSTRUCTIONAL SUPPLIES OPEN UNTIL 12.31.22	\$26.90		
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 12.31.22	\$23.86		
	Instructional supplies for MESA & STEM Center	\$314.36		
	Physics supplies; Aug 4, 2022 thru May 31, 2023	\$70.60		
	Physics supplies; Aug 4, 2022 thru May 31, 2023	\$91.78		
	Physics supplies; Aug 4, 2022 thru May 31, 2023	\$108.95		
	Physics supplies; Aug 4, 2022 thru May 31, 2023	\$25.98		
	Physics supplies; Aug 4, 2022 thru May 31, 2023	\$40.46		
	CA Supply Purchase 8.5.22 thru 12.31.22	\$130.47		
	Happybuy Olympic Barbell Capacity 1200 lbs	\$184.86		
	Uyoyous 4ft Olympic Barbell Bar	\$105.49		
	DMoose Olympic Barbell Clips	\$23.90		
	Amazon Basics High-Density Round Foam Roller	\$228.59		
	BalanceFrom Cast Iron Olympic Weight 300 lb Set	\$434.99		
	Instructional Supplies for Ag Program	\$3,790.38		
	Fiskars 174140-1001 X-Large Squeeze Punch Round	\$24.76		
	UCEC Paper Punch, 3 Inch Circle Punch Large Hole	\$23.71		
	Fiskars X-Large Squeeze Punch, Hexagon, White	\$21.70		
	5 Pack Heart Punch, Craft Hole Punch Shapes, Pink	\$29.35		
	Fiskars 174240-1001 Large Circle Squeeze Punch,	\$19.35		
	Craft Lever Punch Length 2.15 X 2.15 inch Square	\$27.18		
	Fiskars X-Large Lever Punch, Circle	\$18.64		
	Fiskars Circle Lever Punch, XX-Large	\$23.32		
	Craft Lever Punch 2 inch Diamond Punch	\$17.39		
	Paper Corner Rounder 3 in 1 R4mm+R7mm+R10mm	\$8.69		
	Fiskars 174360-1001 Medium Circle Squeeze Punch	\$15.70		
	Giffin Grip Model 10, Includes Rods and Sliders	\$574.20		
		\$9,867.75		CT 25036210
	American Assn Of Comm Colleges	2023 Institutional Membership	\$12,790.00	
\$12,790.00			CT 25036211	
Maria Arvizu-Rodriguez	Prepay meals UC Davis	\$4,480.00		
		\$0.00		
		\$4,480.00	CT 25036212	
B&H Photo Video	Aruba Wireless Access Point AP-505	\$10,694.91		
	Aruba Wireless Access Point AP-505	\$10,694.91		
	Canon ImageProGRAF TA-30 Large Format Printer	\$4,468.54		
	Freight Charges	\$355.70		
	Dell 24 Inch Monitor P2419H	\$9,459.81		
	E-Waste Fee	\$180.00		
	DELL 24" LED LCD MONITOR/REG SKU #DEP2422H	\$2,040.33		
	DELL OP 3000 MFF/i5-12500T/16-256/W10P/REG	\$3,588.14		
	DELL LAT 5420/i785-G7/16GB/512GB/W10/14"/REG	\$2,502.51		
	E-WASTE	\$10.00		
	E-WASTE	\$40.00		
	Dell 24 Inch LED Monitor	\$5,610.91		
	PNY 32GB XLR8 DDR4 Memory Kit	\$778.99		
	MSI GeForce GT 1030 2G Graphics Card	\$283.18		
	Western Digital 500GB NVME SSD	\$259.65		

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
B&H Photo Video	E-Waste Fee	\$110.00	
	Vivotek 5MP Outdoor Dome Network Camera	\$373.64	
	EZQuest USB-C Multi-Media Hub Adapter	\$733.90	
		\$52,185.12	CT 25036213
Bibliu, Inc	Ebook Textbooks Deposit	\$27,926.70	
	Ebook Textbooks Deposit	\$22,073.30	
		\$50,000.00	CT 25036214
Blick Art Materials	Instructional Supplies per attached Quote	\$54.93	
		\$54.93	CT 25036215
Bremer Auto Parts	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$507.54	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$227.28	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$50.60	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$15.19	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$32.59	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$162.07	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$22.29	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$93.48	
		\$1,111.04	CT 25036216
Ca Assn Of Police Training Officers	RI WA 25029933 Stale Dated	\$50.00	
		\$50.00	CT 25036217
Cal State Auto Parts	Auto Supplies, 07-01-22 thru 05-31-23	\$29.82	
		\$29.82	CT 25036218
Cal-Coast Machinery, Inc.	Parts per Invoice 785898	\$165.06	
	Tire Valve Stem per Invoice 786231	\$5.70	
	Parts per Invoice 786412	\$269.46	
	Hydraulic Plugs per Invoice 786411	\$20.00	
	\$460.22	CT 25036219	
California Department Of Justice	Fingerprinting for Fall 2022 CNA Class - Aug 2022	\$1,056.00	
		\$1,056.00	CT 25036220
Carolina Biological	Instructional Supplies for Biology Labs	(\$106.81)	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$142.13	
	Instructional Supplies for Biology Labs	\$150.28	
	Instructional Supplies for Biology Labs	\$137.21	
	Instructional Supplies for Biology Labs	\$103.58	
	\$426.39	CT 25036221	
Ccceopsa	Conf Reg.	\$700.00	
		\$700.00	CT 25036222
CDW Government Inc	Dell OptiPlex 7000 Micro Core i5 12500T	\$13,804.14	
	Dell OptiPlex 7000 Micro Core i5 12500T	\$1,061.86	
		\$14,866.00	CT 25036223
Central City Tool Supply	Instructional Supplies for WLDT Program	\$115.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$115.00	CT 25036224
Central Coast Film Society	CENTRAL COAST ENTERTAINMENT EXPO SPONSORSHIP	\$2,500.00	
		\$2,500.00	CT 25036225
City Of Santa Maria	Water Services and Disposal Site	\$2,527.05	
	Water Services and Disposal Site	\$592.77	
	Water Services and Disposal Site	\$5,541.03	
	Water Services and Disposal Site	\$1,299.75	
	Water Services and Disposal Site	\$3,687.67	
	Water Services and Disposal Site	\$865.01	
	Water Services and Disposal Site	\$574.14	
	Water Services and Disposal Site	\$134.67	
	Water Services and Disposal Site	\$3,081.12	
	Water Services and Disposal Site	\$722.73	
	Water Services and Disposal Site	\$222.99	
	Water Services and Disposal Site	\$52.31	
	Water Services and Disposal Site	\$3,002.99	
	Water Services and Disposal Site	\$704.40	
	Water Services and Disposal Site	\$2,102.72	
	Water Services and Disposal Site	\$493.23	
	Water Services and Disposal Site	\$127.00	
	Water Services and Disposal Site	\$29.79	
	Water Services and Disposal Site	\$172.60	
	Water Services and Disposal Site	\$40.49	
	Water Services and Disposal Site	\$195.81	
	Water Services and Disposal Site	\$45.93	
	Water Services and Disposal Site	\$1,193.19	
	Water Services and Disposal Site	\$279.89	
		\$27,689.28	CT 25036226
	Disposal Site Landfill	\$63.25	
		\$63.25	CT 25036227
Columbia Business Center Partners Lp	Monthly utilities expenses for 2022-2023. Utility	\$534.88	
		\$534.88	CT 25036228
Comcast Cable	Comcast Monthly Recurring Costs	\$174.65	
		\$174.65	CT 25036229
Computerland Of Silicon Valley	AZURE PREPAYMENT EES CAMPUS AGMT SUBSCRIPTION	\$2,640.00	
	Microsoft 365 A3 per faculty/staff	\$23,637.50	
	Microsoft 365 A3 per faculty/staff	\$14,487.50	
	Visio Pro per device	\$550.00	
	Visual Studio Pro w/MSDN per user	\$256.00	
	Windows Remote Desktop Services (RDS) CAL	\$250.00	
	Azure Monetary Commitment for Usage	\$440.00	
	Azure Monetary Commitment for Usage	\$880.00	
	SQL Server Standard Core - 2 Core License pack	\$11,832.00	
	Windows Server Datacenter Core - 2 core license	\$6,840.00	
	Windows Server Standard Core - 16 core license	\$416.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Computerland Of Silicon Valley	Power Apps Plan Per User	\$108.00	
	Power Automate per User	\$84.00	
	Project Plan 3	\$864.00	
	VEEAM CORP. SUB UPFRONT BILLING OFFICE 365 1 YEAR	\$2,816.00	
	ANNUAL BASIC MAINTENANCE RENEWAL (Veeam)	\$6,944.00	
		\$73,045.00	CT 25036230
CPRS District 8	Fall Forum Conf Reg LeSage & 6 students	\$525.00	
		\$525.00	CT 25036231
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$28.75	
	Filter exchange for Culligan tanks	\$100.00	
		\$128.75	CT 25036232
Ewing Irrigation Products Inc	Supplies per Invoice 17748083	\$196.73	
	Supplies per Invoice 17761377	\$22.85	
	Jumbo Green Valve Box with Lid per Inv 17813959	\$131.42	
	Slip Fix Repair Coup per Invoice 17850346	\$29.44	
		\$380.44	CT 25036233
Eyemed Vision Care	Vision Insurance Premiums Oct 22	\$3,830.24	
	Vision Insurance Premiums Oct 22 Retirees Cobra	\$567.76	
		\$4,398.00	CT 25036234
Silvia Gutierrez	2.3-4.22 RI WA 25030198 Stale Dated	\$58.50	
		\$58.50	CT 25036235
Edwin Hodges	ASCCC Rising Scholars College of the Canyons	\$222.25	
		\$222.25	CT 25036236
Alfredo Koch	Reimburse for Wines for VEN 103 Class	\$822.12	
		\$822.12	CT 25036237
Suzanne Lewy	RI WA 25029958 1.27-30.22T Stale Dated	\$633.24	
		\$633.24	CT 25036238
Angel Lopez	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036239
Metlife Small Market	Insurance Premium Sept 22	\$6,234.52	
		\$6,234.52	CT 25036240
Metropolitan Life Insurance Co	Insurance Premiums Sept 22	\$6,337.53	
		\$6,337.53	CT 25036241
Ceslo Morales Ramirez	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036242
Darren Munoz	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036243
Ricardo Navarrette	Meals for University Tour Anaheim CA	\$4,440.00	
		\$4,440.00	CT 25036244
Davina Palmer	MESA Student Award for completion of the MESA	\$500.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$500.00	CT 25036245
Esteban Perez	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036246
Alan Arturo Salgado Oregel	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036247
Southern California Gas Co	Gas Supply 7.1.2022 - 6.30.2023	\$1,541.18	
	Gas Supply 7.1.2022-6.30.2023	\$315.66	
		\$1,856.84	CT 25036248
Alexandra Reynolds	Reimbursement for Krispy Kreme Donuts and Coffee	\$87.56	
	Reimbursement for Krispy Kreme Donuts and Coffee	\$23.94	
	Reimbursement for Krispy Kreme Donuts and Coffee	\$23.94	
		\$135.44	CT 25036249
T-Mobile USA Inc	Extended Service Contract for Hotspots	\$2,753.29	
		\$2,753.29	CT 25036250
United Health Care Insurance Co	Retiree AARP Insurance Premiums Nov 22	\$805.68	
		\$805.68	CT 25036251
David Vasquez	Open Mileage 8.18,9.13.22	\$63.00	
		\$63.00	CT 25036252
Fortino Vega	Open Mileage 8.4-9.29.22	\$202.50	
		\$202.50	CT 25036253
American Technology Solutions	ATS PrintFreedom Year-End Services RFQ 09262210354	\$302.10	
		\$302.10	CT 25036254
Bio-Rad Laboratories	GMO Investigator Kit, #1662500EDU	\$195.00	
	Freight	\$10.76	
	pGLO Transformation Kit, #1660003EDU	\$103.00	
	Freight	\$5.68	
		\$314.44	CT 25036255
Califitness Equipment Expert	Installed replacement parts Invoice# 15810	\$95.00	
		\$95.00	CT 25036256
Claudia Diaz	Reimbursement for Cal OER Virtual Conference	\$25.00	
		\$25.00	CT 25036257
Mary Dominguez	Reimbursement for food purchase for EOPS student	\$96.22	
		\$96.22	CT 25036258
Dovetail Decision Consultants, Inc.	Furniture equipment consulting services	\$2,500.00	
	Furniture equipment consulting services	\$0.00	
	Additional FF&E Coordination Services for the	\$1,000.00	
		\$3,500.00	CT 25036259
Efren's Santa Maria Mexican Restaurant	Food purchase for Residency Workshop on 09.30.2022	\$489.37	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$489.37	CT 25036260
Fisher Scientific Co Llc	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$77.55	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$89.60	
	Instructional supplies for Biology labs	\$87.63	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$229.97	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$60.39	
		\$545.14	CT 25036261
Myrna Flores	Reimburse for Title IX Training Pastries 9-16-22	\$15.98	
		\$15.98	CT 25036262
Foundation for California Community Colleges	Classroom Connect, Service Term 7-1-22 to 6-30-23	\$9,746.00	
		\$9,746.00	CT 25036263
Galls Llc	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$13.84	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$44.09	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$59.93	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$120.12	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$304.83	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$439.61	
	Department Uniforms and Supplies 8/1/22 - 5/31/23	\$31.40	
		\$1,013.82	CT 25036264
Giffin Rental	26 FT. Scissor Lift Rental Quote # q15165-1	\$54.11	
	Damage Waiver	\$9.50	
	ENV Fee	\$3.00	
	Delivery / Pick Up	\$100.00	
		\$166.61	CT 25036265
Good Samaritan Shelter	VETERANS STAND DOWN SPONSORSHIP	\$2,500.00	
		\$2,500.00	CT 25036266
Graduate Communications	Collateral Social Media, Posts and Display Ads	\$1,000.00	
	Media Buy Direct Costs	\$67,500.00	
	Media Management Fee	\$5,062.50	
		\$73,562.50	CT 25036267
Greenvale Tree Co	Tree and Shrub Removal along South College Rd.	\$9,100.00	
		\$9,100.00	CT 25036268
Health Sanitation Services	Roll Off for 9-14-22 per Invoice 0070411-1082-1	\$167.32	
	Green Yard Waste - Disposal Per Ton	\$110.52	
		\$277.84	CT 25036269
Institute Of Beauty Culture Inc	Agreement for Cosmetology Training	\$48,990.00	
	DSL Line Fees July 1, 2022-June 30, 2023	\$123.20	
	Agreement for Cosmetology Training	\$32,660.00	
		\$81,773.20	CT 25036270
J W Pepper & Son Inc	Instructional supplies 9/09/22-5/30/23	\$80.48	
	Instructional supplies 9/09/22-5/30/23	\$251.21	
		\$331.69	CT 25036271

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Kelly Paper Co	Office Supplies - Paper, Wideformat and Bindery	\$3,756.25	
	Office Supplies - Paper, Wideformat and Bindery	\$111.38	
	Office Supplies - Paper, Wideformat and Bindery	\$115.28	
	Office Supplies - Paper, Wideformat and Bindery	\$164.70	
	Office Supplies - Paper, Wideformat and Bindery	\$188.22	
	Office Supplies - Paper, Wideformat and Bindery	\$198.36	
	Office Supplies - Paper, Wideformat and Bindery	\$245.18	
	Office Supplies - Paper, Wideformat and Bindery	\$369.97	
	Office Supplies - Paper, Wideformat and Bindery	\$411.40	
	Office Supplies - Paper, Wideformat and Bindery	\$450.06	
	Office Supplies - Paper, Wideformat and Bindery	\$684.06	
	Office Supplies - Paper, Wideformat and Bindery	\$949.21	
		\$7,644.07	CT 25036272
KIDI/KRTO/KTAP La Buena	FIESTAS PATRIAS SPONSORSHIP	\$2,500.00	
		\$2,500.00	CT 25036273
Linde Gas & Equipment Inc.	Supplies for the Chem Labs 07-01-22 thru 05-31-23	\$131.81	
		\$131.81	CT 25036274
Lompoc Hospital District Foundation	COLORTHON 5K SPONSORSHIP	\$1,000.00	
		\$1,000.00	CT 25036275
Gessell Lopez	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036276
Los Alamos Valley Mens Club	Space Fee for Los Alamos Old Days Artisan Mart	\$80.00	
		\$80.00	CT 25036277
Francisco Maldonado	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036278
Wilfredo Martinez-Lopez	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036279
McKesson Medical Surgical Inc	ANTIFOG MASK #849736	\$64.95	
	TRUEMETRIX PRO Meter only #960302	\$24.39	
	MASK, PROC LOOPS #211430	\$52.86	
		\$142.20	CT 25036280
Mission Linen Supply	Laundry Service for Auto Body Program	\$21.65	
	Uniform Services and Towels, 07-01-22 thru 6-30-23	\$41.13	
	Laundry Services for Auto Tech 7.1.22-6.30.23	\$34.60	
		\$97.38	CT 25036281
Juan Moran	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036282
Marguerite Moreton	Reimbursement Food at LGBTQ game night 8.17.2022	\$96.44	
	Reimbursement Food at LGBTQ meeting 8.24.2022	\$70.35	
		\$166.79	CT 25036283
Niles Biological	Instructional supplies for Biology Labs	\$114.31	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$114.31	CT 25036284
ODP Business Solutions LLC	Office/Operational Supplies for the MESA/STEM	\$10.39	
	Office/Operational Supplies for the MESA/STEM	\$212.40	
	Office Supplies 07-05-22 to 05-31-23	\$197.59	
	office supplies for VPSS office;	\$132.59	
	Instructional Supplies	\$127.38	
	Instructional Supplies	\$63.33	
	Office Supplies-08/01/2022-05/31/2023	(\$170.73)	
	Office Supplies-08/01/2022-05/31/2023	\$170.73	
	Office Supplies For Community Education	\$921.13	
	Office Supplies For Community Education	\$208.43	
	Office Supplies For Community Education	\$67.49	
	Post-It Notes	\$24.46	
	BIC Ballpoint Pens	\$6.24	
	Clorox Wipes	\$14.12	
	Cleaning Duster Canner Air	\$10.18	
	office supplies for VPSS office 9/26/22 - 5/31/23	\$13.51	
		\$2,009.24	CT 25036285
Jesus Olivera Maldonado	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036286
Oracle America Inc	Three Year Service Contract 2637071 Total Value	\$571.13	
	Oracle Database Enterprise Edition - Named User	\$7,615.23	
	Oracle Diagnostics Pack - Named User Plus	\$571.14	
	Oracle Internet Developer Suite - Named User Plus	\$868.53	
	Oracle Programmer - Named User Plus Perpetual	\$173.71	
	Oracle Tuning Pack - Named User Plus Perpetual	\$571.14	
	Configuration Management Pack - Named User Plus	\$187.28	
	Oracle Database Enterprise Edition - Named User	\$2,541.64	
	Oracle Diagnostics Pack - Named User Plus	\$187.28	
	Oracle Tuning Pack - Named User Plus Perpetual	\$187.28	
	Oracle Database Enterprise Edition - Named User	\$4,044.58	
	Oracle Diagnostics Pack - Named User Plus	\$425.74	
	Oracle Tuning Pack - Named User Plus Perpetual	\$425.75	
	Configuration Management Pack - Named User Plus	\$298.02	
		\$18,668.45	CT 25036287
Path Education Inc	Student Portal Up to 16,700 Students	\$50,000.00	
		\$50,000.00	CT 25036288
Pellenc America, Inc	OPTIBELT XPZ 707 ITEM # 153323 INV # 2007556	\$49.40	
	SOUTH DROP BOX - Freight	\$16.00	
		\$65.40	CT 25036289
PPG Architectural Finishes Inc	Paint Supplies, 07-01-22 thru 05-31-23	\$79.89	
		\$79.89	CT 25036290
Proquest Llc	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$687.10	
	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$350.61	
		\$1,037.71	CT 25036291
Riddell All American	SF Cam-Loc Chinstrap Soft Cup Black Quote#20127909	\$142.82	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Riddell All American	Cam-Loc Housing	\$63.08	
	Speedflex Thumbscrew	\$12.51	
	SF Cam-Loc Strap Stopper	\$5.65	
	SpeedFlex Bottom Clip	\$7.83	
	360/SF Quick Release Mini Pin	\$41.33	
	Quick Release Receptacle	\$28.28	
	360/SF Rubber Grommet Cardinal	\$10.88	
	Freight/Handling USD	\$38.74	
		\$351.12	CT 25036292
Roman Doors	Service Call per Invoice 3060	\$303.00	
		\$303.00	CT 25036293
Rose Brand Wipers Inc.	Caster Pneumatic Lift Triple Swivel	\$5,056.87	
	Freight	\$213.60	
		\$5,270.47	CT 25036294
Rosetta Stone Ltd Inc	Rosetta Stone Catalyst Bronze Site License Renewal	\$26,058.00	
		\$26,058.00	CT 25036295
San Diego State Univ Research Foundation	eCHECKUP TO GO subscription, college practitioner	\$3,720.00	
		\$3,720.00	CT 25036296
Marco Sanchez-Zuno	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036297
Santa Barbara Airbus	Charter Bus Service for Cal-Poly, SLO road trip	\$2,150.00	
		\$2,150.00	CT 25036298
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-22 to 6-30-23	\$1,940.67	
		\$1,940.67	CT 25036299
Santa Maria Times	2022 Football Sponsorship Package to include	\$1,160.00	
	Monthly Online Big Ad July 2022-June 2023	\$1,000.00	
	Digital Reveal Ad Promoting 2022 Term 2 Classes	\$350.00	
	Full-page Ad in Place Called Home hardcover book	\$600.00	
		\$3,110.00	CT 25036300
Scholarship Foundation of Santa Barbara	Return Schlrshp for Diego Herrera & Madison Tabon	\$3,500.00	
		\$3,500.00	CT 25036301
SISC III	INSURANCE PREMIUMS OCT 2022	\$483,069.00	
		\$483,069.00	CT 25036302
SLO Safe Ride	Bus Service - AHC Baseball on 9-16-22	\$2,491.73	
		\$2,491.73	CT 25036303
Smart & Final	Refreshments for Cash for College Events	\$81.25	
		\$81.25	CT 25036304
	Food for childrens center 9-1-22 to 12-31-22	\$271.22	
		\$271.22	CT 25036305

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Smart & Final	Snacks/Beverages for Men's Support Group Student	\$56.34	CT 25036306
	Snacks/Beverages for Men's Support Group Student	\$23.65	
		\$79.99	
Southern Police Equipment Co Inc	Northwestern University Accident Template SN1000	\$624.75	CT 25036307
	Shipping	\$29.75	
		\$654.50	
Sport & Cycle Team Athletics Inc	Matte Royal Coolflo Base Coach Helmet Item# CFPBHM	\$319.64	CT 25036308
	Dozen- Atomic 120 Total Control Ball	\$140.28	
	Standard Tanner Tee	\$195.73	
	Designated Hitter Pro Model	\$353.43	
	Shipping	\$155.16	
	\$1,164.24		
Statewide Traffic Safety & Signs Inc	Paint, INTL 6101 White Fast Dry W/B 5, M06155	\$937.05	CT 25036309
	Paint, INTL 1501 Blue Fast Dry W/B 5G, M06333	\$348.87	
	Paint, INTL 1601 Green Fast Dry 5G, M06674	\$393.14	
	\$1,679.06		
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$697.50	CT 25036310
		\$697.50	
Subway	Food purchase for Fall 2022 UTC TAG Workshop	\$182.85	CT 25036311
		\$182.85	
Sweetwater Sound Inc.	Countryman B3 Omni Lav Shure TA4F, Tan	\$4,110.53	CT 25036312
	Countryman B3 Omni Lav Shure TA4F, Blk	\$782.96	
	Countryman B3 Omni Lav Shure TA4F, Bge	\$782.96	
	Shipping & Handling	\$0.00	
		\$5,676.45	
Isai Tinoco-Gutierrez	MESA Student Award for completion of the MESA	\$500.00	CT 25036313
		\$500.00	
Transportation USA	Bus Service - AHC Football Team per Invoice 12432	\$7,360.00	CT 25036314
		\$7,360.00	
Trojan Petroleum, Inc	Clear Diesel #2 Invoice #0289032-IN	\$3,058.05	CT 25036315
	Federal Diesel Excise Tax, Federal Lust Tax, State	\$895.76	
	Unleaded 87 Invoice #0289033-IN	\$1,386.29	
	Unleaded 87 Invoice #0289033-IN	\$15,942.28	
	Federal Gas Excise Tax, Federal Lust Tax, State	\$103.91	
	Federal Gas Excise Tax, Federal Lust Tax, State	\$3,130.94	
	\$24,517.23		
United Parcel Service	UPS Charges, 7-1-22 thru 6-30-23	\$143.50	CT 25036316
	UPS Charges, 7-1-22 thru 6-30-23	\$169.01	
		\$312.51	
Urbane Cafe	Food Purchased for BIGE Club Meeting	\$546.47	
	Delivery Fee	\$0.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$546.47	CT 25036317
US Bank Corporate Payment System	Michaels - Supplies for LGBTQ Promotion	\$210.99	
	Office Depot - Supplies for LGBTQ Promotion	\$80.24	
	Michaels - Supplies for LGBTQ Promotion	\$30.40	
	Smart and Final - Waters for Hancock Hello	\$53.43	
	Fattes Pizza - Food for LGBTQ Meeting 07.27.22	\$106.23	
	Walmart - Snacks for 1st week Information tables	\$59.92	
	Walmart - Snacks and Waters for the 1st week	\$109.20	
	Smart and Final - Food for Lunch Locker	\$160.23	
	Popeyes - Food for ASBG Retreat 8.3.2022	\$76.15	
	Smart and Final - Snacks/Waters/Supplies for	\$86.05	
	Smart and Final - Snacks/Waters/Supplies for	\$360.75	
	Michaels - Supplies for LGBTQ Promotion	\$24.44	
	Village Coffee Shop - Food for Hancock Hello	\$2,121.60	
	Smart and Final - Waters for Lunch Locker	\$50.70	
	Fattes Pizza - Food for LGBTQ meeting 08.03.2022	\$106.23	
	Smart and Final - Snacks for 1st week informaton	\$230.52	
	United Airlines - Travel to the Student Trustee	\$420.20	
	United Airlines - Baggage Fee for Travel to	\$30.00	
	Smart and Final - Snacks for 1st Week Information	\$142.89	
	Smart and Final - Food for Lunch Locker	\$93.50	
	Fattes Pizza - Food for LGBTQ meeting 8.10.2022	\$106.23	
	Crown Plaza - Lodging for Student Trustee	\$156.89	
	Walmart - Food/Supplies for Lunch Locker at LVC	\$36.25	
	Walmart - Food/Supplies for Lunch Locker at LVC	\$30.10	
	Amazon - Outreach Supplies for LVC	\$80.66	
	WAYFAIR - ALL MODERN THOMAS 70.5" PEDESTAL DINING	\$622.97	
	DSA Filing Fee for AHC MESA STEM	\$537.50	
	DSA Convenience Fee for	\$16.07	
	ACBO Conference Registration for Member	\$450.00	
	Treasurer Tax Collector County of Santa Barbara	\$1,538.03	
	Treasurer Tax Collector County of Santa Barbara	\$35.99	
	Grant Sound and Lighting Partial Payment for	\$1,775.00	
	Amazon Freetime-Ruben Accidental Personal Charge	\$4.99	
	Amazon Prime Video-Ruben Accidental Personal Chrg.	\$3.99	
	Amazon-Ruben Accidental Personal Charge	\$13.36	
	Amazon-Ruben Accidental Personal Charge	\$26.27	
	Amazon-Ruben Accidental Personal Charge	\$15.07	
	The Homestead-Lunch for PLA	\$438.00	
	Amazon Prime Video-Ruben Accidental Personal Chrg.	\$6.99	
	Amazon Prime Video-Ruben Accidental Personal Chrg.	\$19.99	
	GoodHire-Background Checks	\$476.00	
	Amazon-Ruben Accidental Personal Charge	\$49.93	
	Amazon-Ruben Accidental Personal Charge	\$44.85	
	Amazon-Ruben Accidental Personal Charge	\$42.34	
	Amazon-Ruben Accidental Personal Charge	\$34.47	
	Amazon Prime Video-Ruben Accidental Personal Chrg.	\$5.99	
	FedEx-Mail to Attorney's Office	\$33.23	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Amazon-Ruben Accidental Personal Charge	\$12.59	
	LinkedIn VPSS Position Advertising	\$69.20	
	GoodHire Background Checks	\$357.00	
	NeoGov Conference Registration 10-5 thru 10-7-22	\$1,024.00	
	NeoGov Conference Registration 10-5 thru 10-7-22	\$1,024.00	
	Costco Snacks/Waters Meeting Supplies	\$63.96	
	Facebook-Noncredit Class Promotion	\$43.80	
	La Tapatia Bakery-Food	\$300.00	
	Zoom-Monthly Subscription for FKCE Program	\$40.00	
	Facebook-Noncredit Class Promotion	\$200.00	
	Bee Safe Lock & Key-Duplicate	\$36.62	
	Facebook-Noncredit Class Promotion	\$200.00	
	Olive Garden-Lunch for CAEP/CE Team Meeting	\$270.74	
	Facebook-Noncredit Class Promotion	\$200.00	
	International E-Z UP	\$532.63	
	BestBuy Spotify Annual Pass	\$99.00	
	PrestoSports PrestoStats Soccer, Basketball	\$893.00	
	MyCommerce - AOMEI Backupper Workstation	\$59.95	
	Plivo - Text Messaging API	\$250.00	
	Xibo - CMS Cloud Hosting (3 slots)	\$33.70	
	Xibo - Android Licenses (3)	\$84.00	
	Neutrino API (student SMS validation)	\$39.12	
	Apple - Macbook Repair (Labor)	\$100.00	
	Apple - Macbook Repair (Parts)	\$356.70	
	Refund - The Garden Mediterranean Overcharge on Ti	(\$60.28)	
	Albertsons - Lab Materials	\$89.89	
	CASBO Budget Analyst Advertising	\$250.00	
	Costco Snacks and Waters for PLA 7-27-22	\$61.55	
	Office Depot PLA Binders 7-27-22	\$67.32	
	Urbane Café Lunch for PLA 7-27-22	\$272.79	
	Testa Catering Breakfast for PLA 7-29-22	\$714.78	
	Double Tree Pomona ACHRO Conf. 8-10 thru 8-12-22	\$415.34	
	Double Tree Pomona ACHRO Conf. 8-10 thru 8-12-22	\$394.52	
	Double Tree Pomona ACHRO Conf. 8-10 thru 8-12-22	\$413.25	
	Double Tree Pomona ACHRO Conf. 8-10 thru 8-12-22	\$413.25	
		\$20,477.25	CT 25036318
Jose Valencia-Cardoza	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036319
Valley Rock Landscape Supply	Supplies per Invoice 1-145444	\$19.29	
		\$19.29	CT 25036320
Yazmine Vargas-Castaneda	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036321
Virtual Vri	TypeWell Transcribing	\$8,466.50	
	Monthly technology charge	\$15.00	
		\$8,481.50	CT 25036322
Kevin Walthers	Open Mileage 7.1-9.30.22	\$1,091.94	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,091.94	CT 25036323
Western Exterminator Company	Pest Control Services - Bldg. G Cafeteria	\$124.25	
	Pest Control Services - CBC Bldg.	\$103.55	
		\$227.80	CT 25036324
Wex Bank	Gas Credit Card Purchases, 07-01-22 thru 6-30-23	\$466.59	
		\$466.59	CT 25036325
Marika Whaley	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036326
Yankee Book Peddler Inc	BOOKS FOR SM LIBRARY, 8-18-22 to 5-31-23	\$2,228.50	
		\$2,228.50	CT 25036327
Myonghun Yi	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036328
Kiana Cruz	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25036329
Donovan Dimock	Manual Refund Submitted	\$431.00	
		\$431.00	CT 25036330
Brandon Frainer	Manual Refund Submitted	\$394.00	
		\$394.00	CT 25036331
Trina Galvan	Manual Refund Submitted	\$45.00	
		\$45.00	CT 25036332
Brenda Hernandez	Manual Refund Submitted	\$3,447.00	
		\$3,447.00	CT 25036333
Amanda Johnson	Manual Refund Submitted	\$413.00	
		\$413.00	CT 25036334
Kevin Kucinskas	Manual Refund Submitted	\$1,600.00	
		\$1,600.00	CT 25036335
Nayeli Lazaro Pompa	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036336
Tiana Lebron	Manual Refund Submitted	\$842.00	
		\$842.00	CT 25036337
Kyle O'Loughlin	Manual Refund Submitted	\$484.00	
	Refund Submitted	\$380.00	
		\$864.00	CT 25036338
Karla Sixto Landavazo	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036339
Alondra Vazquez	Manual Refund Submitted	\$386.00	
		\$386.00	CT 25036340
Jonathan Ventura	Manual Refund Submitted	\$25.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$25.00	CT 25036341
19six Architects	Construction Administration	\$8,127.50	
	Consulting Services for AHC FMP Phase III	\$13,160.00	
	Consulting Services for AHC FMP Phase IV	\$4,135.00	
	Construction Administration	\$3,267.50	
	19six Architects to Provide Professional	\$4,230.00	
		\$32,920.00	CT 25036342
25th Hour Communications, Inc	Digital Marketing Media Buys and Management	\$4,000.00	
		\$4,000.00	CT 25036343
4imprint Inc.	Supplies for various outreach events 9.1.2022	\$6,853.57	
	Supplies for various outreach events 9.1.2022	\$3,184.95	
		\$10,038.52	CT 25036344
Amazon	Office Supplies, July 1, 2022 - May 31, 2023	\$94.33	
	Royal Green Bright Rectangular Labels 3x2 inch	(\$25.56)	
	Royal Green Colored Label Tag Stickers 3x2 inch	\$52.18	
	Royal Green Name Tag Labels Moving Stickers	\$43.48	
	Royal Green Bright Rectangular Labels 3x2 inch	\$51.11	
	Royal Green Fluorescent Rectangular Labels 3x2	\$61.96	
	Shipping & Handling	\$11.95	
	Instructional Supplies 7/05/2022-5/31/2023	\$76.82	
	Instructional Supplies 7/05/2022-5/31/2023	\$88.90	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$73.13	
	Instructional Supplies 07-05-22 to 05-31-23	\$316.44	
	Instructional Supplies 07-05-22 to 05-31-23	\$71.65	
	Student Materials 07-05-22 to 05-31-23	\$214.72	
	Student Materials 07-05-22 to 05-31-23	\$307.35	
	Office Supplies 07-05-22 to 05-31-23	\$55.43	
	OFFICE OPERATIONAL SUPPLIES 09/01/22 - 05/31/23	\$163.32	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$151.30	
	Instructional supplies for Biology labs	\$295.41	
	MOLEZU Halloween Realistic Severed Body Part Prop	\$43.25	
	Fake Rubber Bloody Arm Body Parts Pack of a Pair	\$73.91	
	AOBOR A Halloween Decoration Haunted House Scary	\$78.26	
	Amosfun 2pcs Severed Hand Dog Toy Fake arm	\$41.54	
	DC Charger Plug, Panglong 48V MAC	\$38.06	
		\$2,378.94	CT 25036345
Amazon Web Services, Inc	Amazon Web Services (AWS) Estimated Usage through	\$1,423.43	
		\$1,423.43	CT 25036346
American Business Machines	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$4.88	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$74.82	
	Canon Copier iR Adv 4225, Serial #RKF10470,	\$99.64	
	Canon Copier iR Adv 4251, Serial #RKP06410,	\$7.11	
	Canon Copier iR 2525, Serial #RMU01022, ID #10966,	\$17.06	
	Canon Copier iR Adv 4251, Serial #RKP09130,	\$121.11	
	Copier maintenance for Canon iR Adv 4225	\$10.10	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
American Business Machines	Canon Copier iR Adv 4245, Serial# QHP03847,	\$4.14	
	Canon Copier iR Adv 4245, Serial# QHP03847,	\$4.14	
	Canon Copier iR Adv 4245, Serial# QHP03847,	\$4.14	
	Canon Copier iR Adv 4245, Serial# QHP03847,	\$24.85	
	Canon Copier iR Adv 4245, Serial# QHP03847,	\$4.14	
	Canon Copier iR Adv 4235, Serial# RKJ17959, ID#	\$1.27	
	Canon Copier iR Adv 4235, Serial# RKJ17959, ID#	\$2.53	
	Canon Copier iR Adv 4235, Serial# RKJ17959, ID#	\$1.27	
	Canon Copier iR Adv 4235, Serial# RKJ17964,	\$4.14	
	Canon Copier iR Adv 4235, Serial# RKJ17964,	\$4.14	
	Canon Copier iR Adv 4235, Serial# RKJ17964,	\$4.14	
	Canon Copier iR Adv 4235, Serial# RKJ17964,	\$4.14	
	Canon Copier iR Adv 4235, Serial# RKJ17964,	\$24.79	
	Canon Copier iR 2525, Serial# FRU47593, ID# 10988,	\$6.48	
	Canon Copier iR 2525, Serial# FRU47593, ID# 10988,	\$6.48	
	Canon Copier iR 2525, Serial# FRU47593, ID# 10988,	\$12.95	
		\$448.46	CT 25036347
	American Star Tours, Inc.	Bus Service - AHC Womens Soccer on 10-4-22	\$1,500.00
\$1,500.00			CT 25036348
Apple Inc.	14inch Macbook Pro M1Pro Chip 512GB SSD - Silver	\$6,032.36	
	Recycle Fee	\$12.00	
	24-inch iMac with Retina 4.5K display: Apple M1	\$2,130.41	
	Recycling Fee	\$5.00	
	24-inch iMac with Retina 4.5K display: Apple M1	\$4,260.83	
	Recycling Fee	\$10.00	
	16inch Macbook Pro M1Pro Chip 16GB RAM - Space	\$3,109.16	
	Recycle Fee	\$5.00	
	10.2-inch iPad Wi-Fi 64GB - Silver MK2L3LL/A	\$6,503.25	
Recycling Fee	\$80.00		
	\$22,148.01	CT 25036349	
Aramark	Towel service LE-Fire 07-1-22 to 06-30-23	\$81.12	
		\$81.12	CT 25036350
Automotive Electronics Services	Pro Test Lead Kit (AES# esi-142)	\$600.30	
	Shipping	\$12.65	
		\$612.95	CT 25036351
B&H Photo Video	APC Replacement Battery Cartridge #17	\$73.58	
	Dell Lat laptop; 5420/i785-G7 16GB 512GB	\$1,189.19	
	E-waste fee	\$5.00	
		\$1,267.77	CT 25036352
Brian Barrick	Creation of an American Government OER audiobook	\$7,000.00	
		\$7,000.00	CT 25036353
Battery Systems Inc	Batteries for alarm panels from 07.01.2022 through	\$21.72	
	Batteries for alarm panels from 07.01.2022 through	\$21.72	
	Batteries, CB12-105 per Invoice 7981799	\$669.84	
	Battery Fee	\$4.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$717.28	CT 25036354
Michael Bernal	Open Mileage Sept 19-30.22	\$325.00	
		\$325.00	CT 25036355
Blick Art Materials	Instructional Supplies per attached Quote	\$41.90	
		\$41.90	CT 25036356
Bremer Auto Parts	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$31.06	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$140.82	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$175.95	
		\$347.83	CT 25036357
Burnham Insurance Services	ACA Consulting July 1, 2022 - June 30, 2023	\$3,250.00	
		\$3,250.00	CT 25036358
Ca Schools Dental Coalition	Delta Dental Insurance Premiums OCT 22	\$59,901.00	
		\$59,901.00	CT 25036359
Cal State Auto Parts	Parts for Patrol Vehicles 07.01.2022 through	\$40.18	
	Parts for Patrol Vehicles 07.01.2022 through	\$44.37	
		\$84.55	CT 25036360
Card Integrators	ART YMCK Color Ribbon Quote Q-01504-1	\$2,310.94	
	ART Retransfer Film for 5XXIE	\$815.63	
	3/8" Breakaway Lanyard w/Clip End Fitting - Freight	\$95.70	
		\$30.00	
		\$3,252.27	CT 25036361
Carquest Auto Parts	Instructional Supplies for Auto Tech Program	\$4.94	
	Instructional Supplies for Auto Tech Program	\$48.06	
	Instructional Supplies for Auto Tech Program	\$27.21	
		\$80.21	CT 25036362
Carr's Boot Shop	Safety boots for employees 7-1-22 to 6-30-23	\$175.00	
	Safety boots for employees 7-1-22 to 6-30-23	\$175.00	
	Safety boots for employees 7-1-22 to 6-30-23	\$175.00	
	Safety boots for employees 7-1-22 to 6-30-23	\$127.23	
		\$652.23	CT 25036363
Ccceopsa	Registration	\$700.00	
		\$700.00	CT 25036364
CDW Government Inc	Poly Savi 8200 Series W8220 Wireless Headset	\$318.59	
	Linksys AE6000 Wireless Network Adapter	\$255.24	
	SanDisk Ultra USB Flash Drive 256GB	\$310.59	
	Logitech USB Headset H390	\$434.40	
		\$1,318.82	CT 25036365
Century Auto Electric	Mahle starter Item# MS399 Invoice# 177343	\$467.35	
		\$467.35	CT 25036366
Comcast Cable	Comcast Monthly Recurring Costs	\$225.65	
		\$225.65	CT 25036367
	Comcast Monthly Recurring Costs	\$133.65	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$133.65	CT 25036368
Community College Facility Coalition	CCD Membership Invoice #300000180	\$1,141.00	
		\$1,141.00	CT 25036369
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$28.75	
		\$28.75	CT 25036370
Culligan/Central Coast Water Treatment	Bottled Water Delivery Service 7-1-22 thru 6-30-23	\$72.00	
		\$72.00	CT 25036371
	Bottled Water Delivery, 7-01-22 thru 6-30-23	\$89.17	
	Stand Rentals (hot and cold) 7-01-22 thru 6-30-23	\$11.00	
		\$100.17	CT 25036372
	Bottled Water Delivery, 7-01-22 thru 6-30-23	\$58.17	
	Stand Rentals (hot and cold) 7-01-22 thru 6-30-23	\$11.00	
		\$69.17	CT 25036373
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$6.75	
	FUEL SURCHARGE	\$1.96	
	HOT / COLD WATER STAND RENTAL	\$11.00	
		\$19.71	CT 25036374
Cumulus Technology Services LLC	AWS Disaster Recovery Environment Upgrade	\$4,500.00	
		\$4,500.00	CT 25036375
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies Authorized User: Eric Mason	\$33.08	
	Instructional Supplies Authorized User: Eric Mason	\$141.60	
	Instructional Supplies Authorized User: Eric Mason	\$19.17	
	Instructional Supplies Authorized User: Eric Mason	\$62.38	
		\$256.23	CT 25036376
Joanna Davis	Prepay meals & mileage 80%	\$385.40	
		\$385.40	CT 25036377
Department Of State Hospitals	Instructional Services Agreement 21-71002-000	\$51,300.00	
	Instructional Materials for CRN 21307	\$500.00	
	Agency Sponsored Tuition/Materials Fee CRN 23107	(\$20,485.00)	
		\$31,315.00	CT 25036378
Dept Of Forestry & Fire Protection	FSTEP Training: Vehicle Extrication Fire Academy	\$75.00	
		\$75.00	CT 25036379
	FSTEP Training: Vehicle Extrication - Fire Academy	\$1,575.00	
		\$1,575.00	CT 25036380
DLR Group	Change Order #02 for Scope Modifications	\$8,042.93	
	Change Order #02 for Scope Modifications	\$10,562.07	
	Change Order #03 due to College Requested Schedule	\$18,693.48	
	Change Order #03 due to College Requested Schedule	\$29,255.57	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
DLR Group	Change Order #03 due to College Requested Schedule	\$33,004.99	
		\$99,559.04	CT 25036381
Downs Government Affairs, LLC	Services for consortium project 7/1/2022-6/30/2023	\$2,000.00	
		\$2,000.00	CT 25036382
Earth Systems Pacific	Proposal for Construction Consultation, Construction Consultation, Concrete Sampling and Testing	\$5,627.25 \$2,862.50 \$200.00	
		\$8,689.75	CT 25036383
Oscar Escobedo	Open Mileage Sept 22	\$146.06	
		\$146.06	CT 25036384
Facilities Planning And Consulting Services	Consulting Services for AHC for FY 2022-2023	\$1,805.00	
		\$1,805.00	CT 25036385
Federal Express Corp	Mailings for Acct #1104-8488	\$10.65	
		\$10.65	CT 25036386
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2022-May 31, 2023	\$112.97	
		\$112.97	CT 25036387
Follett Heg - Ahc Bookstore	AHC Diploma Covers	\$181.18	
		\$181.18	CT 25036388
Franchise Tax Board	Payroll Deduction 10.07.22	\$377.96	
		\$377.96	CT 25036389
Global CTI Group, Inc	6920 Desktop Phone	\$2,583.90	
	MiVoice Connect Essentials lic bundle	\$2,044.50	
	Partner Support, 1 Year, No Phones - Handling	\$70.00 \$55.46	
	MiVoice Connect Courtesy License Part #30145	\$1,000.51	
	Mitel 6920 IP Phone 6 Line 3.5 Inch Screen	\$4,567.50	
	Mitel 6930 IP Phone 12 Line 4.3 Inch Screen	\$1,957.50	
	Mitel 6900 Series Wall Mount Kit 10-Pack	\$377.36	
	Equipment Handling	\$81.56	
	1 Year Mitel Support For Switches and Software	\$42.00	
		\$12,780.29	CT 25036390
Got You Cover'd Inc.	Rental of Tables, Chairs, and Linen for	\$762.72	
		\$762.72	CT 25036391
Graduate Communications	Spanish Translation of Outreach Materials	\$3.13	
	Spanish Translation of Outreach Materials	\$5.00	
	Spanish Translation of Outreach Materials	\$8.13	
	Spanish Translation of Outreach Materials	\$46.24	
		\$62.50	CT 25036392
Graybar Electric	Klein Tools Socket Wrench Metric Set 65506	\$38.29	
	Klein Tools 30 Magnetic Measuring Tape 9230	\$33.77	
		\$72.06	CT 25036393
Christine Grelck	Open Mileage 9.6-13.22	\$97.50	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$97.50	CT 25036394
Hardy Diagnostics	Science Lab Supplies July 1, 2022-May 31, 2023	\$95.06	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$326.45	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$84.48	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$29.13	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$147.39	
		\$682.51	CT 25036395
House Sanitary Supply, Inc.	Supplies per Invoice 269926	\$1,011.11	
	Transportation Surcharge	\$4.95	
	Scott Coreless Jumbo Roll Bathroom Tissue	\$830.14	
	Transportation Surcharge	\$4.95	
	Can Liners, LR Galaxy , 33x40 Invoice 270268	\$168.56	
		\$2,019.71	CT 25036396
J W Pepper & Son Inc	Instructional supplies 9/09/22-5/30/23	\$65.25	
		\$65.25	CT 25036397
Dwight Jabot	Open Mileage	\$250.00	
	Open Mileage Sept 22	\$156.25	
		\$406.25	CT 25036398
Jackson, Michael	Interview reimbursement	\$210.56	
		\$210.56	CT 25036399
Dorine Mathieu	Prepay Meals for Dorine and students 10.28-30.22	\$350.00	
		\$350.00	CT 25036400
Fabian Mendoza	Open Mileage Sept 22	\$34.25	
		\$34.25	CT 25036401
Morris Pi Group	Police Background Investigation Services	\$1,515.00	
		\$1,515.00	CT 25036402
PARS Public Agency Retirement	PAYROLL DEDUCTION 10.07.22	\$8,629.00	
		\$8,629.00	CT 25036403
Part Time Faculty AHC - Member	Payroll Deduction 10.07.22	\$11.72	
		\$11.72	CT 25036404
Point Of Action	Men's Jacket	\$347.98	
	Men's Polo Shirts (Black)	\$323.54	
	Men's Polo Shirts (Heather Green)	\$388.24	
	Ladies Jacket	\$231.64	
	Ladies Polo Shirts (Black)	\$138.66	
	Ladies Dress Shirts	\$143.55	
		\$1,573.61	CT 25036405
Jennifer Schroeder	Starfish Usergroup Conf. Redondo Beach, CA	\$903.88	
		\$903.88	CT 25036406
Alexandra Reynolds	Prepay 80% meals 10.24-27.22	\$126.40	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$126.40	CT 25036407
Texas Life Insurance Co.	Insurance Premium Sep 22	\$8,660.19	
		\$8,660.19	CT 25036408
UC Regents	MESA Student Leadership 10.28-30.22	\$712.32	
		\$712.32	CT 25036409
Urbane Cafe	Box Lunch for UC Berkeley Round Table for Delivery Fee	\$121.80 \$15.00	
		\$136.80	CT 25036410
US Bank Corporate Payment System	Instructional supplies for Chemistry labs	\$76.23	
	Instructional supplies for Biology labs	\$23.99	
	United Airlines-ACHRO Conf. 10-24 thru 10-28-22	\$477.20	
	United Airlines-ACHRO Conf. 10-24 thru 10-28-22	\$477.20	
	United Airlines-ACHRO Conf. 10-24 thru 10-28-22	\$477.20	
	United Airlines-ACHRO Conf. 10-24 thru 10-28-22	\$308.60	
	Hyatt Reg. Tahoe-ACHRO Conf. 10-24 thru 10-28-22	\$168.65	
	Hyatt Reg. Tahoe-ACHRO Conf. 10-24 thru 10-28-22	\$281.09	
	Hyatt Reg. Tahoe-ACHRO Conf. 10-24 thru 10-28-22	\$281.09	
	Mirage Vegas-NeoEd Conf. 10-4 thru 10-7-22	\$157.60	
	Mirage Vegas-NeoEd Conf. 10-4 thru 10-7-22	\$157.60	
	Hyatt Reg. Tahoe-ACHRO Conf. 10-24 thru 10-28-22	\$168.65	
	CPOA Career Center-Advertising for Campus Police	\$300.00	
	Testa Catering-Breakfast for PLA 7-28-22	\$955.22	
	Testa Catering-Lunch for PLA 7-28-22	\$714.78	
	Templeton Uniforms - Uniform Service Hashmarks	\$44.04	
	Templeton Uniforms FTO and CPL Pins	\$72.83	
		\$5,141.97	CT 25036411
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$32.04	
		\$32.04	CT 25036412
	Long Distance and Toll Free Service Charges	\$2.00	
		\$2.00	CT 25036413
Zoe's Hawaiian Bbq	Food Purchase for BIGE Meeting	\$397.98	
	Gratuity	\$36.60	
	Delivery Fee	\$13.50	
		\$448.08	CT 25036414
Ahern Rentals Inc.	Rental of Personnel Lift 12ft Elect 2 Man Invoice	\$462.19	
	Environmental Charge	\$8.16	
	CA Heavy Equipment Rental Tax	\$3.19	
	Rental Protection Plan	\$63.75	
		\$537.29	CT 25036415
B & B Steel & Supply	MT Instructional Supplies 7.1.22-5.31.23	\$1,400.00	
	MT Instructional Supplies 7.1.22-5.31.23	\$82.48	
	MT Instructional Supplies 7.1.22-5.31.23	\$391.50	
	Instructional Supplies WLDT 7.01.22 thru 5.31.23	\$302.76	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,176.74	CT 25036416
B&H Photo Video	DALITE Model B 52x92 Matte White Projector Screen	\$274.88	
		\$274.88	CT 25036417
Campus Logic Inc	CampusLogic StudentForms Subscription Renewal	\$47,250.00	
		\$47,250.00	CT 25036418
Computerland Of Silicon Valley	AZURE PREPAYMENT EES CAMPUS AGMT SUBSCRIPTION	\$14,520.00	
	Azure Monetary Commitment for Usage	\$1,613.33	
	Azure Monetary Commitment for Usage	\$806.67	
	AZURE USAGE BEYOND EES CAMPUS AGMT PREPAYMENT	\$1,862.02	
		\$18,802.02	CT 25036419
Environmental Sampling Supply, Inc	Borosilicate Glass Vials Clear Closed-Top	\$97.09	
	Borosilicate Glass Vials Clear Open-Top	\$97.09	
	Glass Wide Mouth Class Clear-Short	\$103.36	
	5035 Soil Sampling Tools Lock N Load Soil Handle	\$326.25	
	5035 Soil Sampling Tools - Sample Kit	\$261.00	
	Tamper Proof Custody Seal, 6"x1"	\$17.95	
	YDS ESS Custody Tape, 2"	\$7.61	
	ESS Sample ID Labels, 2"x3"	\$31.32	
	ESS Sample ID Labels, 1.5"x3"	\$31.32	
	Glass Wide Mouth Class Amber Round Packer shipping	\$79.34	
		\$147.05	
		\$1,199.38	CT 25036420
Familia Palma Hermanos	Rental of Bounce House for Midterm Brain Break	\$200.00	
		\$200.00	CT 25036421
Ford Motor Credit Company Llc	Lease payments for 3 Ford Police Interceptors	\$1,786.92	
		\$1,786.92	CT 25036422
Hardy Diagnostics	Instructional Supplies for Biology Labs	\$69.35	
	Instructional Supplies for Biology Labs	\$350.94	
	Instructional Supplies for Biology Labs	\$190.87	
	Instructional Supplies for Biology Labs	\$83.01	
	Instructional Supplies for Biology Labs	\$81.35	
		\$775.52	CT 25036423
Horizon Mechanical Contractors of CA	Boiler Testing and Tune-Up, 7-1-22 thru 6-30-23	\$720.00	
	Travel (2 Trips)	\$1,440.00	
		\$2,160.00	CT 25036424
Kelly Paper Co	Office Supplies - Paper, Wideformat and Bindery	\$247.17	
	Office Supplies - Paper, Wideformat and Bindery	\$731.24	
	Office Supplies - Paper, Wideformat and Bindery	\$570.83	
	Office Supplies - Paper, Wideformat and Bindery	\$115.28	
	Office Supplies - Paper, Wideformat and Bindery	\$254.34	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,918.86	CT 25036425
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the Contruction	\$1,680.00	
	On Site DSA Project Inspections for the	\$18,480.00	
	DSA Inspection Services for the AHC Baseball	\$4,200.00	
	DSA Inspection Services for the AHC Baseball	\$3,360.00	
		\$27,720.00	CT 25036426
Kone Inc	Elevators Service Agreement, 7-1-22 thru 6-30-23	\$4,227.60	
		\$4,227.60	CT 25036427
Laguna Clay Company	Instructional Supplies per attached	\$2,285.52	
	Laguna Custom Gas Kiln Model #24	\$25,004.89	
	Laguna Gas Kiln DownDraft Option	\$135.94	
	K-26 Firebrick Upgrade	\$1,266.94	
	Programmable Controller FDC- P41-41311100	\$4,680.92	
	Crating/Freight	\$345.00	
	Shipping Charges	\$714.02	
		\$34,433.23	CT 25036428
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	\$1,067.51	
	AB Instructional Supplies 7.1.22-5.31.23	\$265.33	
		\$1,332.84	CT 25036429
McKesson Medical Surgical Inc	URINE ANALYZER STARTER PACK ITEM# 1056629	\$2,104.83	
		\$2,104.83	CT 25036430
Medco Supply Company	Biofreeze Professional, 4oz 360	\$46.65	
	Waterboy Sports Field	\$196.97	
	Mueller TapeWRAP Premium	\$204.89	
	Mueller TapeWRAP Premium	\$187.82	
	Mueller TapeWRAP Premium	\$204.88	
	Vortex Ice Bags, 10"X18", Blue, 1100	\$659.68	
	Universal Arm Sling Item# 265092	\$36.00	
	Leukotape P Corrective Taping,	\$16.81	
	Shipping	\$92.42	
		\$1,646.12	CT 25036431
Mission Linen Supply	Laundry Service for Auto Body Program	\$21.65	
	Laundry Services for Auto Tech 7.1.22-6.30.23	\$34.60	
	Uniform Services and Towels, 07-01-22 thru 6-30-23	\$41.13	
		\$97.38	CT 25036432
National Cinemedia Llc	30-second AHC ad on all screens at SM 10 and	\$1,290.00	
	30-second AHC ad on LEN lobby screens at SM 10	\$43.33	
		\$1,333.33	CT 25036433
ODP Business Solutions LLC	Office Supplies, 07/05/22 - 05/31/23	\$155.78	
	Office Supplies, 07/05/22 - 05/31/23	\$191.06	
	Office Supplies 07-05-22 to 05-31-23	(\$55.40)	
	Office Supplies 07-05-22 to 05-31-23	\$55.40	
	Office Supplies 07-05-22 to 05-31-23	\$55.40	
	Office Supplies 07-05-22 to 05-31-23	(\$27.11)	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies 07-05-22 to 05-31-23	\$27.11	
	Office Supplies 07-05-22 to 05-31-23	\$27.11	
	Office Supplies 07-05-22 to 05-31-23	\$69.82	
	Office Supplies-08/01/2022-05/31/2023	\$307.07	
	Office Supplies-08/01/2022-05/31/2023	\$421.91	
	Office Supplies-08/01/2022-05/31/2023	\$57.63	
	Office Supplies 07/01/2022-05/31/2023	\$58.99	
		\$1,344.77	CT 25036434
One CHOICE LLC	Oversight of Regional Career Connect Management	\$59,110.00	
		\$59,110.00	CT 25036435
Postmaster	Periodical Mailing of Class Schedules	\$20,000.00	
		\$20,000.00	CT 25036436
Power Machinery Center	Club Car Carryall 100E Electric Utility vehicle - Freight Prep Delivery	\$8,328.57	
		\$722.03	
		\$450.00	
		\$175.00	
		\$9,675.60	CT 25036437
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-22 thru 05-31-23	\$609.42	
	Custodial Supplies-Lompoc, 07-01-22 thru 05-31-23	\$215.26	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	\$472.77	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	\$1,178.76	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	\$847.78	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	\$4,278.36	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	\$4,217.33	
	Can Liners per Invoice 154753	\$364.20	
	Gloves, Semperguard	\$84.83	
		\$12,268.71	CT 25036438
Proquest Llc	LIBRARY BOOKS, 8-18-22 to 5-31-23 LIBRARY BOOKS, 8-18-22 to 5-31-23	\$410.36	
		\$105.36	
		\$515.72	CT 25036439
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-22 thru 6-30-23	\$1,995.75	
		\$1,995.75	CT 25036440
Quincon, Inc	All Labor and Materials to Complete the PCPA	\$257,443.12	
		\$257,443.12	CT 25036441
R&M Diesel Service & Towing LLC	R & M Diesel Parts for Truck Driving Class R & M Labor	\$672.49	
		\$443.66	
		\$1,116.15	CT 25036442
Rahi Systems, Inc	Aruba AP-MNT-MP10-E Mount Bracket 10-Pack R1C72A Shipping Fees	\$1,648.23	
		\$50.00	
		\$1,698.23	CT 25036443
Rayne Water Conditioning	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2 Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
		\$163.95	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$219.85	CT 25036444
SHI International Corp	Western Digital Black 250GB NVME SSD SN770	\$654.66	
	Tripp Lite Power Strip 7 Outlet 15 Foot Cord	\$456.75	
	Tripp Lite Power Strip 8 Outlet	\$250.13	
	C2G 12 Foot HDMI Cable	\$217.50	
	C2G 15 Foot HDMI Cable	\$143.55	
	StarTech Standalone M.2 Duplicator and Eraser	\$862.39	
	StarTech M.2 to U.2 Adapter	\$60.90	
	Belkin 6 Outlet Surge Protector Pivot Plugs	\$391.50	
	C2G 10 Foot HDMI to DVI Cable	\$119.63	
	Shipping Costs	\$75.64	
	Dell SB521A Soundbar	\$500.25	
		\$3,732.90	CT 25036445
SLO Safe Ride	Bus Service - AHC Baseball on 9-23-22	\$2,706.82	
	Bus Service - AHC Men's Soccer on 9-30-22	\$3,125.50	
		\$5,832.32	CT 25036446
Smart & Final	Snacks/Beverages for Men's Support Group Student	\$15.98	
	Snacks/Beverages for Men's Support Group Student	\$12.48	
	Snacks/Beverages for Men's Support Group Student	\$195.28	
	Food Supplies for MESA.STEM Center for Multiple	\$151.62	
		\$375.36	CT 25036447
	Food for childrens center 9-1-22 to 12-31-22	\$235.69	
	Food for childrens center 9-1-22 to 12-31-22	\$511.01	
	Food for childrens center 9-1-22 to 12-31-22	\$157.04	
	Food for childrens center 9-1-22 to 12-31-22	\$187.49	
		\$1,091.23	CT 25036448
	CA Supply purchase 08.15.22 thru 12.31.22	\$155.98	
		\$155.98	CT 25036449
	CA Supply purchase 08.15.22 thru 12.31.22	\$30.03	
		\$30.03	CT 25036450
Snap-On Industrial	AT Instructional Supplies 7.1.22-5.31.23	\$125.10	
		\$125.10	CT 25036451
Sousa Tire Service	Tire Recycling for LE Veh. 07-05-22 to 05-31-23	\$207.95	
		\$207.95	CT 25036452
Stantec Consulting Services Inc	Stantec will Provide Survey and Engineering	\$7,919.25	
	Stantec will Provide Survey and Engineering	\$12,938.00	
		\$20,857.25	CT 25036453
Steve Weiss Music Inc	Instructional Supplies 7/25/2022-5/30/2023	\$30.34	
		\$30.34	CT 25036454
Strata Information Group	Consulting Support Services for Degree Works,	\$5,400.00	
	Consulting Support Services for Degree Works,	\$4,400.00	
	DBA and ODS Consulting Services	\$3,360.00	
	DBA and ODS Consulting Services	\$5,720.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$18,880.00	CT 25036455
The Lincoln Electric Company	Instructional Supplies for WLDT, 7.01.22-5.31.23	\$639.45	
	Instructional Supplies for WLDT, 7.01.22-5.31.23	\$191.07	
	Instructional Supplies for WLDT, 7.01.22-5.31.23	\$655.56	
		\$1,486.08	CT 25036456
U.S. Bank	Bank Service Charges- AHJCCD Election of 2006	\$475.00	
		\$475.00	CT 25036457
United Parcel Service	UPS Charges, 7-1-22 thru 6-30-23	\$60.48	
		\$60.48	CT 25036458
United Site Services Of California Inc	Deluxe Restroom Rental/Service	\$643.00	
		\$643.00	CT 25036459
US Bank Corporate Payment System	WALMART.COM	\$271.86	
	VONS	\$17.39	
	JAFFA CAFE	\$247.75	
	WALMART	\$9.36	
	WALMART	\$23.87	
	COSTCO	\$6.29	
	COSTCO	\$22.57	
	COSTCO	\$21.74	
	SWISS RESTAURANT	\$213.56	
	COSTCO	\$19.51	
	CA Police Chiefs Assoc Membership	\$100.00	
	California Community Colleges	\$600.00	
	CASBO Advertising for Budget Analyst Position	\$250.00	
	United Airlines-NeoEd Conf. 10-4 thru 10-7-22	\$588.25	
	United Airlines-NeoEd Conf. 10-4 thru 10-7-22	\$228.60	
	United Airlines-NeoEd Conf. 10-4 thru 10-7-22	\$23.00	
	Costco Meeting Supplies (Snacks/Waters)	\$141.60	
	Liebert Cassidy Whitmore Title IX Training	\$2,500.00	
		\$5,285.35	CT 25036460
Verizon Wireless	Orbic Speed 5G hotspot	\$206.24	
	Unlimited mobile broadband plan 2 year	\$15.95	
	Unlimited mobile broadband plan 2 year	\$38.01	
		\$260.20	CT 25036461
Work World	Uniforms for LE mechanic 07-05-22 to 05-31-23	\$174.23	
		\$174.23	CT 25036462
Abigail Alvarez Gallardo	Manual Refund Submitted	\$35.00	
		\$35.00	CT 25036463
Alessandro Ante	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25036464
Naysen Antonio	Manual Refund Submitted	\$250.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$250.00	CT 25036465
Alyssa Balboa Wallace	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036466
Hannah Covarrubias	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036467
Terry Evans	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25036468
Quintin Ford	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036469
Kaylee Galindo	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036470
Kortni Gilbertson	Manual Refund Submitted	\$95.00	
		\$95.00	CT 25036471
Devin Guggia	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036472
Albert Helmling IV	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25036473
Gavin Hertler	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25036474
Orestes Iribarren	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036475
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$465.00	
		\$465.00	CT 25036476
Daniel Kossuth	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036477
Breana Lujano	Manual Refund Submitted	\$40.00	
		\$40.00	CT 25036478
Nicholas Maddox	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036479
Katie Manzo Gomez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036480
Mariah Martinez	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25036481
Samantha Mcdonald	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036482
Djavid Mckee	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036483
Andrea Murray	Manual Refund Submitted	\$887.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$887.00	CT 25036484
Marian Quaid-Maltagliati	Manual Refund Submitted	\$1,056.00	
		\$1,056.00	CT 25036485
Fatima Rea Meza	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036486
Wendy Reyna Plancarte	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036487
Karissa Rodriguez	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036488
Angel Ruiz	Manual Refund Submitted	\$2,604.00	
		\$2,604.00	CT 25036489
Belen Ruiz	Manual Refund Submitted	\$246.00	
		\$246.00	CT 25036490
Blanca Ruiz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036491
Marissa Velasquez	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25036492
Manuel Zuniga	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036493
Acupuncture Center of Santa Maria	SERVICE AGREEMENT 24 AUGUST 2022 THRU 30 JUNE 2023	\$500.00	
		\$500.00	CT 25036494
Adamski Moroski Madden Cumberland & Green LLP	Legal Representation - Ground	\$638.33	
	Legal Representation - Ground	\$1,659.67	
		\$2,298.00	CT 25036495
Stephanie Alvarado	Reimbursement for CAN-TRIOs FAFSA Workshop Lunch	\$21.64	
	Reimburse for Financial Wellness Workshop Snacks	\$71.35	
		\$92.99	CT 25036496
Amazon	Instructional Supplies 7/05/2022-5/31/2023	\$101.34	
	Office Supplies, 7/06/22 - 5/31/23	\$104.08	
	Office Supplies, 7/06/22 - 5/31/23	\$75.77	
	Office Operational Supplies	\$206.88	
	Instructional Supplies July 1, 2022-May 31, 2023	\$52.18	
	Office Supplies, July 1, 2022 - May 31, 2023	\$28.31	
	Athletic Supplies 7-1-22 through 5-31-23	\$107.74	
	Athletic Supplies 7-1-22 through 5-31-23	\$116.29	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	\$107.85	
	Instructional Supplies 9/22/22 - 5/31/23	\$100.54	
	Office Supplies 09.27.22 to 12.31.22	\$48.83	
		\$1,049.81	CT 25036497
American Business Machines	Staples for machines, Office supplies	\$342.56	
	Canon imageRUNNER DX C3826i Digital Copier,	\$3,410.57	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
American Business Machines	Inner Finisher-L1	\$653.42	
	Cabinet Type W	\$107.66	
		\$4,514.21	CT 25036498
American General Media Inc.	30-second ad promoting 2022 Term 2 Classes to run	\$500.00	
		\$500.00	CT 25036499
American Star Tours, Inc.	Bus Service - AHC Softball on 10-07-22	\$1,875.00	
		\$1,875.00	CT 25036500
American Welding Society	2022 Membership Renewal Member # 677801	\$88.00	
		\$88.00	CT 25036501
Apple Inc.	Apps and Books Credit for Education D6701Z/A	\$500.00	
	Magic Mouse - Black Multi-Touch #MMM3AM/A	\$215.33	
	Magic Keyboard w/Touch ID #MK293LL/A	\$324.08	
	USB-C to USB Adapter #MJ1M2AM/A	\$41.33	
		\$1,080.74	CT 25036502
Art Central Art Supply	Instructional Supplies	\$134.59	
		\$134.59	CT 25036503
Atkinson Andelson Loya Ruud And Romo	Frisk Master Training Higher Education 7-19-22	\$10,097.00	
	Frisk Master Training Higher Education 7-19-22	\$2,327.00	
		\$12,424.00	CT 25036504
Dana Avila	Open Mileage 9.13.22	\$13.65	
		\$13.65	CT 25036505
B & B Steel & Supply	Steel, 3 x 3 x .120 H.S.T. 20 ft. per Inv. 693992	\$167.48	
	Steel, 3 x 3 x .120 H.S.T. 120 in.	\$94.61	
	Pressed Steel Cap, 3 inch	\$5.22	
		\$267.31	CT 25036506
B&H Photo Video	Aruba Wireless Access Point AP-505	\$7,486.44	
	Porta-Trace 36x48 LED Light Table. SKU#PO3648TCLED	\$2,098.61	
	Shipping	\$288.94	
	Black 312A-Style 4-Channel Quad Mic Preamp.	\$1,115.16	
	Beseler Digital Timer. SKU#BEDT8197	\$757.47	
	Beseler 50mm f/3.5 Enlarger Lens. SKU#BE50BEL35	\$809.95	
	Rodenstock 135mm f/5.6 Rodagon Enlarging Lens.	\$1,618.57	
	Beseler Jam Nut. SKU#BEJN	\$119.19	
	Beseler 16x20" Universal Easel. SKU#BEEU1620	\$2,384.56	
	Porta-Trace 10x12" Stainless Steel Lightbox w/ 3	\$1,443.07	
Aruba Wireless Access Point AP-505	\$13,368.64		
		\$31,490.60	CT 25036507
Battery Systems Inc	Batteries for alarm panels from 07.01.2022 through	\$159.63	
		\$159.63	CT 25036508
Bremer Auto Parts	Operational Supplies for Fire Academy	\$174.75	
		\$174.75	CT 25036509
Brodart	OPERATIONAL SUPPLIES, 8-29-22 TO 5-31-23	\$162.92	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$162.92	CT 25036510
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$7,119.01	
		\$7,119.01	CT 25036511
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
	Campus Graphics Copier Maintenance	\$13,886.51	
	Lease Contract Charges for DUPLO DC646	\$980.73	
		\$18,784.39	CT 25036512
Carolina Biological	Instructional Supplies for Biology Labs	\$61.99	
	Instructional Supplies for Biology Labs	\$23.69	
	Instructional Supplies for Biology Labs	\$26.11	
		\$111.79	CT 25036513
Chief Information Systems	CISOA Annual District Membership Fee	\$300.00	
		\$300.00	CT 25036514
Coastal Reprographic Services	Printing for Fine Arts Project Services during	\$34.55	
		\$34.55	CT 25036515
Constellation Newenergy Inc	Electricity Services 7.1.2022 - 6.30.2023	\$61,711.23	
	Electricity Services 7.1.2022 - 6.30.2023	\$15,427.81	
		\$77,139.04	CT 25036516
	Electricity Services 7.1.2022 - 6.30.2023	\$3.15	
	Electricity Services 7.1.2022 - 6.30.2023	\$0.79	
		\$3.94	CT 25036517
	Electricity Services 7.1.2022 - 6.30.2023	\$100.88	
	Electricity Services 7.1.2022 - 6.30.2023	\$25.22	
		\$126.10	CT 25036518
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		\$100.00	CT 25036519
	Deionized Water for Bldg M	\$346.50	
		\$346.50	CT 25036520
Cynthia Diaz	PREPAY REG & MEALS 11.2-4.22	\$194.40	
		\$194.40	CT 25036521
Discount School Supply	Operational Supplies for children center per	\$68.58	
	Operational Supplies for children center per	\$22.28	
	Operational Supplies for children center per	\$896.64	
		\$987.50	CT 25036522
DMQ Catering	Lunch meal for Launch and Swearing-In event	\$586.71	
	Lunch meal for Launch and Swearing-In event	\$120.17	
		\$706.88	CT 25036523
Mary Dominguez	Reimburse for Mailing of Financial Aid FISAP	\$30.20	
		\$30.20	CT 25036524
Drug Free Sport	Oral Fluid Sports 5 Panel 8.24.22 Invoice #30466	\$1,036.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Drug Free Sport	Collection Charges 8.24.22	\$504.00	
	Mileage 8.24.22	\$191.00	
		\$1,731.00	CT 25036525
Fisher Scientific Co Llc	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$227.00	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	(\$77.55)	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$71.31	
	Science Lab Supplies July 1, 2022-May 31, 2023	\$103.74	
		\$324.50	CT 25036526
Follett Heg - Ahc Bookstore	Follett Book Purchase: You Majored in What?	\$461.92	
		\$461.92	CT 25036527
	RESERVE TEXTBOOKS, 7-30-22 TO 5-31-23	\$293.08	
		\$293.08	CT 25036528
	Textbooks 7/1/22 - 5/31/23	\$11.72	
		\$11.72	CT 25036529
	SEAP Library Books, Effective 7/1/22 - 5/31/23	\$295.53	
	\$295.53	CT 25036530	
	Text Books–Item 9.78161+12 ENGR 170 #9781607854838	\$3,262.50	
		\$3,262.50	CT 25036531
	Non-CTE Textbooks for 2022-2023 Innovation	\$4,934.26	
		\$4,934.26	CT 25036532
Foodbank Of Santa Barbara County	Food for Food Share Because We Care 2022-2023	\$366.71	
		\$366.71	CT 25036533
	Food for Food Share Because We Care 2022-2023	\$547.49	
	Food for Food Share Because We Care 2022-2023	\$596.81	
		\$1,144.30	CT 25036534
	Food for Food Share Because We Care 2022-2023	\$791.59	
		\$791.59	CT 25036535
Garland/DBS, Inc	Scope of Work: Add Alternate 2	\$88,571.79	
		\$88,571.79	CT 25036536
Kenneth George	Reimburse for Postage for PELLETB test to POST	\$13.55	
		\$13.55	CT 25036537
GotSafety, LLC	Monthly Consultation fees from 07/01/22 to	\$1,150.00	
		\$1,150.00	CT 25036538
Bethany Henderson	On-Line PD Training Reimbursement	\$190.00	
		\$190.00	CT 25036539
Henry Schein Inc	Classroom supplies per Attached Order #31223953 SQ	\$13.31	
	Classroom supplies per Attached Order #31223953 SQ	\$73.21	
	Classroom supplies per Attached Order #31223953 SQ	\$132.13	
	Classroom supplies per Attached Order #31223953 SQ	\$184.98	
	Classroom supplies per Attached Order #31223953 SQ	\$258.35	
	Medical Supplies per Attached Order #30467407 SQ	(\$108.53)	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Henry Schein Inc	Medical Supplies per Attached Order #30467407 SQ	\$108.53	
	Medical Supplies per Attached Order #30467407 SQ	\$132.07	
	Medical Supplies per Attached Order #30467407 SQ	\$179.67	
	Medical Supplies per Attached Order #30467407 SQ	\$151.57	
	Medical Supplies per Attached Order #30467407 SQ	\$598.89	
		\$1,724.18	CT 25036540
Lisa Hernandez	Reimbursement for Food purchased for LE Advisory	\$66.50	
		\$66.50	CT 25036541
High-Tech Electric	SW2 HD 4K PLUS HDMI Switcher	\$725.36	
	eLink 100 T US Wireless HDMI Transmitter	\$800.40	
	elink 100 R US Wireless HDMI Receiver	\$875.44	
	HD Pro P/25 Plenum Rated HDMI High Speed Cable	\$243.87	
	USBC-HDMI F-F on Pigtail, Black Cable	\$125.06	
	USB-C HD 101 USB-C to HDMI Interface	\$325.16	
	Two HDMI Female to Female on 10" Pigtails Cable	\$157.58	
	Two USB A Female to Two USB B Female on Pigtails	\$117.56	
	Two AC Outlets AAP AV Connectivity Modules	\$168.83	
	USB PowerPlate 200 Series Charging Cables	\$168.83	
	IR Emitter and Shield Kit	\$57.53	
	PS 125 Multiple Output 12 VDC, 48 W Power Supply	\$793.39	
	RSB 129 Basic Rack Shelf for 9inch Deep Products	\$97.55	
	RSB 126 Rack Shelf for 6in deep parts	\$292.65	
	RSF 123 Rack Shelf Kit for 3.5in deep products	\$395.19	
	SuperSpeed 5Gbps USB-C Cable 6ft	\$65.03	
	HDMI Ultra 1.5ft Cable	\$330.17	
	HDMI Ultra 3ft Cable	\$135.07	
	HDMI Ultra 6ft Cable	\$292.65	
	STP22 Cable Serial Control Audio Cable 1000ft	\$256.38	
SPK18 AWG Speaker Cable 1000ft	\$312.66		
FREIGHT	\$123.63		
		\$6,859.99	CT 25036542
Jensen Jeung	Open Mileage 8.16-9.29.22	\$412.75	
		\$412.75	CT 25036543
Ken Vertrees Printing Inc	Envelopes , 6-3/4 for Trip Cards per Invoice 25745	\$104.40	
		\$104.40	CT 25036544
Margaret Lau	Fall 2022 Rancho Mirage, CA	\$524.25	
		\$524.25	CT 25036545
Mitch McCann	Advance Conf-Law Enforcement San Diego, CA	\$705.39	
		\$705.39	CT 25036546
Matthew Mcelhenie	CA Emergency Medical Services Meeting San Jose, CA	\$751.54	
		\$751.54	CT 25036547
Cintia Mendoza	CCCAOE Rancho Mirage, CA	\$524.25	
		\$524.25	CT 25036548
Ricardo Navarrette	Reg & Meals prepay Lake Arrowhead 11.2-4.22	\$194.40	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$194.40	CT 25036549
Old Town Shirt Factory	DT6000 White District Very Important Tee	\$21.60	
	PC150 White Port & Company - Ring Spun Cotton Tee	\$259.17	
		\$280.77	CT 25036550
	Customer Provided, Back Pack, ATHLETICS Logo	\$138.65	
	Customer Provided, 6-Polo, 2-Jackets, SPORTS	\$73.95	
	Customer Provided, Jacket, SOCCER Logo	\$18.49	
		\$231.09	CT 25036551
Pacific Gas & Electric Company	Electricity Services 7.1.2022- 6.30.2023	\$19.57	
	Electricity Services 7.1.2022 - 6.30.2023	\$5.20	
		\$24.77	CT 25036552
	Electricity Services 7.1.2022- 6.30.2023	\$56.80	
	Electricity Services 7.1.2022 - 6.30.2023	\$15.10	
		\$71.90	CT 25036553
	Electricity Services 7.1.2022- 6.30.2023	\$2,188.23	
	Electricity Services 7.1.2022 - 6.30.2023	\$581.68	
		\$2,769.91	CT 25036554
	Electricity Services 7.1.2022- 6.30.2023	\$4,744.42	
	Electricity Services 7.1.2022 - 6.30.2023	\$1,261.17	
		\$6,005.59	CT 25036555
	Electricity Services 7.1.2022- 6.30.2023	\$487.57	
	Electricity Services 7.1.2022 - 6.30.2023	\$129.61	
		\$617.18	CT 25036556
Julia Raybould-Rodgers	Strengthening Student Conf. Garden Grove, CA	\$1,819.72	
		\$1,819.72	CT 25036557
Jennie Robertson	Ad Astra Conf. Kansas City MO	\$355.04	
	Ad Astra Conf. Kansas City MO	\$749.56	
		\$1,104.60	CT 25036558
Skills Usa California	2022-23 Fall Leadership Virtual Conf Session 3	\$75.00	
		\$75.00	CT 25036559
Skills Usa Inc	Adelina Pozos Professional Postsecondary Dues	\$40.00	
	Thomas Lamica Professional Postsecondary Dues	\$40.00	
	Eric Gonzalez Professional Postsecondary Dues	\$40.00	
	Ronald Lovell Professional Postsecondary Dues	\$40.00	
	Patrick McGuire Professional Postsecondary Dues	\$40.00	
		\$200.00	CT 25036560
SLO Safe Ride	Bus Service - AHC Women's Soccer Team on 9-23-22	\$3,651.58	
		\$3,651.58	CT 25036561
Smith Pipe & Supply Inc	Flo Pro Span Coupling per Invoice 3948517	\$33.36	
	Irrigation Supplies per Invoice 3942409	\$1,727.98	
	Freight Charges	\$47.98	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,809.32	CT 25036562
So Ca Intersegmental Articulation Council	2022-2023 SCIAC Annual Dues Invoice #3456	\$100.00	
		\$100.00	CT 25036563
Pamela Storie	Reimburse for food/water for fall 2022 UTC	\$14.01	
		\$14.01	CT 25036564
Christopher Straub	Film Viewing SLO CA	\$89.20	
		\$89.20	CT 25036565
Maria Suarez	Reimburse for Food Purchased for Children's Center	\$96.67	
	Reimburse for Supplies for Children's Center	\$81.04	
		\$177.71	CT 25036566
US Bank Corporate Payment System	MARRIOTT NEW YORK MARQUIS	\$1,574.60	
	MARRIOTT NEW YORK MARQUIS	\$8,010.70	
	United Airlines 2022 Flight Fees for VP E. Smith	\$673.20	
	United Airlines Economy Seating Bundle Fee	\$96.00	
	Harrah Casino Lake Tahoe Hotel Fee VP	\$193.54	
	UPS Notary Fee	\$15.00	
	Collision Insurance Fee for VP E. Smith to	\$52.00	
	College Sport Information - Annual Dues for	\$125.00	
		\$10,740.04	CT 25036567
US Department of Veterans Affairs	Return VA summer 2022	\$20.00	
		\$20.00	CT 25036568
Woodrow Vega	COMMODITY FROM GEN. ACCTG. ENC.	\$665.24	
		\$665.24	CT 25036569
Nancy Ward	CCCAOE Rancho Mirage CA	\$524.25	
		\$524.25	CT 25036570
American Society Of Composers	License Fee for Non Dramatic Performance for the	\$1,398.79	
		\$1,398.79	CT 25036571
AMG & Associates, Inc	Fine Arts Complex Project	\$1,097,158.24	
	Fine Arts Complex Project	\$300,139.57	
	Change Order #018 to Include Multiple Revisions	\$83,376.00	
		\$1,480,673.81	CT 25036572
	Fine Arts Complex Project	\$61,198.43	
	Fine Arts Complex Project	\$16,731.77	
		\$77,930.20	CT 25036573
Aquapulse Chemicals	Aqua-Chlor 12.5% per Invoice 2209003582	\$1,687.31	
	Energy-Fuel Charges	\$124.12	
	Aqua-Chlor 12.5% per Invoice 2210003698	\$1,931.40	
	Energy-Fuel Charges	\$142.08	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,884.91	CT 25036574
Cal State Auto Parts	Auto Supplies, 07-01-22 thru 05-31-23	\$36.24	
	Auto Supplies, 07-01-22 thru 05-31-23	\$211.67	
	Auto Supplies, 07-01-22 thru 05-31-23	\$45.82	
		\$293.73	CT 25036575
Dovetail Decision Consultants, Inc.	Furniture equipment consulting services	\$0.00	
	Furniture equipment consulting services	\$2,500.00	
	Additional FF&E Coordination Services for the	\$2,000.00	
		\$4,500.00	CT 25036576
EconAlliance	ANNUAL DINNER AND FUTURE FORUM	\$700.00	
		\$700.00	CT 25036577
FMT Consultants, LLC	IT Infrastructure and Security Assessment	\$862.50	
		\$862.50	CT 25036578
Griego Pool Service	Mec O Matic Pump Head with Tubing per Inv. 3478	\$216.00	
	Stenner Pump Head Replacement	\$162.00	
	LDPE Chem Feed Tube	\$108.00	
	Chlorine Liquid-Gallon	\$121.50	
	Acid Liquid-Gallon	\$32.40	
	Labor Charges	\$400.00	
		\$1,039.90	CT 25036579
Christopher Hite	Gig Harbor Film Festival Gig Harbor, WA	\$2,208.02	
		\$2,208.02	CT 25036580
J W Pepper & Son Inc	Instructional supplies 9/09/22-5/30/23	\$45.35	
		\$45.35	CT 25036581
Steven Marshall	CCFC Conf Sacramento, CA	\$451.50	
		\$451.50	CT 25036582
McKesson Medical Surgical Inc	CONTROL URINE DROPPER ITEM#211624	\$243.69	
	SHIP ON ICE FEE	\$8.70	
	BP UNIT ITEM#854388	\$113.61	
	HOT COMPRESS ITEM#521484	\$32.13	
	SALINE WOUND WASH ITEM#670708	\$11.48	
	OPTI-VISOR LENS ITEM# 50610	\$225.92	
	Hand sanitizer box item#1111746	\$19.77	
		\$655.30	CT 25036583
Mission Linen Supply	Laundry Service for Auto Body Program	\$21.65	
	Laundry Services for Auto Tech 7.1.22-6.30.23	\$34.60	
		\$56.25	CT 25036584
ODP Business Solutions LLC	Office Supplies for 7-1-2022 to 5-31-2023	\$63.92	
	Office Supplies July 1, 2022-May 31, 2023	\$47.97	
	Office Supplies July 1, 2022-May 31, 2023	\$1,035.76	
	Office Supplies July 1, 2022-May 31, 2023	\$8.04	
	Instructional Supplies	\$128.90	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	\$63.37	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies-08/01/2022-05/31/2023	\$170.73	
	HP 37A Black Toner Cartridge	\$209.82	
	Office Supplies 9/1/22 - 5/31/23	\$217.45	
	Office Supplies 9/1/22 - 5/31/23	\$609.74	
	Operational Supplies 9-28-22 - 5-31-23	\$311.60	
		\$2,867.30	CT 25036585
Old Town Shirt Factory	T-Shirt Purchase for Puente Mentorship Kickoff	\$528.20	
		\$528.20	CT 25036586
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		\$444.10	CT 25036587
Roebbelen Construction Management Services	AHC Fine Arts Project - Construction Management	\$46,465.00	
		\$46,465.00	CT 25036588
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,633.03	
		\$1,633.03	CT 25036589
SHI International Corp	C2G 6 Foot HDMI Cable	\$380.63	
	Dell Latitude 5430 14 Inch Touch Screen Laptop	\$2,102.14	
	Logitech Ergo M575 Bluetooth Trackball Mouse	\$48.94	
		\$2,531.71	CT 25036590
Signs Of Success Inc	Name Plates, 18x2 per quote dated 8-9-22	\$160.02	
	Directional Signs, 18x10	\$171.89	
	Mounting Hardware	\$19.58	
	Set Up and Shipping	\$59.81	
	Design Labor	\$40.00	
		\$451.30	CT 25036591
SLO Pest And Termite	Termite Fumigation for Athletic Trainer Modular	\$1,470.00	
		\$1,470.00	CT 25036592
Smart & Final	Snacks for UTC workshops and student events	\$102.97	
		\$102.97	CT 25036593
	CA Supply purchase 08.15.22 thru 12.31.22	\$26.20	
	CA Supply purchase 08.15.22 thru 12.31.22	\$40.02	
	CA Supply purchase 08.15.22 thru 12.31.22	\$201.90	
	CA Supply purchase 08.15.22 thru 12.31.22	\$29.87	
	CA Supply purchase 08.15.22 thru 12.31.22	\$35.23	
	CA Supply purchase 08.15.22 thru 12.31.22	\$179.37	
		\$512.59	CT 25036594
Specialty Constructors Services Inc	Construction for the Baseball Softball Complex	\$37,024.35	
		\$37,024.35	CT 25036595
Subway	Cash for College food for Pioneer Valley High	\$98.00	
	Cash for College food for Nipomo High School	\$49.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$147.00	CT 25036596
Uline Inc	Bindery Supplies, Lamination	\$624.41	
		\$624.41	CT 25036597
United Parcel Service	UPS Charges, 7-1-22 thru 6-30-23	\$56.22	
		\$56.22	CT 25036598
Urbane Cafe	Food Purchase for Puente Mentorship Event Kickoff	\$766.69	
		\$766.69	CT 25036599
US Bank Corporate Payment System	CyberWeld - Welding Jackets and Gloves for PCPA	\$280.89	
	J&R Registrations - Educating for Careers	\$1,185.00	
	Urbane Cafe - Lunch for Interview Committee	\$58.45	
	Pesticide App Pro (Training-Hunt & Herrera)	\$240.00	
	Sheraton (Hotel-CCFC Conference, Steve Marshall)	\$612.90	
	Bosch (EVOLVE Diagnostic Software Subscription)	\$875.00	
	Uber Trip Help (Steve Marshall)	\$142.75	
	Raising Canes - Food for Northern Santa Barbara	\$638.30	
	Home Depot - Dewalt Inverter Generator	\$760.16	
	RANCHO BOWL	\$806.91	
	URBANE CAFE	\$24.14	
	AMAZON	\$19.56	
	Party City- Balloons for EOPS Open House Event	\$67.77	
	Sheraton Park Hotel Anaheim, CA- Hotel Stay for	\$2,418.07	
	Sheraton Park Hotel Anaheim, CA- Hotel Stay for	\$2,418.07	
	Smart and Final- Food for Lompoc Valley Campus	\$209.07	
		\$10,757.04	CT 25036600
Darlene Vera	Enrollment Reimbursement Spring 22	\$212.00	
		\$212.00	CT 25036601
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$740.00	
		\$740.00	CT 25036602
Christlaina Anderson	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25036603
Lily Andrews	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25036604
Moses Baldivia	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036605
Christopher Barry	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25036606
Keilana Buranen	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036607
Elvia Calderon	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036608
Tereso Colores Vazquez	Manual Refund Submitted	\$25.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$25.00	CT 25036609
Juliana Cruz	Manual Refund Submitted	\$862.00	
		\$862.00	CT 25036610
Ella Edds	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036611
Shanreign Choline Feliciano	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036612
Joshua Garcia	Manual Refund Submitted	\$35.00	
		\$35.00	CT 25036613
Kortni Gilbertson	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036614
Elisa Hernandez	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25036615
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036616
Carlos Labachuco	Manual Refund Submitted	\$2,000.00	
		\$2,000.00	CT 25036617
Elvira Leon	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036618
Mariah Lopez	Refund Submitted	\$2.00	
		\$2.00	CT 25036619
Eylin Lugo Velandia	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036620
Landon Mccaslin	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25036621
Jocelyn Mejia	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036622
Grace Minetti	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036623
Avery Munden-Manko	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036624
Ethan Njikang	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036625
Mercedes Oropeza	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036626
Krish Panchal	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036627
Albertano Patricio	Manual Refund Submitted	\$500.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$500.00	CT 25036628
Martha Ramirez	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25036629
Audrey Reese	Manual Refund Submitted	\$23.00	
		\$23.00	CT 25036630
Ruth Sanchez Mendez	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036631
Stephanie Santos	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25036632
Hermelinda Santos-Gijon	Manual Refund Submitted	\$700.00	
		\$700.00	CT 25036633
Tynan Schierman	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036634
Sabrina Sendejas	Manual Refund Submitted	\$837.00	
		\$837.00	CT 25036635
Julian Valles	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25036636
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC Base Rent Lease	\$25,183.00	
		\$25,183.00	CT 25036637
Comcast Cable	Comcast Monthly Recurring Costs	\$214.32	
		\$214.32	CT 25036638
Dominic Dal Bello	UCLA Conf. Los Angeles, CA	\$255.75	
		\$255.75	CT 25036639
GM Financial Leasing	Leasing 2020 Chev Suburban, 07-01-22 thru 10-30-22	\$768.55	
		\$768.55	CT 25036640
	Leasing 2020 Chev Suburban, 7-01-22 thru 10-30-22	\$768.55	
		\$768.55	CT 25036641
	Leasing 2020 Chev Suburban, 7-01-22 thru 2-28-23	\$759.61	
		\$759.61	CT 25036642
	Leasing 2020 Chev Suburban, 7-01-22 thru 2-28-23	\$759.61	
		\$759.61	CT 25036643
Edwin Hodges	SCULA Campus Networking Los Angeles, CA	\$3,852.00	
		\$3,852.00	CT 25036644
Hyatt	Lodging Thomas Lamica 2.25-28.23	\$840.09	
		\$840.09	CT 25036645
	Lodging 2.25-28.23	\$840.09	
		\$840.09	CT 25036646
	Lodging Sacramento, CA	\$840.09	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$840.09	CT 25036647
Thomas Lamica	Fall 22 CCCAOE Conf Rancho Mirage, CA	\$524.39	
		\$524.39	CT 25036648
Frankie Maldonado	Open Mileage 9.15-29.22	\$70.25	
	Open Mileage 9.15-29.22	\$70.25	
		\$140.50	CT 25036649
Alejandra Medina	HACU Conf. San Diego, CA	\$580.43	
		\$580.43	CT 25036650
Gabriel Ochoa	ASCCC Rising Scholars Lompoc, CA	\$51.00	
		\$51.00	CT 25036651
Pacific Gas & Electric Company	Electricity Services 7.1.2022- 6.30.2023	\$1,647.58	
	Electricity Services 7.1.2022 - 6.30.2023	\$437.96	
		\$2,085.54	CT 25036652
	Electricity Services 7.1.2022- 6.30.2023	\$113.96	
	Electricity Services 7.1.2022 - 6.30.2023	\$30.29	
		\$144.25	CT 25036653
Greg Pensa	HACU Conf San Diego, CA	\$636.44	
		\$636.44	CT 25036654
Genevieve Siwabessy	CSSO 2022 Symposium LA, CA	\$196.88	
		\$196.88	CT 25036655
Alyssa Stovall	Fall 2022 CCCAOE Conf Rancho Mirage, CA	\$178.14	
		\$178.14	CT 25036656
Hanali Tapia-Palacios	Fall CCCAOE Conf. 10.3-7.22 Rancho Mirage CA	\$524.39	
		\$524.39	CT 25036657
Verizon Wireless	Monthly Line Charges for 805-621-2466 thru 6.30.23	\$76.02	
		\$76.02	CT 25036658
	Cell Phone Service Fees for Facilities Dept.	\$491.82	
	Verizon annual plan charges for Student Navigators	\$171.98	
		\$663.80	CT 25036659
	Cell Phone Service from 07/01/22 - 06/30/23	\$521.13	
		\$521.13	CT 25036660
Kevin Walthers	HACU Conf. 10.7-11.22T San Diego, CA	\$819.69	
		\$819.69	CT 25036661
Hilda Zacarias	HACU Conf. San Diego, CA	\$183.00	
		\$183.00	CT 25036662
Action Sales	Electric Kettle, Stationary, 30 Gal, 2" TDO,	\$16,077.60	
	Double Pantry Faucet w/ Swing Spout. #N CLEV-DPKS	\$653.59	
	Freight	\$1,250.00	
		\$17,981.19	CT 25036663

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Akeso Occupational Health	TB-Xray-Medical-Physicals 7-1-22 to 6-30-23	\$350.04	
		\$350.04	CT 25036664
Amazon	Supplies for the Chem labs 07-01-22 thru 05-31-23	\$91.19	
	Instructional supplies for Biology Labs	\$114.49	
	Office Supplies 07-05-22 to 05-31-23	\$16.29	
	Instructional Supplies July 1, 2022-May 31, 2023	\$58.84	
	OFFICE OPERATIONAL SUPPLIES 09/01/22 - 05/31/23	\$83.73	
	Physics supplies Sept 1, 2022 thru May 31, 2023	\$206.03	
	Instructional supplies for Biology labs	\$163.07	
	Office Operational Supplies 9/22/22 - 5/31/23	\$28.26	
	Operational Supplies 10-10-22 to 05-31-23	\$20.64	
	Operational Supplies 10-10-22 to 05-31-23	\$78.93	
	ECO Worthy 200 watt 12 Volt Complete Solar Panel	\$595.85	
	Office Operational Supplies 9/22/22 - 5/31/23	(\$28.26)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.03)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.10)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.11)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.15)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.18)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.20)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.22)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.26)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.31)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.32)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.36)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.37)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.39)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.40)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.43)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.43)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.37)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.40)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	(\$0.42)	
	Misc Supplies for Childrens Cntr 7-1-22 to 5-31-23	\$1,561.38	
		\$2,984.99	CT 25036665
American College Health Association	INSTITUTIONAL MEMBERSHIP RENEWAL FOR 2023	\$430.00	
		\$430.00	CT 25036666
American Industrial Supply	Operational Supplies for Fire Academy	\$18.55	
	Operational Supplies for Fire Academy	\$6.53	
		\$25.08	CT 25036667
American Star Tours, Inc.	Bus Service - AHC Softball on 10-15-22	\$1,875.00	
	Bus Service - AHC Men's Soccer Team on 10-14-22	\$1,500.00	
	Bus Service - AHC Fall Baseball on 10-18-22	\$1,500.00	
		\$4,875.00	CT 25036668
Blick Art Materials	Laguna Spray Booth !DT Pro-V Seamless #30231-0000.	\$3,675.73	
	Laguna Spray Booth !D SS Shelf #30231-0001.	\$265.01	
	Laguna Spray Booth !DP 3/4 Exhaust Fan #30231-1034	\$3,338.60	

Allan Hancock College

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Blick Art Materials	Laguna Spray Booth !D Filter/Reg #30231-1001.	\$252.49	
	BLICK E-Z GRIP BLACK STUDIO KNIFE	\$48.40	
	BLICK/UTR BLK ART TPE BLACK .75X60YD	\$20.43	
	BLICK/UTR ARTIST TAPE WHITE 1/4INX60YD	\$22.73	
	DOUBLE TACK FILM 9X12 3PKG	\$78.56	
	CRESCENT MATBOARD !30 MANOR BLK 32X40	\$172.52	
		\$7,874.47	CT 25036669
Bremer Auto Parts	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$70.81	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$57.92	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$44.33	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$10.85	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	(\$44.33)	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$121.67	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$371.65	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$657.93	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$79.57	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	\$109.83	
		\$1,480.23	CT 25036670
Brummel Myrick & Associates	LEED Engineering Services for Operational	\$1,288.00	
		\$1,288.00	CT 25036671
Ca Dept Of Public Health	CLINICAL LAB ANNUAL RENEWAL FY2022-23	\$113.00	
		\$113.00	CT 25036672
Cal Oes	11-25 FRO-WMD Certificates from CSTI for CRN 20339	\$80.00	
		\$80.00	CT 25036673
Califitness Equipment Expert	Life Fitness Leg Extension Tulip Knob Part 7351401	\$7.62	
	shipping	\$16.50	
	Fitness equipment preventative maintenance	\$400.00	
	Fitness Equipment Preventative Maintenance	\$407.00	
		\$831.12	CT 25036674
California Electric Supply	Electrical-Lighting Supplies, 07-01-22 thru	\$460.32	
	Electrical-Lighting Supplies, 07-01-22 thru	\$204.45	
	Electrical-Lighting Supplies, 07-01-22 thru	\$67.60	
	Electrical-Lighting Supplies, 07-01-22 thru	\$384.26	
	Electrical-Lighting Supplies, 07-01-22 thru	\$36.83	
	Ballast, LEDVA, QTP2X54T5HOUNVPSN	\$974.31	
		\$2,127.77	CT 25036675
Gerardo Cano	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036676
Carmel & Naccasha LLP	Investigation Services thru 9-30-22	\$100.00	
		\$100.00	CT 25036677
CDW Government Inc	Ergotron MXV Desk Monitor Arm	\$1,733.82	
	Samsung S27A600NWN LED Monitor 27"	\$4,338.68	
	Ergotron MXV Desk Monitor Arm	\$650.18	
	Recycling Fee	\$55.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$6,777.68	CT 25036678
Computerland Of Silicon Valley	AZURE USAGE BEYOND EES CAMPUS AGMT PREPAYMENT	\$1,802.34	
	AZURE USAGE BEYOND EES CAMPUS AGMT PREPAYMENT	\$112.23	
		\$1,914.57	CT 25036679
Council Of Chief Librarians	MEMBERSHIP RENEWAL, 2022-2023, INV. #22-001	\$150.00	
		\$150.00	CT 25036680
Credentials Solutions LLC	Net Due to Credentials for Sept 2022 Transcripts	\$1,208.21	
		\$1,208.21	CT 25036681
David Grant Inc	Noho Care Annual Maintenance Fee	\$213.00	
	Noho Care Annual Maintenance Fee	\$213.00	
	Noho Care Annual User License Fee	\$242.00	
	Noho Care Annual User License Fee	\$242.00	
	Noho Database Annual Hosting Service	\$1,296.00	
		\$2,206.00	CT 25036682
Earth Systems Pacific	Structural Steel Sampling, Testing, and Inspection Report Preparation and Project Supervision	\$782.50 \$6,183.90	
		\$6,966.40	CT 25036683
Efren's Santa Maria Mexican Restaurant	Food Purchase for BIGE Club Meeting on 10.14.2022	\$445.87	
		\$445.87	CT 25036684
Emerald Wave Media	CHRISTMAS MIXER AD SPONSOR	\$500.00	
		\$500.00	CT 25036685
Angelica Eulloqui	Reimburse for Lunch for PD 700 Students	\$231.39	
		\$231.39	CT 25036686
Federal Express Corp	Mailings for Acct #1104-8488	\$8.32	
		\$8.32	CT 25036687
Kevin Flores	MESA Student Award for completion of the MESA	\$500.00	
		\$500.00	CT 25036688
Foodbank Of Santa Barbara County	Food for Food Share Because We Care 2022-2023	\$519.65	
		\$519.65	CT 25036689
	Food for Food Share Because We Care 2022-2023	\$1,088.20	
		\$1,088.20	CT 25036690
Grainger Inc.	Plastic Core Wheel, PUR Tread, Inv. 9446802481	\$187.57	
		\$187.57	CT 25036691
Grant Sound & Lighting Inc	Balance due for On Site Lighting Design Consulting	\$1,775.00	
		\$1,775.00	CT 25036692
Griego Pool Service	Stark SS-72 Commercial Sand Filter Internal Parts	\$1,944.00	
	Labor Charges	\$1,750.00	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,694.00	CT 25036693
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-22 thru 05-31-23	\$153.13	
		\$153.13	CT 25036694
Healy Awards Inc	4 Color Chrome Finish Softball Helmet Decals	\$282.00	
	2 Color Chrome Finish Softball Helmet Decals	\$257.40	
	Shipping	\$35.91	
		\$575.31	CT 25036695
Henry Schein Inc	Table Casting Laminate, Oak Brown. Item #1236779.	\$1,511.24	
	Backrest Adjustable, 30"L. Item #3927376	\$220.70	
	Paper Dispenser/Cutter Co. Item #1100126	\$50.54	
	Towel Warmer Deluxe, White. Item #3080051	\$399.42	
		\$2,181.90	CT 25036696
Nancy Hernandez	Reimburse for Accessing Higher Grounds Conference	\$635.00	
		\$635.00	CT 25036697
High-Tech Electric	PMK 155 Pipe Mount Quote #HIGH-0631	\$662.84	
	Freight	\$30.48	
		\$693.32	CT 25036698
Home Depot	Instructional supplies 07-05-22 to 05-31-23	\$361.68	
	Operational supplies 07-05-22 to 05-31-23	\$30.37	
	Operational Supplies for Fire Academy	\$13.49	
	Operational Supplies for Fire Academy	\$25.90	
	Operational Supplies for Fire Academy	\$116.13	
	Operational Supplies for Fire Academy	\$13.02	
	Instructional Supplies for Fire Academy	\$77.45	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$110.54	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$62.98	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$29.54	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$66.20	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$51.58	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$142.17	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$276.56	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$70.10	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$44.52	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$21.75	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$65.01	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$44.34	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$21.66	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$70.10	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$208.73	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$143.48	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$15.48	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$74.46	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$22.00	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$78.01	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$260.93	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$1,085.34	
	Maintenance Supplies - SM, 7-1-22 thru 5-31-23	\$39.02	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Home Depot	ENVT Instructional Supplies 7.1.22-5.31.23	\$247.69	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$36.38	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$126.29	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$59.12	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$47.14	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$310.21	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	(\$35.86)	
	Maintenance Supplies - LVC , 8-1-22 thru 5-31-23	\$17.36	
	13 Amp 35 lbs. Demolition Jack Hammer	\$587.23	
	Supplies per Invoice 9082073	\$46.99	
	Supplies per Invoice 8120813	\$36.80	
	Supplies per Invoice 8626373	\$37.43	
	Rug Gripper per Invoice 22535	\$12.63	
	Supplies per Invoice 2511483	\$18.91	
	Supplies per Invoice 2526326	\$16.79	
	Operational Supplies for New Building	\$406.51	
	Operational Supplies for New Building	(\$83.52)	
	Operational Supplies for New Building	\$220.71	
	Operational Supplies for New Building	\$399.20	
		\$6,150.55	CT 25036699
	JWSS-22B SAASE Mach with Switch, Item #727200B	\$1,322.66	
	Estimated Freight	\$225.00	
	JSG-6DC Belt/Disc Sander, Item #708599	\$2,015.48	
	\$3,563.14	CT 25036700	
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-22 thru 5-31-23	\$39.11	
		\$39.11	CT 25036701
J B Dewar	Fuel for the AHC Community Ed. Truck Driving Class	\$1,199.79	
		\$1,199.79	CT 25036702
Jay Cee Trophy	Graduation plaques 09-26-2022 to 05-31-2023	\$147.27	
	Graduation plaques 09-26-2022 to 05-31-2023	\$150.08	
		\$297.35	CT 25036703
Norm Katz	Pre-Employment Psychological Screening	\$495.00	
		\$495.00	CT 25036704
Kelly Paper Co	Office Supplies - Paper, Wideformat and Bindery	\$2,146.28	
	Office Supplies - Paper, Wideformat and Bindery	\$320.20	
	Office Supplies - Paper, Wideformat and Bindery	\$322.20	
	Office Supplies - Paper, Wideformat and Bindery	\$181.26	
		\$2,969.94	CT 25036705
Laguna Clay Company	Brent Wheel #16, wheelchair accessible, 110v, with Laguna Clay Pallet	\$4,404.49	
	Shipping Charge for Brent Wheel	\$10.00	
		\$251.02	
	\$4,665.51	CT 25036706	
Linde Gas & Equipment Inc.	Carbon Dioxide Liquid, 07-01-22 thru 06-30-23	\$327.95	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$327.95	CT 25036707
M & M Restaurant Supply	Undercounter Ice Cube Machine, Koolaire KYF-0150A	\$2,664.38	
	Freight Charges (Estimated)	\$100.00	
		\$2,764.38	CT 25036708
Mcmurray Stern Inc	Photo Sensor Assy-TX Part #610315.001	\$155.00	
	Shipping-Handling Charges	\$25.00	
		\$180.00	CT 25036709
Mission Linen Supply	Laundry Services for Auto Tech 7.1.22-6.30.23	\$34.60	
	Laundry Service for Auto Body Program	\$21.65	
	Uniform Services and Towels, 07-01-22 thru 6-30-23	\$41.13	
		\$97.38	CT 25036710
Krystle Navarrette	Reimbursement for Virtual Professional	\$2,922.98	
		\$2,922.98	CT 25036711
Ricardo Navarrette	Reimbursement for Tablecovers purchase for the	\$17.67	
	Reimbursement for beverages purchase for Puente	\$37.40	
		\$55.07	CT 25036712
Niles Biological	Instructional Supplies for Biology labs	\$31.09	
	Instructional Supplies for Biology labs	\$64.08	
		\$95.17	CT 25036713
Noble Power Equipment	Stihl Trimmer, FS94R per Invoice 552694	\$381.70	
	Parts per Invoice 553870	\$83.90	
	Supplies per Invoice 552698	\$242.37	
	Parts per Invoice 551535	\$28.73	
	Part per Invoice 553412	\$32.36	
		\$769.06	CT 25036714
ODP Business Solutions LLC	Office Supplies, 07/05/22 - 05/31/23	\$244.95	
	Office Supplies 07/01/2022-05/31/2023	\$148.54	
	Office Supplies 07/01/2022-05/31/2023	\$148.54	
	Office Supplies-08/01/2022-05/31/2023	\$39.59	
	Office Supplies for Community Education	\$230.53	
		\$812.15	CT 25036715
Proquest Llc	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$1,199.83	
	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$1,843.94	
	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$417.18	
	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$508.61	
	LIBRARY BOOKS, 8-18-22 to 5-31-23	\$709.56	
		\$4,679.12	CT 25036716
R&M Diesel Service & Towing LLC	R & M Diesel Parts for Truck Driving Class	\$32.34	
	R & M Labor	\$559.23	
		\$591.57	CT 25036717
Rays Auto Parts	Parts-Supplies, 07-01-22 thru 5-31-23	\$7.38	
	Parts-Supplies, 07-01-22 thru 5-31-23	\$14.38	
	Parts-Supplies, 07-01-22 thru 5-31-23	\$20.03	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Rays Auto Parts	Parts-Supplies, 07-01-22 thru 5-31-23	\$31.48	
	Parts-Supplies, 07-01-22 thru 5-31-23	\$53.27	
		\$126.54	CT 25036718
Samy's Camera	Instructional Supplies	\$946.13	
		\$946.13	CT 25036719
SHI International Corp	Belkin 6 Outlet Surge Protector Pivot Plugs	\$26.10	
	Tripp Lite Power Strip 7 Outlet 7 Foot Cord	\$652.50	
	StarTech 10 Foot USB A to B Cable	\$16.31	
		\$694.91	CT 25036720
SLO Safe Ride	Bus Service - M. Basketball Team on 10-18-22	\$1,906.04	
		\$1,906.04	CT 25036721
Smart & Final	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	\$161.64	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	\$161.65	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	\$161.65	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	\$161.65	
		\$646.59	CT 25036722
	Food for childrens center 9-1-22 to 12-31-22	\$122.20	
Food for childrens center 9-1-22 to 12-31-22	\$342.21		
	\$464.41	CT 25036723	
Source Graphics	Artec Eva 3D Scanning System, Part #SCN-EVA.	\$19,646.55	
	Office Supplies - Wideformat Paper and Media	\$492.13	
		\$20,138.68	CT 25036724
Subway	Cash for College food for Santa Maria High School	\$98.00	
	Food purchase for UTC TAG workshop event	\$156.82	
	Food Purchase for UTC TAG Workshop event	\$111.87	
		\$366.69	CT 25036725
Sweetwater Sound Inc.	Behringer 500W 6-ch Portable PA System with BT.	\$605.28	
	Behringer ULM USB WIs Dual HH Mic System.	\$120.18	
	On-Stage Stands Speaker/Mic Std. Bag, 50".	\$66.70	
	On-Stage Stands Mini-Adjustable Speaker Std.	\$44.09	
	\$836.25	CT 25036726	
Synergy Sports	Foundation Services-Video Database-College with	\$900.00	
		\$900.00	CT 25036727
Thales DIS USA, Inc	Fingerprint Clearance Services 7-1-22 thru 6-30-23	\$8.25	
		\$8.25	CT 25036728
Tom Little Inspections	Inspection and Fees for the Fine Arts Complex	\$12,000.00	
		\$12,000.00	CT 25036729
United Refrigeration Inc	HVAC Supplies, 07-01-22 thru 05-31-23	\$1,095.46	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$34.22	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$77.16	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$80.01	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$83.52	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$110.62	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$112.91	

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Vendor Name	Description	Amount	Warrant
United Refrigeration Inc	HVAC Supplies, 07-01-22 thru 05-31-23	\$298.95	
	HVAC Supplies, 07-01-22 thru 05-31-23	\$321.81	
		\$2,214.66	CT 25036730
United Site Services Of California Inc	Portable Toilets (15) for Home Football Games	\$1,269.14	
		\$1,269.14	CT 25036731
US Bank Corporate Payment System	The Swiss Restaurant: Lunch Meeting with Staff	\$196.14	
	Inspiring Champions: 3 Life Navigation Books	\$152.00	
	Sandys - Vehicle Registration Fees #51231	\$78.00	
	Kapwing Digital Subscription	\$20.00	
	Facebook Advertising Hancock Hello	\$130.54	
	Facebook Advertising Fall Comm Ed Classes	\$561.64	
	Spotify Advertising Fall Comm Ed Classes	\$76.79	
	Spotify Advertising Hancock Hello	\$69.31	
	Subway Sandwiches for Student Photo Shoot	\$186.60	
	Costco Food and Drinks Student Photo Shoot	\$25.28	
	AP Stylebook 2022 for Presidents Office	\$44.69	
	CSSO 2022 symposium registration	\$350.00	
	Costco - Basic Needs Center supplies	\$361.72	
	Alaska Airlines - flight for NAACO 2023 conference	\$552.02	
	NAACO - 2023 annual conference registration	\$1,050.00	
	CDW Gov-Apple 10.2-inch iPads for CAEP Navigators	\$1,060.96	
	Facebook-Noncredit Class Promotion	\$200.00	
	Facebook-Noncredit Class Promotion	\$200.00	
	Facebook-Noncredit Class Promotion	\$31.54	
	Zoom-Monthly Subscription for FKCE Program	\$40.00	
	Facebook-Noncredit Class Promotion	\$200.00	
	Aztec Software-GED Vouchers for Noncredit Classes	\$1,215.00	
	Canva-Annual Subscription for Marketing-Promotion	\$149.90	
	Facebook-Noncredit Class Promotion	\$200.00	
	Home Depot-Under Cabinet Lighting	\$130.40	
	Facebook-Noncredit Class Promotion	\$200.00	
		\$7,482.53	CT 25036732
Nancy Acheoual	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036733
Maria Alcorta	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036734
Alyssa Alonzo	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036735
Gerson Amaya	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036736
Bryan Arias	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036737
Noemi Arias	Manual Refund Submitted	\$50.00	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25036738
David Armstrong	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036739
Daniel Arredondo	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036740
Fabiola Ayala	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036741
Dylon Bailey	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036742
Karla Balcazar	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036743
Kaitlyn Barr	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036744
Christopher Barrera	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036745
Jordan Bauer	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036746
Enrique Bautista	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036747
Dalene Boggs	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036748
Sidney Bowen	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036749
Mallory Branum	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036750
Susan Cabrera	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036751
Shantal Castro	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036752
Izel Chavez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036753
Emiliano Cisneros	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036754
Alejandro Coracero	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036755
Jose Cortes	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036756
Eric Cortez Cortez	Manual Refund Submitted	\$40.00	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$40.00	CT 25036757
Evelin Cruz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036758
Jose Cruz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036759
Matthew Cuellar	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036760
Jeremiah Dart	Manual Refund Submitted	\$200.00	
		\$200.00	CT 25036761
Fernanda Deleonoso	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036762
Brenda Diaz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036763
Rodrigo Duarte	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036764
Yesenia Estrada	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036765
Adil Fouzi	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036766
Troy Fulton	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036767
Caitlyn Gallas	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036768
Jose Garcia	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036769
Ian Girod	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036770
Isaiah Gomez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036771
Alexis Gonzalez Cruz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036772
Haydin Greene	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036773
Andrea Grenfell	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036774
Vanessa Gutierrez-Montano	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036775
Cody Hall	Manual Refund Submitted	\$50.00	

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Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25036776
Kristin Halter	Manual Refund Submitted	\$70.50	
		\$70.50	CT 25036777
Benjamin Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036778
Julia Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036779
Rosalinda Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036780
Sithlali Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036781
Vanessa Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036782
Zachary Hightower	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036783
Leticia Isabeles	Manual Refund Submitted	\$46.00	
		\$46.00	CT 25036784
Shamonte Jackson	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036785
Emma Jacobs	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036786
Eden Jimenez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036787
Amanda Johnson	Manual Refund Submitted	\$481.00	
		\$481.00	CT 25036788
Parker Katona	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036789
Ashley Keener	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036790
Daniel Kilgore	Manual Refund Submitted	\$166.00	
		\$166.00	CT 25036791
Sophia Killgore	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036792
Daniel Kossuth	Manual Refund Submitted	\$844.00	
		\$844.00	CT 25036793
Trevor Lamberson	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036794
Trevyn Lamison	Manual Refund Submitted	\$50.00	

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Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25036795
Brooke Lemaire	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036796
Amelie Lemus	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036797
Mireya Leon	Manual Refund Submitted	\$869.00	
		\$869.00	CT 25036798
Kevin Lopez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036799
Marivel Lozano	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036800
Celeste Madrid	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036801
Marco Manzur	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25036802
Erick Marceleno Martinez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036803
Stewart Marshall	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25036804
Kate Martella	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036805
Nayely Martinez	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036806
Christy Mccornack	Manual Refund Submitted	\$84.00	
		\$84.00	CT 25036807
Rafael Nanalis	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036808
Eliesandro Narciso Alarcon	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036809
Gillan Nickason	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036810
T Onnen	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036811
Isabella Paguyo	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036812
Ellen Pankratz	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036813
Maximillian Pecile	Manual Refund Submitted	\$50.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25036814
Makai Puga	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036815
Maria Quesada Santana	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036816
Delayna Quezada	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036817
Mekenzie Raffel	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036818
Ines Ramirez Morelos	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036819
Nathali Rea	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036820
Zachary Rehkopf	Manual Refund Submitted	\$925.00	
	Manual Refund Submitted	\$3.00	
		\$928.00	CT 25036821
Diana Rivera Gracida	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036822
Alisa Robles	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036823
Ezequiel Rocha	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036824
Jack Rock	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036825
Bella Rodriguez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036826
Gabriel Romero	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036827
Adan Rubalcava	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036828
James Rudd	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036829
Edwin Ruiz	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036830
Savannah Sahagun	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036831
Jessie Santos	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036832
Hailee Silva	Manual Refund Submitted	\$46.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hailee Silva	Manual Refund Submitted	\$50.00	
		\$96.00	CT 25036833
Laura Silva	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036834
Izabella Smith	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036835
Jakhia Smith	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036836
Jonathan Smith	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036837
Salvador Solorio	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036838
Raymond Tapia	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036839
Katherine Telling	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036840
Cameron Terry	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036841
Marsean Thorn	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25036842
Anna Tlatenchi	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036843
Izabelle Vargas	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036844
Maria Vargas	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036845
Julio Vargas Chavez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036846
Miguel Vasquez-Cortes	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036847
Alondra Vazquez	Manual Refund Submitted	\$481.00	
		\$481.00	CT 25036848
Hector Villa	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036849
Ashley Walling	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036850
Samantha Walters	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036851
Stacey Wied	Manual Refund Submitted	\$50.00	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25036852
Alyssa Williams	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036853
Courtney Wiseblood	Manual Refund Submitted	\$75.00	
		\$75.00	CT 25036854
Devin Xiong	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036855
Brianna Ybarra	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036856
Eduardo Zurita	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25036857

Allan Hancock College

Warrant Register

Check Dates from 10/1/2022 to 10/31/2022
Bank Code: RC

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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
Oct- 2022	
ACRONYMS	
19six Architects	Nineteen Six Architects (Formerly PMSM)
3C4A	California Community College Counselors/Advisors Academic Assn for Athletics
4imprint Inc.	NO ACRONYM
AC SUPPLY	Air Conditioning Supply
AHC Foundation	Allan Hancock College Foundation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AMG & Associates, Inc	NO ACRONYM
B & B Steel & Supply	NO ACRONYM
B & H Photo	NO ACRONYM
CAL-OES	California Office of Emergency Services
CCCEOPSA	Calif Community College Extended Opportunity Programs & Services Assn
CDW Government Inc	Computer Discount Warehouse Government Inc
CPRS	California Parks and Recreation Society
DBS, Inc	Design Build Solutions, Inc
DLR Group	Dana Larson Roubal Group
DMQ Catering	Doug Maria Quintana Catering
FMT Consultants, LLC	emailed
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
Global CTI Group, Inc	Global Computer Telephony Integration Group, Inc
GM Financial Leasing	General Motors Financial Leasing
J B Dewar	NO ACRONYM
J W Pepper & Son Inc	NO ACRONYM
KIDI/KRTO/KTAP La Buena	NO ACRONYM
M&M Restaurant Supply	NO ACRONYM
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
PARS	Public Agency Retirement System
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service	NO ACRONYM
SHI International Corp	Software House International Corp.
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
Thales DIS USA, Inc	Thales Digital Internet Security USA, Inc.
UC Regents	University of Calif Regents
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
WEX Bank	Wright Express Financial Services Corp

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
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 surplus and authorize disposal of the items through the appropriate procedures.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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SURPLUS LIST FOR DECEMBER 2022 BOARD MEETING

Box #	Document Date	File Name	Destroy Date
0001	2016-2017	Scholarship Applications – May 2012: Alpha A-Z (last name)	07/01/2022
0002	2016-2017	Scholarship Applications – May 2012 ineligible and Non-Funded Applications and May 2014 Applications – Alpha A-C (last name)	07/01/2022
0003	2016-2017	Scholarship Applications – May 2014 Applications – Alpha C-Z (last name)	07/01/2022
0004	2016-2017	Scholarship Applications May 2014 Applications – Ineligible and Non-Funded Applications	07/01/2022
0005	2016-2017	Scholarship Applications – May 2013 Applications and Disbursement Records Fall 2013/Spring 2014	07/01/2022
0006	2016-2017	Scholarship Applications – Disbursement Records Fall 2012/Spring 2014	07/01/2022
1 of 1	2015-2016	2012-2013 Student Files	10/16/2022
1 of 1	2015-2016	2010-2011 Student Files	10/16/2022
16-039	2016-2017	2013-14 Grant Files	06/30/2019
732	2014-2015	All FY15 AP Bookstore	07/01/2019
1 of 1	2015-2016	2015 LVN and RN Class Folders	10/16/2022
1 of 1	2014-2015	2015 LVN Class and RN Class, 2015 RN applications, U15 HHA and EKG	10/16/2022
1 of 1	2014-2015	CAN S15, 2014 LVN, MA Class of 2014-2015, MB class of 2014-2015	10/16/2022
1 of 1	2014-2015	2015 LVN and RN Class Folders	10/16/2022
1 of 1	2005-2006	LVN 2012	07/01/2022
0001	2011-2012	2011 RN Class	07/01/2022
0001	2011-2012	2010 RN Class	07/01/2022
769	2016-2017	July and August 2016 – Work Envelopes and Deposit Logs	07/01/2022
771	2016-2017	September and October 2016 – Work Envelopes and Deposit Logs	07/01/2022
771	2016-2017	November and December 2016 – Work Envelopes and Deposit Logs	07/01/2022
772	2016-2017	January and February 2017 – Work Envelopes and Deposit Logs	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022

SURPLUS LIST FOR DECEMBER 2022 BOARD MEETING

Box #	Document Date	File Name	Destroy Date
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
N/A	2021-2022	Scanning 1995-2016	07/01/2022
0001	2011-2012	2010 LVC Classes	07/01/2022
0001	2011-2012	S11 CAN, U09/U10 CHHA, Employee Files	07/01/2022
1 of 1	2005-2006	MA2012, Employee Files, S12 CAN, RN12 Did Not Reapply	07/01/2022
1 of 1	2015-2016	2011-2012 Student Files	10/16/2022
1 of 1	2015-2016	2013-2014 Student Files	10/16/2022
1 of 1	2015-2016	2009-2010 Student Files	10/16/2022
0001	2011-2012	2009 LVN Waitlist	07/01/2022
1 of 1	2005-2006	LVN 2012	07/01/2022

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Authorization to Utilize the Foundation for California Community Colleges Agreement No. CB-216-17 for the Fine Arts Complex Stage Lighting	Item Number: 12.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 13

BACKGROUND

This request is for authorization to utilize the Foundation for California Community Colleges Agreement No. CB-216-17 to purchase stage lighting from Parker Lighting, Inc. in the amount of \$351,739.63 for the new Fine Arts Complex 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.

The term of this agreement is through December 31, 2022.

FISCAL IMPACT

\$351,739.63 will be funded through the Capital Projects Fund.

RECOMMENDATION

Staff recommends that the board of trustees approve authorization to utilize the Foundation for California Community Colleges Agreement No. CB-216-17 to purchase stage lighting from Parker Lighting, Inc. in the amount of \$351,739.63 for the new Fine Arts Complex under the provisions of California Public Contract Code 20652 (Community College Districts).

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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FOUNDATION for CALIFORNIA
COMMUNITY COLLEGES

www.foundationccc.org

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES ADMINISTRATIVE SERVICES AGREEMENT

CB-216-17

This ADMINISTRATIVE SERVICES AGREEMENT (“Agreement”) is made this **1st day of March, 2017** (“Effective Date”), between the Foundation for California Community Colleges (“Foundation”) and **Parker Lighting, Inc.** (“Supplier”).

RECITALS

WHEREAS, the Foundation for California Community Colleges (“Foundation”) is the official auxiliary organization for the California Community College (“CCC”) Board of Governors, Chancellor’s Office, and CCC system. It is a private, non-profit 501(c)(3) organization. The Foundation was formed and began operations in the spring of 1998-after the Board of Governors of the CCC had disassociated with the prior California Community Colleges Foundation in late 1997; and

WHEREAS, Trustees of the California State University (“CSU”), a California higher education system, has entered into a Master Agreement dated March 1, 2017 attached hereto as Exhibit B (“Master Agreement”) by and between CSU and Supplier, as may be amended from time to time in accordance with the terms thereof, for the purchase of Supplier’s interior and exterior lighting applications, as more fully described in the Master Agreement (**“Product”**); and

WHEREAS, set forth by Assembly Bill 653 (Levine), California community college districts (“Participating Agencies”) may purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University (California Public Contract Code 20653.5 and Education Code 81646); and

WHEREAS, Supplier desires to make the Master Agreement available to California community colleges, which are supported, in part, by the Foundation and the parties desire to add and incorporate by reference, the terms in this Agreement, into the terms of the Master Agreement; and

WHEREAS, The Foundation developed, supports, and operates collegebuys.org (“CollegeBuys”), a cooperative purchasing program designed to pool the purchasing power of public and private schools across the nation and, as a result, the Foundation is in a unique and valuable position to provide Supplier with marketing and promotional services for the Product; and

WHEREAS, CollegeBuys was established in 1999 and represents over 1800 colleges and universities nationwide and is the largest higher education purchasing consortium nationwide. CollegeBuys focuses

on facilities and construction related material and equipment; technology hardware, software and other technology; and higher education related products and services; and

WHEREAS, CollegeBuys seeks to improve the overall value and selection process of various facilities items, while leveraging the buying power of and providing a purchasing forum for educational institutions and public agencies. Some agreements will be based upon competitively bid vehicles through a lead agency, utilizing a thorough and business focused process which will raise the performance of the ultimate solution for these entities. Some Foundation agreements may not require a competitive solicitation through a lead agency.

THEREFORE, in consideration of the payments to be made and the mutual covenants contained in this Agreement, the Foundation and Supplier agree as follows:

1. TERMS AND CONDITIONS

1.1 Obligations of the Foundation.

1.1.1 Promotional Services. The Foundation shall utilize CollegeBuys in order to publicize and promote the availability of the Product under the Master Agreement (“Promotional Services”) with all California Community Colleges.

1.2 Obligations of Supplier.

1.2.1 In consideration of the Foundation’s promotional services described in Paragraph 1.1.1 above, Supplier shall pay the Foundation the Administrative Fee pursuant to section 3 of this Agreement.

1.2.2 Supplier shall comply with the Supplier Commitments attached hereto and incorporated herein as Exhibit C.

1.2.3 Supplier shall comply with the Supplier Program Standards attached hereto and incorporated herein as Exhibit D.

1.2.4 Supplier’s failure to maintain the Commitments or comply with the Program Standards identified in Exhibits C and D, respectively, shall be a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, is cause for termination of this Agreement at the Foundation's sole discretion.

1.2.5 Upon request, Supplier shall make available to potential Participating Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary to evaluate potential purchases. Supplier authorizes the Foundation’s use of Supplier’s name, trademarks, and materials in promoting the use of the Master Agreement and purchasing program.

1.3 Insurance. Upon request within ten (10) days of formal commitment to utilize the Agreement, the Supplier and each Subcontractor identified in its Subcontractors List issued by the Supplier shall deliver to the agency taking part in the agreement Certificates of Insurance evidencing the insurance coverage in the minimum amounts noted below. The foregoing notwithstanding, a Participating Agency may require additional or different insurance coverage or minimum amounts in connection with the use of the agreement. In such event, such additional or different insurance requirements

shall be noted in writing from the Participating Agency, and the Supplier shall comply with the same.

- 1.3.1 Workers' Compensation Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
- 1.3.2 Commercial General Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons, damage to property, completed operations, and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
- 1.3.3 Modifications; Cancellation; Additional Insured. Each Participating Agency hereunder shall be additional named insured to the Commercial General Liability insurance policies of the Supplier and its Subcontractors. The Workers' Compensation insurance policy and the General Liability insurance policy of the Supplier and each Subcontractor shall include provisions that the policy terms will not be materially modified and the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Agency, as applicable.

2. SPECIFIC PROVISIONS

- 2.1 Term. This Agreement shall be coterminous with the Term agreed upon in Exhibit B, between CSU and Supplier.
- 2.2 Right to Terminate. Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination at least thirty (30) days in advance.
- 2.3 Terms and Conditions in Master Agreement. The terms and conditions of the Master Agreement, attached as Exhibit B, shall apply and are incorporated by reference into this Agreement except as otherwise provided in this Agreement.
- 2.4 Use of Logo. **The Foundation's prior review and written approval is required for any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings.**

3. QUARTERLY FEES & REPORTING

- 3.1 Quarterly Administrative Fee. Supplier shall pay Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes, additional services (excluding included services) and transportation for all purchases of Participating Public or Private Agencies under said Master Agreement and provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears at Exhibit E. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting

format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.

- 3.2 Accounting. Supplier shall at its expense maintain an accounting of all purchases made by Participating Public and Private Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation. Quarterly reports and the administrative fee applicable to each quarter, as described in item 16 above, are due within thirty (30) days of the end of each calendar quarter.
- 3.3 Material Breach. Failure to provide a quarterly report within fifteen (15) days and payment within thirty (30) days, as specified in Paragraph 3.2 shall be regarded as material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement at the Foundation's sole discretion. All administrative fees not paid within sixty (60) days of the end of each quarter shall bear interest at the rate of one and one half percent (1.5 %) per month until paid.
- 3.4 Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 3.1 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).
- 3.5 Right to Compare Records. The Foundation or its designee may, at the Foundation's sole discretion, compare Participating Agency records with quarterly reports submitted by Supplier. If there is a discrepancy, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier's quarterly reports. The Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the review of records and reports; the audit; Foundation staff time; and expenses, counsel, and collection.

4. GENERAL PROVISIONS

- 4.1 Purchasing. With respect to any purchases by a Participating Agency pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating Agency; (ii) shall not be obligated, liable or responsible for any order made by Participating Agency or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable, or responsible for any failure by any Participating Agency to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Agency or any employee thereof under this Agreement.

- 4.2 Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- 4.3 Modification and Waiver. Except as provided otherwise herein, this Agreement may not be modified except by a writing signed by an authorized representative of both parties. A waiver by either party of its rights hereunder shall not be binding unless contained in a writing signed by an authorized representative of the party waiving its rights. The non-enforcement or waiver of any provision shall not constitute a waiver of such provision on any other occasion unless expressly so agreed in writing.
- 4.4 Assignment. Neither party may assign this Agreement without the prior written consent of the other party which shall not be unreasonably withheld. The consent requirement shall not apply to an assignment to a successor corporation in the event of a merger or acquisition. Further, each party may assign this Agreement without consent to any of its affiliates. Subject to the foregoing, this Agreement will be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
- 4.5 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatsoever.
- 4.6 Notices. All reports, notices, and other written or electronic communications given under this Agreement shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

4.6.1 Foundation

Foundation for California Community Colleges
 1102 Q Street, Suite 4800
 Sacramento, CA 95811
 Attn: **Jorge J.C. Sales**
Executive Director of Program Development
 Email: jsales@foundationccc.org

4.6.2 Supplier

Parker Lighting, Inc.
 201 Manchester Blvd.
 Inglewood, CA 90301
 Attn: **Louis Hirsch**
President
 Phone: (310)674-8193
 Email: louis@parkerlighting.com


- 4.6.3 Written notice shall be deemed to have been duly served if delivered at or sent by registered or certified mail to the address provided by Supplier in Paragraph 4.4.2 above.

- 4.7 Governing Law. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sacramento, subject to transfer of venue under applicable State law.
- 4.8 General Indemnity. Each party to this Agreement (“Indemnitor”) shall defend, indemnify, and hold harmless the other and its agents, representatives, officers, consultants, employees (collectively “Indemnitees”) from any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to, attorney’s fees and costs including fees of consultants) of any kind, nature and description (collectively “Claims”) brought by an unaffiliated third party, that results in a judgment awarded by a court of competent jurisdiction, or as part of a final settlement, and that directly arises out of, is connected with, or results from, the gross negligence, or willful misconduct of the Indemnitor or its agents or employees in the performance of or failure to perform Indemnitor’s obligations under this Agreement and that results in death or personal physical injury, or damage to tangible personal property suffered or incurred by the Indemnified Party. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.
- 4.9 Limitation of Liability. In no event shall either parties’ aggregate liability arising out of or related to this Agreement, whether in contract, tort, or under any other theory of liability exceed the amounts paid by the Foundation for California Community Colleges under this Agreement.
- 4.10 Damages. Notwithstanding anything stated herein to the contrary, neither party shall not be liable for any special, consequential, indirect or incident damages, including but not limited to lost profits in connection with this Agreement.
- 4.11 Independent Parties. This Agreement does not constitute, give effect to, or otherwise imply a joint venture, pooling arrangement, partnership, or formal or informal business organization of any kind, or (except as expressly set forth herein) any sort of agency relationship between the parties. Neither party will, or will have the power to, bind the other party to any third party without the prior written consent of the other party. The relationship of Supplier and the Foundation under this Agreement is that of independent contractors. Neither party (the “Acting Party”) will have the authority to make any agreement or commitment, or incur any liability on behalf of the other party, nor shall such other party be liable for any acts, omissions to act, contracts, commitments, promises, or representations made by the Acting Party. Except as expressly set forth herein, this Agreement does not restrict either party from conducting business with any third party.
- 4.12 Precedence. This Agreement and any exhibits constitutes the entire, complete, final, and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon the Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail. The exhibits will be given precedence as follows: (1) Foundation’s Administrative Services Agreement; (2), Master Agreement between Supplier and CSU; (3) Exhibits of this Agreement beyond the aforementioned.

- 4.13 Good Faith Cooperation. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
- 4.14 Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
- 4.15 Authorized Representative. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective Parties, and by their signatures to bind the respective Parties to this Agreement.

IN WITNESS WHEREOF, the Foundation for California Community Colleges has caused this Agreement to be executed in its name, and the Supplier has caused this Agreement to be executed in its name, all as of the Effective Date.

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

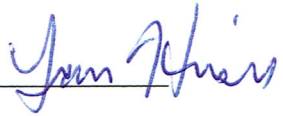


 By Joseph Quintana
 [typed name]
 Title Chief Operating Officer
 Date Mar 15, 2017

Melissa Conner

 Melissa Conner (Mar 20, 2017)
 By Melissa Conner
 [typed name]
 Title Chief Advancement Officer
 Date Mar 20, 2017

SUPPLIER

Parker Lighting, Inc. 

 By Louis Hirsch
 [typed name]
 Title Prresident
 Date March 13, 2017

PRICING AGREEMENT

AGREEMENT NUMBER 160208	AM. NO. 6
CONTRACTOR IDENTIFICATION NUMBER 000009910	

THIS AGREEMENT, made and entered into this **21st day of December, 2020**, in the State of California, by and between the Trustees of the California State University, which is the State of California acting in a higher education capacity, through its duly appointed and acting officer, hereinafter called CSU and

CONTRACTOR'S NAME

Parker Lighting, Inc., hereafter called Contractor,

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulation of the University hereinafter expressed, does hereby agree to furnish to the University services and materials as follows:

Original agreement #160208, dated September 15, 2016, is hereby further amended as follows:

Rider B-6: Cal State Pricing List, dated November 17, 2020 and consisting of seven (7) pages, is hereby incorporated by reference and made part of the agreement. This Rider replaces all previous Pricing Lists.

The revised term of this agreement shall be through December 31, 2022.

Except as previously amended and amended herein, all other terms and conditions of the original Agreement continue in full force and effect.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

UNIVERSITY		CONTRACTOR	
Trustees of the California State University		Parker Lighting, Inc.	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
<i>Laura Bennett</i>	Dec 21, 2020	<i>Louis Hirsch</i>	Dec 21, 2020
PRINTED NAME AND TITLE OF PERSON SIGNING Laura Bennett, Contract Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Louis Hirsch President	
ADDRESS 401 Golden Shore Long Beach, CA 90802		ADDRESS 201 West Manchester Blvd Inglewood, CA 90301	

QUOTATION

PARKER LIGHTING, INC.

201 West Manchester Blvd • Inglewood, CA 90301

Phone (310) 674 – 8193 • Fax (310) 674 – 3072

“We Light Your World”

Service • Experience • Knowledge

November 28, 2022

Roebbelen Contracting Inc.
1241 Hawks Flight Court, Unit 100,
El Dorado Hills, CA 95762

The following is the quote for the lighting for the Allan Hancock College Fine Arts Bldg. Theatrical Lighting project:

**DUE TO NUMEROUS MANUFACTURER
ANNOUNCED PRICE INCREASES IN 2022
PRICING IS FIRM FOR 30 DAYS ONLY. RE-QUOTE
WILL BE REQUIRED FOR RELEASE AFTER 30 DAYS**

*****QUOTING THEATRICAL LIGHTING ONLY*****

****MUSIC LAB AND DANCE STUDIO 1 EXCLUDED****

<u>Qty</u>	<u>Brand</u>	<u>Part Number</u>
12	ALT	6-BD-4 Barn Doors
5	ALT	PD11 PHX /S4 Drop in Iris Assy
5	ALT	PHX-PHGSB Gobo
6	ALT	PHX1.5-RGBL-19-B
19	PHX	150W LED RGBL Profile Sp BL w/510, SFLGSA
6	ALT	PHX1.5-RGBL-26-B
26	PHX	150W LED RGBL Profile Sp BL w/510, SFLGSA
6	ALT	PHX1.5-RGBL-36-B
36	PHX	150W LED RGBL Profile Sp BL w/510, SFLGSA
5	ALT	PHX1.5-RGBL-50-B
50	PHX	150W LED RGBL Profile Sp BL w/510, SFLGSA

Qty	Brand	Part Number (cont.)
20	ALT	AIP-200-RGBL-B-SCED 200-Watt IP65 RGBL W. SPK-ED w. SPK-PBG-12-5
8	ALT	SSCYC100-RGBA-B Spectra Series LED CE CYC 100W with PowerCon & DMX RGBA Black
8	ALT	SSCYC100-YOKE-B SpectraSeries LED CYC 100 Yoke w/Hardware & 510 Clamp Black
8	ALT	264 4 Rung Ladder w/Heavy Duty Pipe Clamp
17	ALT	PHX1.5-RGBL-19-B
2	ALT	71-0805
4	ALT	71-0804
6	ALT	SSCYC100-RGBA-B
6	ALT	SSCYC100-YOKE-B
2	ALT	AFS-700-B-PCED Counterweight not required when AFS-ECB is excluded
2	ALT	AFS-ACCF
6	ALT	PHX1.5-RGBL-36-B
6	ALT	PHX1.5-RGBL-26-B
5	ALT	AIP-200-RGBL-B-SCED
6	ALT	SSCYC100-RGBA-B
6	ALT	SSCYC100-YOKE-B
16	ALT	510
6	ALT	PDII
16	ALT	PHX-PHGSB Gobo
55	ALT	EXT-12-PBG-5
75	ALT	EXT-12-PBG-10
45	ALT	EXT-12-PBG-25
16	ALT	EXT-12-PBG-50
67	ALT	XLR-5-5
82	ALT	XLR-5-10
40	ALT	XLR-5-25
11	ALT	XLR-5-50
18	ALT	DMX-5-TERM
15	ALT	EXT-12-PBG-15
22	ALT	XLR-5-15
12	ALT	PCTJ-12-5
12	ALT	PCTJ-12-10
12	ALT	PCTJ-12-15
26	ALT	SC-36-BK

*****VIDEO PRODUCTION STUDIO*****

<u>Qty</u>	<u>Type</u>	<u>Brand</u>	<u>Part Number (cont.)</u>
6	LX-V1	ILUMINARC	OVATIONE910FC
6	LX-V1	ILUMINARC	OHDLENS36
6	LX-V1	ILUMINARC	CTC50G
6	LX-V1	ILUMINARC	SC07
6	LX-V2	ILUMINARC	OVATIONE910FC
6	LX-V2	ILUMINARC	OHDLENS50
6	LX-V2	ILUMINARC	CTC50G
6	LX-V2	ILUMINARC	SC07
6	LX-V3	ILUMINARC	OVATIONP56FC
6	LX-V3	ILUMINARC	CTC50G
6	LX-V3	ILUMINARC	SC07
12	LX-V4	ILUMINARC	OVATIONCYC1FCV2
12	LX-V4	ILUMINARC	CTC50G
12	LX-V4	ILUMINARC	SC07
2		ILUMINARC	ONAIRPANELMINIP OnAir Panel Min IP
2		ILUMINARC	ONAIRPANELMINIPBARNDOR OnAir Panel Min IP Barndoor
2		ILUMINARC	CTC50G CTC-50G Clamp
2		ILUMINARC	SC07 SC-07 Safety Cable

*****DRAMA CLASSROOM 166*****

15	LX-C1	ILUMINARC	COLORADO2SOLO
15	LX-C1	ILUMINARC	CTC50G
15	LX-C1	ILUMINARC	SC07
6	LX-C2	ILUMINARC	OVATIONE910FC
2	LX-C2	ILUMINARC	OHDLENS26
2	LX-C2	ILUMINARC	CTC50G
2	LX-C2	ILUMINARC	SC07
8	LX-C3	ILUMINARC	OVATIONCYC1FCV2
8	LX-C3	ILUMINARC	CTC50G
8	LX-C3	ILUMINARC	SC07

Sub-Total	\$320,910.00
Tax	\$28,079.63
Sub-Total	\$348,989.63
Freight	\$2,750.00
Total	\$351,739.63

Plus, Applicable Freight

Mfg Terms:		Freight
ALT	Altman Lighting	<u>Allowance</u>
ILUMIN	Iluminarc/Chauvet	Plus Freight
		Freight Allowed

Parker Lighting, Inc. has the current pricing agreement #CB-216-17 with the Foundation of the California Community Colleges

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Authorization to Utilize the Foundation for California Community Colleges CollegeBuys/CSU Consortium Master Agreement No. 00004442	Item Number: 12.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

This request is for authorization to utilize the Foundation for California Community Colleges CollegeBuys/CSU Consortium Master Agreement No. 00004442 to purchase computer equipment and accessories from CDW Government, LLC under the provisions of California Public Contract Code 20652 (Community College Districts). The items will be purchased on a as needed basis and will be used throughout the campus. 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.

The exhibits referenced in the agreement are available for review in the Business Services Department. The term of this agreement is through May 25, 2024.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends that the board of trustees approve authorization to utilize the Foundation for California Community Colleges CollegeBuys/CSU Consortium Master Agreement No. 00004442 to purchase computer equipment and accessories from CDW Government, LLC under the provisions of California Public Contract Code 20652 (Community College Districts).

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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CollegeBuys/CSU Consortium Joint Template Master Agreement

Agreement No. 00004442

This Master Agreement (“Agreement”) is entered into between the Foundation for California Community Colleges, a California 501(c)(3) nonprofit organization (“Foundation”), the Trustees of the California State University (“CSU”) and CDW Government LLC, (“Contractor”). At times, the Foundation and the CSU are referred to herein collectively as the “Consortium.”

RECITALS

WHEREAS, the Consortium is comprised of the Trustees of the California State University, on behalf of the California State University system, and the Foundation for California Colleges, a 501(c)(3) nonprofit organization that serves as the official auxiliary to the California Community College Board of Governors and the California Community Colleges Chancellor’s Office in accordance with California Education Code 72670.5 and which is authorized to enter into system wide agreements on behalf of the California Community Colleges in accordance with California Public Contract Code 20661;

WHEREAS, the CSU develops, maintains, and administers CSU policy related to public procurement practices in the CSU system, including the facilitation of multi-campus, systemwide and multi-agency strategic initiatives, and the Foundation developed, supports, and operates CollegeBuys, a cooperative purchasing program designed to pool the purchasing power of public and private schools across the nation and, as a result, the Foundation is in a unique and valuable position to provide Contractor with marketing and promotional services for Contractor’s products and/or services;

WHEREAS, the Consortium has determined that it is a benefit to establish a Master Agreement with established Contractors so that any or all California public agencies, public and private school districts, or public and private colleges or universities may purchase products at prices stated in this Agreement;

WHEREAS, the Foundation, in partnership with the California State University and the Association of Independent California Colleges and Universities, issued an Information Technology and Personal Computer/Computing Peripherals RFP so that Contractor may provide products and/or services as described in RFP #21-002, attached hereto as part of;

WHEREAS, this Agreement provides that any or all public and private colleges or universities, or the Foundation may purchase Products at prices stated in the RFP #21-002;

WHEREAS, Contractor provides Information Technology and Personal Computer/Computing Peripherals as agreed upon in this Agreement and attached hereto as Exhibit E and Exhibit F;

WHEREAS, Contractor desires to make this Master Agreement available to any and all public agencies, public and private school districts, as well as public and private colleges or universities and their official auxiliary organizations (at times hereinafter referred to individually as “Participating Entity” or “Customer” or collectively as “Participating Entities”), specifically including California Community Colleges, which are supported, in part, by the Foundation,

California State University campuses and their official auxiliary organizations, and the California State University Chancellor's Office; and

WHEREAS, The Consortium seeks to make Contractor's products and/or services available to Participating Entities subject to the terms and conditions in this Agreement.

Therefore, by signing this Agreement, the Parties acknowledge their acceptance of all the terms and conditions in this Agreement and any exhibits attached hereto (collectively the "Agreement" or "Contract").

The term of this Agreement is May 26, 2021 through May 25, 2024

The Parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.


- Exhibit A:** General Terms and Conditions
- Exhibit B:** Special Terms and Conditions between Contractor and Foundation
- Exhibit B-1:** Sample Form of Contractor Quarterly Reporting to Foundation
- Exhibit C:** Special Terms and Conditions between Contractor and CSU
- Exhibit D:** Notices
- Exhibit E-1:** IT and PC Peripherals Program Standards
- Exhibit E-2:** Master Services Sales Agreement
- Exhibit F:** Product Pricing
- Exhibit G:** Contractor Commitment & Program Promotion
- Exhibit H:** Cooperative Utilization
- Exhibit I:** Iran Contracting Act Verification
- Exhibit J:** Contract Amendments/Modifications
- Exhibit K:** Third Party Cloud Services
- Attachment 1:** Bid Documents

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.


CONTRACTOR

By: 
DAVID Hutchins (May 28, 2021 12:35 CDT)
Print Name: DAVID Hutchins
Title: Vice President, Strategic Programs
Date: May 28, 2021


CSU

By: 
Print Name: Ivonne Romo, M.L.S., P.M.P
Title: Associate Director of Procurement Operations
Date: May 28, 2021

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: 
Print Name: Jorge J.C. Sales
Title: Vice President of Program Development
Date: May 28, 2021

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: 
Print Name: Joseph Quintana
Title: Chief Operating Officer
Date: May 28, 2021

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Second Reading: Board Policy 4020, Program, Curriculum, and Course Development	Item Number: 12.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

Board policy 4020, Program, Curriculum, and Course Development, underwent the review process and is presented for approval. Administrative procedure 4020, Program, Curriculum, and Course Development, submitted for the board's review on November 15, 2022, had minor revisions due to a change in procedures. The board policy was reviewed to assure the procedure aligns with the policy. After review, the board policy required no revisions or updates.

The board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Board policy 4020, Program, Curriculum, and Course Development, was submitted for the board's review on November 15, 2022. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt board policy 4020, Program, Curriculum, and Course Development as submitted.

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

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01
Revised: 5/9/17
Revised: 12/11/18
Reviewed:

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Second Reading: Revised Board Policy 5050, Student Success and Support Program	Item Number: 12.F.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 5050, Student Success and Support Program was revised to align with AB 705 and reflect the change from Student Success and Support Programs (SSSP) to Student Equity and Achievement Program (SEAP).

Board Policy 5050, Student Success and Support Program was submitted for the board's review on November 15, 2022. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt board policy 5050, Student Success and Support Program as presented.

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

BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program, currently referenced as the Student Equity and Achievement (SEAP) Program, is a comprehensive set of student support services focused on preparing the student for the expectations of post-secondary enrollment and educational goal completion. The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The Student Success Support Program will provide the community college student access and success by offering effective core matriculation services including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations. The District shall adopt a Student Success and Support Program plan which includes a budget describing the services provided for its students.

References: Education Code Sections 78210 et seq.;
Education Code Sections 78211.5 et seq.;
Title 5 Sections 55500 et. seq.;
WASC/ACCJC Accreditation Standard II.C.2

Adopted: 3/17/92
Revised: 3/15/94
Revised: 12/13/94
Revised: 4/17/01
Revised: 3/17/15

Reviewed: 10/13/20

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Second Reading: Revised Board Policy 6200, Budget Preparation	Item Number: 12.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 6200, Budget Preparation, was updated to delete all references to the Institutional Effectiveness Partnership Initiative (IEPI) aspirational goal of maintaining a general reserve of 10 percent. This requirement has been replaced by Board Policy 6305, Reserves, which requires that the district align its reserve policy with the Government Finance Officer's Association's (GFOA) best practices recommendation to maintain a reserve equal to two months of operating expenditures in the General Fund.

The revised board policy has been vetted through the shared governance process and was submitted for the board's review on November 15, 2022.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised board policy 6200, Budget Preparation as presented.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy**

Chapter 6 – Business and Fiscal Affairs

BP 6200 BUDGET PREPARATION

Each year, the Superintendent/President shall present a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Board of Trustees. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's strategic and educational plans and be developed in consultation with appropriate groups.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by June of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Budget projections address long-term goals and commitments.

References: Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
WASC/ACCJC Accreditation Standard III.D

Adopted: 7/11/17

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Second Reading: Revised Board Policy 6250, Budget Management	Item Number: 12.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 6250, Budget Management, was updated to delete all references to the Institutional Effectiveness Partnership Initiative (IEPI) aspirational goal of maintaining a general reserve of 10 percent. This requirement has been replaced by Board Policy 6305, Reserves, which requires that the district align its reserve policy with the Government Finance Officer's Association's (GFOA) best practices recommendation to maintain a reserve equal to two months of operating expenditures in the General Fund.

The revised board policy has been vetted through the shared governance process and was submitted for the board's review on November 15, 2022.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt revised board policy 6250, Budget Management as presented.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy**

Chapter 6 – Business and Fiscal Affairs

BP 6250 BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board of Trustees approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References: Title 5 Sections 58307 and 58308

Adopted: 7/11/17

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Second Reading: New Board Policy 6305, Reserves	Item Number: 12.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Board Policy 6305, Reserves, fulfills the Chancellor's Office requirement for the district to maintain a reserve equal to two months of operating expenditures in the General Fund. Title 5, Section 58146 provides criteria for funding allowances for districts due to emergency conditions, including pandemics. The intent behind this section of regulation is that districts should not lose Full-Time Equivalent Student (FTES) apportionment because of an emergency or extraordinary condition. These regulations require each district to demonstrate: 1) the applicability of an emergency condition, and 2) good faith efforts to avoid a material decrease in general purpose apportionments. This includes a good faith effort to restore enrollments and re-engage displaced students.

To qualify for the emergency conditions funding allowance this fiscal year, the Chancellor's Office is requiring that the district adopt a board policy that aligns reserve balances to recommendations included in the Government Finance Officers Association (GFOA) Best Practices Fund Balance Guidelines for the General Fund.

<https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>

The new board policy has been vetted through the shared governance process and was submitted for the board's review on November 20, 2022.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt new board policy 6305, Reserves as presented.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy**

Chapter 6 – Business and Fiscal Affairs

BP 6305 RESERVES

The Government Finance Officers Association (GFOA) recommends, at a minimum, that public agencies, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. In establishing a policy governing the level of unrestricted fund balance in the general fund, a variety of factors should be considered, including but not limited to, the following:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

The District shall maintain an unrestricted general fund balance reserve in alignment with GFOA's Best Practices regarding Fund Balance Guidelines for the General Fund.

Reference: Title 5, Section 58146

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 17

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 2022-2023 fiscal year.

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
FALL 2022

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
COUNSELING				
Hernandez, David	Assigned	COUN	Counseling – SM	.005
Millan, Jose	Assigned	COUN	Counseling – SM	.004
LAW ENFORCEMENT				
George, Kenneth	21251	LE 322	Basic Law Enforcement Academy	.025
MACHINE TECHNOLOGY				
Gerrity, John	20998	MT 118	Understanding & Measuring GD&T	.050
MATHEMATICS				
Eachus, Christopher	20226	MATH 182	Calculus 2	.015
Lee, Laurene	20853	MATH 141S	Support for Math 141: Precalcu	.006

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2022

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
FIRE TECHNOLOGY				
Baker, David	20339	FT 308	Firefighter 1 Academy 1B	.121
Burch, William	20339	FT 308	Firefighter 1 Academy 1B	.206
Collins, Brandyn	20339	FT 308	Firefighter 1 Academy 1B	.088
D'Andrea, Dana	20339	FT 308	Firefighter 1 Academy 1B	.114
Dickson, Douglas	20339	FT 308	Firefighter 1 Academy 1B	.088
Dodds, Kyle	20339	FT 308	Firefighter 1 Academy 1B	.029
Hart, Stanley	20339	FT 308	Firefighter 1 Academy 1B	.209
Larsen, Patrick	20339	FT 308	Firefighter 1 Academy 1B	.294
Markley, John	20339	FT 308	Firefighter 1 Academy 1B	.179
Martinez, Christopher	20339	FT 308	Firefighter 1 Academy 1B	.151
Martinez, Essex	20339	FT 308	Firefighter 1 Academy 1B	.059
McLeod, Derek	20339	FT 308	Firefighter 1 Academy 1B	.118
McMann, Scott	20339	FT 308	Firefighter 1 Academy 1B	.117
Montejo, Vincent	20339	FT 308	Firefighter 1 Academy 1B	.176
Osborne, Matthew	20339	FT 308	Firefighter 1 Academy 1B	.059
Orr, Howard	20339	FT 308	Firefighter 1 Academy 1B	.058
Owen, Jack	20339	FT 308	Firefighter 1 Academy 1B	.067
Paige, Brandon	20339	FT 308	Firefighter 1 Academy 1B	.088
Salerno, Scott	20339	FT 308	Firefighter 1 Academy 1B	.059
Shay, Kevin	20339	FT 308	Firefighter 1 Academy 1B	.092
LAW ENFORCEMENT				
Abbas, Hussein	21251	LE 322	Basic Law Enforcement Academy	.021
Bianchi, Catherine	21904	LE 330	Core Custody Academy	.090
Bianchi, Catherine	21251	LE 322	Basic Law Enforcement Academy	.063
Burns, Jeremy	21251	LE 322	Basic Law Enforcement Academy	.029
Day, Alan	21251	LE 322	Basic Law Enforcement Academy	.066
Dickel, Jason	21251	LE 322	Basic Law Enforcement Academy	.084
Dillard, Bryan	21251	LE 322	Basic Law Enforcement Academy	.118
Greene, Jeffrey	21904	LE 330	Core Custody Academy	.046
Hammill, Marc	21406	LE 424	PC 832 Arrest	.139
Kuhl, Perry	21251	LE 322	Basic Law Enforcement Academy	.033
Madrigal, Hector	21251	LE 322	Basic Law Enforcement Academy	.099
Martinez, Michael	21251	LE 322	Basic Law Enforcement Academy	.033
Miller, Deandre	21251	LE 322	Basic Law Enforcement Academy	.085
Miller, Steven	21251	LE 322	Basic Law Enforcement Academy	.162
Neumann, Timothy	21251	LE 322	Basic Law Enforcement Academy	.175
Olmstead, Brian	21251	LE 322	Basic Law Enforcement Academy	.264
Peuvrelle, Christopher	21251	LE 322	Basic Law Enforcement Academy	.067
Reid, Robert	21251	LE 322	Basic Law Enforcement Academy	.188
Rivera, Lisa	21406	LE 424	PC 832 Arrest	.037
Ruth, Ross	21251	LE 322	Basic Law Enforcement Academy	.148
Rylant, Chuck	21251	LE 322	Basic Law Enforcement Academy	.091
Siegel, Amanda	21251	LE 322	Basic Law Enforcement Academy	.063
Vasquez, Frank	21251	LE 322	Basic Law Enforcement Academy	.029
Vega, Woodrow	21251	LE 322	Basic Law Enforcement Academy	.050
Waits, Jared	21251	LE 322	Basic Law Enforcement Academy	.033

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
FALL 2022

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADULT BASIC SKILLS		
Harford-Nourse, Elisabeth	20764	BASK 7015	Reading and Writing Lab	.018
Solorio, Jessica	20764	BASK 7015	Reading and Writing Lab	.027
Speiser, Robert	20764	BASK 7015	Reading and Writing Lab	.036

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2023**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ACCOUNTING				
Darwin, Brent	30038	ACCT 131	Financial Accounting 1	.212
Darwin, Brent	30039	ACCT 132	Financial Accounting 2	.212
ANTHROPOLOGY				
Stokes, Brian	30006	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	30007	ANTH 102	Intro to Cultural Anthro	.212
ART				
Hood, John	30044	ART 101	Art Appreciation	.212
Hood, John	30037	ART 101	Art Appreciation	.212
BUSINESS				
Bryant Robert	30040	BUS 101	Introduction to Business	.212
Bryant Robert	30003	BUS 106	Small Business Management	.212
Comstock, Marie	30004	BUS 107	Human Relations in Business	.212
Comstock, Marie	30041	BUS 110	Business Law	.212
COMPUTER SCIENCE				
Wagner, Michael	30005	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	30047	CS 111	Fundamentals of Programming 1	.283
COUNSELING				
Brackett, Ashley	Assigned	COUN	Counseling – SM	.020
Campos, Mary	Assigned	COUN	Counseling – SM	.040
Freeland, Clint	Assigned	COUN	Counseling – SM	.125
Kelly, Linda	Assigned	COUN	Counseling – LAP	.035
Morales, Mayra	Assigned	COUN	Counseling – SM	.083
Sanchez, Veronica	Assigned	COUN	Counseling – SM	.163
Souza, Brooke	Assigned	COUN	Counseling – SM	.013
EARLY CHILDHOOD STUDIES				
Frazier, Yvon	30066	ECS 106	Intro to EC Curriculum	.212
Roepke, Thesa	30050	ECS 101	Child, Family and Community	.212
ECONOMICS				
Elliot, Herbert	30008	ECON 101	Principles of Macro-Economics	.212
Elliot, Herbert	30025	ECON 102	Principles of Micro-Economics	.212
EMERGENCY MEDICAL SERVICES				
Roehl, Susan	30002	EMS 300	Intro to Emergency Medical Ser	.067
ENVIRONMENTAL HEALTH & SAFETY				
Treur, Kristy	30074	ENVT 454	Respiratory Protection/QNFT	.034
Treur, Kristy	30065	ENVT 454	Respiratory Protection/QNFT	.034
FILM				
Webb, Timothy	30026	FILM 101	Film Art & Communication	.272
HISTORY				
Bierly, Gary	30009	HIST 101	World Civilizations to 1600	.212

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2023

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Bierly, Gary	30011	HIST 102	World Civilizations Since 1500	.212
Hall, Roger	30020	HIST 107	US History to 1877	.212
Hall, Roger	30021	HIST 108	US History 1877 to Present	.212
LIBRARY				
Cohn, Kellye	Assigned	LIBR	Librarian – SM	.350
MUSIC				
Dechaine, Nichole	30043	MUS 100	Music Appreciation	.212
PERSONAL DEVELOPMENT				
Souza, Brooke	30018	PD 115	Career Planning	.075
POLITICAL SCIENCE				
Patrick, Frederic	30071	POLS 103	American Government	.212
Patrick, Frederic	30024	POLS 103	American Government	.212

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2023**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ART				
Thayer, Jill	30029	ART 101	Art Appreciation	.212
Vosburg, Candace	30045	ART 101	Art Appreciation	.212
BUSINESS INFORMATION SYSTEMS				
Reinwald, Eileen	30016	CBIS 371	Intro to Excel	.075
BUSINESS OFFICE TECHNOLOGY				
Reinwald, Eileen	30015	CBOT 100	Keyboarding	.075
COUNSELING				
Atilano, Antonia	Assigned	COUN	Counseling – Other	.001
Atilano, Antonia	Assigned	COUN	Counseling – SM	.003
Francis, Elisha	Assigned	COUN	Counseling – Other	.007
Francis, Elisha	Assigned	COUN	Counseling – SM	.027
Garcia, Beverly	Assigned	COUN	Counseling – Other	.008
Garcia, Beverly	Assigned	COUN	Counseling – SM	.030
Machado, Michelle	Assigned	COUN	Counseling – Other	.015
Machado, Michelle	Assigned	COUN	Counseling – SM	.061
Wright-Morgan, Christina	Assigned	COUN	Counseling – Other	.007
Wright-Morgan, Christina	Assigned	COUN	Counseling – SM	.027
DENTAL ASSISTING				
Detter, Diane	30076	DA 330	Coronal Polish	.088
Detter, Diane	30075	DA 330	Coronal Polish	.088
Gloeckner, Robin	30075	DA 330	Coronal Polish	.121
Gloeckner, Robin	30076	DA 330	Coronal Polish	.088
EMERGENCY MEDICAL SERVICES				
Turner, James	30028	EMS 306	CPR for Healthcare Providers	.033
FILM				
Simonsen, Michele	30046	FILM 101	Film Art & Communication	.272
FOOD SCIENCE AND NUTRITION				
Humann, Patricia	30052	FSN 109	Basic Nutrition for Health	.212
GEOGRAPHY				
Chaudhari, Rajni	30017	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	30027	GEOG 102	Human Geography	.212
HEALTH EDUCATION				
Frapart, Alexander	30019	HED 100	Health and Wellness	.212
HEALTH SERVICES				
Brummett, Laurie	Assigned	Health	Health Services	.051
Feld, Christine	Assigned	Health	Health Services	.051
Peterson, Linda	Assigned	Health	Health Services	.020
SantaCruz, Dalila	Assigned	Health	Health Services	.142

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2023**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
HISTORY				
Hall, Kari	30035	HIST 107	US History to 1877	.212
Redwing, Chad	30033	HIST 101	World Civilizations to 1600	.212
Redwing, Chad	30067	HIST 105	Western Civilization Since 165	.212
Severn, Joshua	30036	HIST 108	US History 1877 to Present	.212
LAW ENFORCEMENT				
Buck, Vincent	30077	LE 329	State Hospital Peace Officer	.067
Burns, Jeremy	30056	LE 426	Patrol Rifle Course	.044
Garrett, William	30077	LE 329	State Hospital Peace Officer	.059
Hutton, Jeremy	30056	LE 426	Patrol Rifle Course	.044
Miller, Deandre	30077	LE 329	State Hospital Peace Officer	.059
Purcell, Mark	30077	LE 329	State Hospital Peace Officer	.059
MUSIC				
Becker, David	30031	MUS 106	World Music Appreciation	.212
PHILOSOPHY				
Dickinson, Jeremy	30070	PHIL 105	Ethics	.212
Tennberg, Chris	30069	PHIL 101	Survey of Philosophy	.212
POLITICAL SCIENCE				
Alvarez, Scott	30023	POLS 103	American Government	.212
PSYCHOLOGY				
Gaona, Daniel	30072	PSY 101	General Psychology	.212
Ianneo, Brittany	30014	PSY 118	Lifespan Development	.212
Melena, Jennifer	30053	PSY 101	General Psychology	.212
Melena, Jennifer	30013	PSY 101	General Psychology	.212
Place, Codie	30054	PSY 117	Child Psychology	.212
Place, Codie	30073	PSY 119	Abnormal Psychology	.212

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

INSTRUCTOR District Funded	ASSIGNMENT	DOLLAR AMOUNT
Aye, Tyson	Compensation for fall 2022 Facilities Council co-chair. Daily prorated amount of \$582.60 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$2,330.40
Bergstrom Smith, Joan	Per part-time faculty agreement 13.5 compensation for classroom observation of Armando Uribe (11/7/22 - 11/10/22).	\$150.00
Bierly, Gary	Compensation for fall 2022 Budget Council co-chair. Daily prorated amount of \$640.79 for three days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$1,922.37
Brusasco, Michael	Per part-time faculty agreement 13.5 compensation for classroom observation of Robin Newell - PCPA (8/15/22 - 12/23/22).	\$150.00
Brusasco, Michael	Coordination of the PCPA Technical Theatre program, spring 2023 (1/9/23 - 5/21/23).	\$10,142.00
Camarena, Juan	To provide not-for-credit training via contract education (11/16/22 - 11/17/22).	\$1,193.60
Camarena, Juan	To provide not-for-credit training via contract education (11/10/22).	\$596.80
Camarena, Juan	To provide not-for-credit training via contract education (10/26/22 - 10/27/22).	\$1,193.60
Day, Alan	To provide not-for-credit training via contract education. Cal OES (12/6/22).	\$591.84
Day, Alan	To provide not-for-credit training via contract education (11/18/22).	\$295.92
Day, Alan	To provide not-for-credit training via contract education (11/2/22 - 11/3/22).	\$1,183.68
Day, Alan	To provide not-for-credit training via contract education (10/18/22 - 10/19/22).	\$1,183.68
Day, Alan	To provide not-for-credit training via contract education. SIBC (10/25/22 - 10/26/22).	\$1,183.68
Dickel, Jason	To provide not-for-credit training via contract education (11/28/22).	\$270.52
Dickel, Jason	To provide not-for-credit training via contract education (11/16/22).	\$541.04
Dickel, Jason	To provide not-for-credit training via contract education (11/7/22 - 11/11/22).	\$1,082.08
Dickel, Jason	To provide not-for-credit training via contract education (11/3/22).	\$541.04
Dimick, Janae	Stipend per program review MOU: English for the 2021-2022 academic year (8/16/21 - 5/24/23).	\$500.00
Fernandez, John	Assisting/instructing students with DMV exam prep and Class A driving exam (11/27/22 - 12/4/22).	\$774.90
Fernandez, John	Assisting/instructing students with DMV exam prep and Class A driving exam (11/20/22).	\$344.40
Fernandez, John	Assisting/instructing students with DMV exam preparation (11/1/22 - 11/14/22).	\$731.85

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Fernandez, John	Assisting/instruction students with DMV exam preparation (10/17/22 - 10/31/22).	\$1,506.75
Garcia, Katherine	Per part-time faculty agreement 13.5 compensation for classroom observation of Joan Bergstrom Smith (11/4/22 - 11/10/22).	\$150.00
Garrett, William	To provide not-for-credit training via contract education. Cal OES (12/6/22).	\$507.76
Garrett, William	To provide not-for-credit training via contract education (11/15/22 - 11/18/22).	\$2,031.04
Garrett, William	To provide not-for-credit training via contract education (11/8/22 - 11/11/22).	\$2,031.04
Garrett, William	To provide not-for-credit training via contract education (11/2/22 - 11/3/22).	\$1,015.52
Hammill, Marc	To provide not-for-credit training via contract education (11/16/22 - 11/18/22).	\$1,705.44
Hammill, Marc	To provide not-for-credit training via contract education (11/9/22 - 11/10/22).	\$1,136.96
Johnson, Kathy	Stipend per program review MOU: Dental Assisting (DA) for the 2022-23 academic year (8/15/22 - 5/24/23).	\$500.00
Kohler, Iris	Per faculty agreement 11.9.2, stipend for the first time teaching online and fulfilling the preparation requirement, fall 2022 (10/10/22 - 12/3/22).	\$1,000.00
Lee, Laurene	Compensation for fall 2022 Institutional Effectiveness Council co-chair. Daily prorated amount of \$451.63 for four days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$1,806.52
LeMaire, Neal	Non-instructional: coordination duties for Advanced Officer Training (AOT) and CORE custody academy, winter 2023 (12/12/22 - 1/11/23).	\$6,820.24
Lopez, Joe	To provide not-for-credit training via contract education (12/6/22).	\$697.60
Lopez, Joe	To provide not-for-credit training via contract education (11/8/22 - 11/11/22).	\$2,092.80
Lopez, Joe	To provide not-for-credit training via contract education (11/15/22 - 11/18/22).	\$2,092.80
Lopez, Joe	To provide not-for-credit training via contract education (10/25/22 - 10/28/22).	\$2,092.80
Lopez, Joe	To provide not-for-credit training via contract education (10/18/22 - 10/21/22).	\$1,395.20
Lopez, Joe	To provide not-for-credit training via contract education (11/3/22).	\$697.60
Madrigal, Hector	To provide not-for-credit training via contract education. Long Beach Academy (11/16/22 - 11/17/22).	\$1,234.88
Madrigal, Hector	To provide not-for-credit training via contract education. SIBC (10/27/22 - 10/28/22).	\$1,234.88

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Madrigal, Hector	To provide not-for-credit training via contract education (10/17/22 - 10/20/22).	\$2,469.76
Magna, Jorge	To provide not-for-credit training via contract education (11/11/22).	\$507.76
Martinez, Alison	Non-instructional: spring 2023 LE 321/322 coordination duties for LE academy orientation (scheduling, recruit counseling, evaluations, surveys, and instructor evals) (1/17/23 - 6/7/23).	\$12,754.56
Martinez, Alison	Non-instructional: winter 2023 coordination duties for LE academy orientation (1/9/23 - 1/10/23).	\$840.96
Miller, Deandre	To provide not-for-credit training via contract education: Cal OES (12/6/22).	\$507.76
Miller, Deandre	To provide not-for-credit training via contract education (11/7/22 - 11/8/22).	\$761.64
Miller, Deandre	To provide not-for-credit training via contract education (11/14/22 - 11/15/22).	\$1,015.52
Miller, Steven	To provide not-for-credit training via contract education: Cal OES (12/6/22).	\$568.48
Miller, Steven	To provide not-for-credit training via contract education (11/18/22).	\$284.24
Miller, Steven	To provide not-for-credit training via contract education (11/8/22 - 11/11/22).	\$2,273.92
Montanez-Rodriguez, Carmen	Stipend per program review MOU: Computer Business Information Systems (CBIS) for the 2021-2022 academic year (8/15/22 - 5/24/23).	\$500.00
Neumann, Tim	To provide not-for-credit training via contract education (11/17/22).	\$591.84
Olmstead, Brian	To provide not-for-credit training via contract education: Cal OES (12/6/22).	\$621.52
Olmstead, Brian	To provide not-for-credit training via contract education (11/14/22 - 11/18/22).	\$2,486.08
Olmstead, Brian	To provide not-for-credit training via contract education (11/7/22 - 11/11/22).	\$1,864.56
Olmstead, Brian	To provide not-for-credit training via contract education (11/2/22 - 11/3/22).	\$1,243.04
Perkins, Mike	To provide not-for-credit training via contract education: SLO PD (10/28/22).	\$284.24
Perkins, Mike	To provide not-for-credit training via contract education: SLO PD (11/28/22).	\$284.24
Predazzi, Brenda	Per part-time faculty agreement 13.5 compensation for classroom observation of Mirko Lopez (11/7/22 - 11/10/22).	\$150.00
Purcell, Mark	To provide not-for-credit training via contract education: Long Beach Academy EVOC (11/8/22 - 11/11/22).	\$2,367.36
Raybould-Rodgers, Julia	Compensation for fall 2022 Student Learning Council co-chair. Daily prorated amount of \$573.71 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$2,294.40

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Reid, Robert	Non-instructional: fall 2022 coordination duties for perishable skills program (not-for-credit courses). Coordinate training dates with agency training managers and schedule training classes (12/5/22 - 12/8/22).	\$1,044.24
Reid, Robert	To provide not-for-credit training via contract education: Golden west academy (12/6/22).	\$541.04
Reid, Robert	To provide not-for-credit training via contract education: Golden West academy (11/18/22).	\$270.50
Reid, Robert	To provide not-for-credit training via contract education: Golden West Academy (11/14/22 - 11/18/22).	\$2,705.20
Reid, Robert	To provide not-for-credit training via contract education: Golden West academy (11/7/22 - 11/11/22).	\$2,705.20
Reid, Robert	To provide not-for-credit training via contract education: Golden West academy (10/17/22 - 10/21/22).	\$2,705.20
Reid, Robert	To provide not-for-credit training via contract education: Golden West academy (10/24/22 - 10/28/22).	\$2,705.20
Restrepo, Alberto	Compensation for fall 2022 College Council co-chair. Daily prorated amount of \$655.08 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$2,620.32
Restrepo, Alberto	Compensation for fall 2022 Technology Council co-chair. Daily prorated amount of \$655.08 for 3 days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$1,965.24
Roepke, Thesa	Compensation for fall 2022 Human Resources Council co-chair. Daily prorated amount of \$592.21 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$2,368.84
Rylant, Chuck	To provide not-for-credit training via contract education (11/18/22).	\$363.16
Selby, Megan	Per part-time faculty agreement 13.5 compensation for classroom observation of Jacqueline Heimel and Katherine White (11/7/22 - 11/10/22).	\$300.00
Straub, Christopher	Preparation of the 2015-2016 comprehensive geography program review because no full-time faculty in the department were available to prepare the program review (12/30/22 - 2/28/23).	\$1,500.00
Tuan, Juanita	Compensation for fall 2022 Student Services Council co-chair. Daily prorated amount of \$601.38 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/15/22 - 12/8/22).	\$2,405.52
Vasquez, Frank	To provide not-for-credit training via contract education (11/8/22 - 11/9/22).	\$1,183.68
Vasquez, Frank	To provide not-for-credit training via contract education (11/11/22).	\$295.92

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Vasquez, Frank	To provide not-for-credit training via contract education (11/15/22).	\$591.84
Vasquez, Frank	To provide not-for-credit training via contract education (10/14/22).	\$591.84
Vasquez, Frank	To provide not-for-credit training via contract education (11/2/22).	\$591.84
Vega, Woodrow	To provide not-for-credit training via contract education (11/3/22).	\$568.48
Wagner, Michael	Stipend per Program Review MOU: Computer Sciences for the 2022-2023 academic year (8/1/22 - 5/24/23).	\$500.00
Walters, Jan	Per part-time faculty agreement 13.5 compensation for classroom observation of John Chamberlain, Isabelle Fleischer, Melissa Ruiz, and Anabel Suarez Guzman (11/7/22 - 11/10/22).	\$600.00
Wambolt, Lilia	Per part-time faculty agreement 13.5 compensation for classroom observation of Maria D'Atri, Samantha Easton, Mary Jo Gabel, Arcelia Jaquez, Bonnie Lopez, Elizabeth Ostapiuk, and Tiana Parker (11/7/22 - 11/10/22).	\$1,050.00

Grant Funded

Ambriz Delgado, Alberto	Meeting to train new faculty due to the increase of conversation sections being offered and for end-of-semester wrap up to share best practices (11/9/22).	\$34.56
Ayres, Amanda	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (10/3/22 - 11/7/22).	\$483.60
Carroll, Chris	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/21/22).	\$600.00
Chamberlain, John	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$119.22
Chung, Eui	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
Dal Bello, Dominic	Provide mentoring for three ENGAGE scholars in fall 2022 semester (9/1/22 - 12/23/22).	\$780.00
Delker, Natalie R.	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$132.57
Eachus, Christopher	Provide mentoring for two ESTEEM scholars in fall semester, 3 hrs. x 2 mentees = 6 hrs. (9/1/22 - 12/23/22).	\$360.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Easton, Sarah	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
Eulloqui, Angelica	To update 31 STEM program maps for the 2022-2023 academic year (12/1/22 - 1/31/23).	\$560.64
Faries, Martin	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$126.00
Fleischer, Isabelle	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$112.65
Franklin, Suzanne	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$132.57
Gerrity, John	Provide mentoring for one ENGAGE scholar in the fall 2022 semester (9/1/22 - 12/23/22).	\$420.00
Guido-Brunet, Melanie	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
Gutierrez, Jaime	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$126.00
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (10/1/22 - 10/31/22).	\$25.18
Hall, Roger	Guided Pathways learning collective: preparing and presenting a workshop on how to perform an SGID as part of the faculty observation and tenure process (11/30/22).	\$180.00
Hernandez, Annette	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$33.08
Hernandez, David	Recruited and performed group counseling with students who participated in the men's support group for two hours every other Friday. Discussed issues surrounding men's health stress management, coping skills, relationships, overcoming adversity, identity, and dealing with change. Also met with students before and after meetings to discuss challenges (8/8/22 - 11/30/22).	\$1,380.00
Jorstad, Robert	Provide mentoring for two ESTEEM scholars in the fall 2022 semester (9/1/22 - 12/23/22).	\$360.00
Jorstad, Robert	Provide mentoring for two ENGAGE scholars in fall semester 10 hrs. (9/1/22 - 12/23/22).	\$600.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Jozwiak, Jennifer	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/22/22 - 11/29/22).	\$600.00
Kastor, Nikolas	Provide mentoring for two ENGAGE scholars in fall semester (9/1/22 - 12/23/22).	\$600.00
Keiser, Andria	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
King, Susanne	Fall 2022 SkillsUSA advisor (11/1/22 - 12/9/22).	\$375.50
Kopecky, Susie	To provide asynchronous tutoring for writing center paper submission program (10/1/22 - 10/31/22).	\$90.00
Kopecky, Susie	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/29/22).	\$600.00
Loomis, Sherry	Participation in the Hancock Academy summer 2022 "Pedagogy & Innovation in the Classroom" professional development series (7/6/22 - 7/27/22).	\$604.20
Loomis, Sherry	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/8/22).	\$503.50
Machado, Michelle	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$560.64
McMahon, Michael	To assist students in the writing center during study-a-thon (11/30/22 - 12/6/22).	\$543.20
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (10/3/22 - 10/31/22).	\$54.32
McNeil, Daniel	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
Meza, Ryan	To assist students in the writing center during study-a-thon (11/30/22 - 12/1/22).	\$408.20
Meza, Ryan	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/22/22 - 11/29/22).	\$408.20
Meza, Ryan	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$489.84
Montanez-Rodriguez, Carmen	Co-authoring CBIS OER textbook for the CC ECHO grant (10/17/22 - 6/30/23).	\$1,000.00
Morales, Mayra	To coordinate high school outreach activities for incoming freshman to complete promise steps (1/23/23 - 5/19/23).	\$2,880.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Navarrette, Ricardo	Campus tours at UC Irvine and CSU Fullerton (10/14/22 - 10/15/22).	\$1,200.00
Nunez, Tina	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/29/22).	\$600.00
Papworth, Lara	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$128.40
Papworth, Lara	Meeting to train new faculty due to the increase of conversation sections being offered and for end-of-semester wrap up to share best practices (11/9/22).	\$85.60
Raybould-Rodgers, Julia	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/11/22 - 11/29/22).	\$600.00
Romo, Alina	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/8/22).	\$600.00
Ruiz, Melissa	Compensation for time spent on meetings to help update SLO assessment char and end-of-semester wrap up to share best practices (11/18/22).	\$108.24
Ruiz, Melissa	Meeting to train new faculty due to the increase of conversation sections being offered and for end-of-semester wrap up to share best practices (11/9/22).	\$72.16
Sanchez, Heladia	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$99.24
Santa Cruz, Dalila	Supervision of mental health counselor-intern/associate in LVC (10/10/22 - 6/30/23).	\$3,426.30
Schroeder, Jenny	Roadmaps to success faculty lead: work with design teams, consultants, facilitate core meetings, steering meetings, research GP practices, conduct and attend professional development for spring 2023 (1/23/23 - 5/17/23).	\$15,000.00
Senior, Robert	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/29/22 - 11/17/22).	\$600.00
Speiser, Robert	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (9/27/22 - 11/21/22).	\$470.30
Suarez-Guzman, Anabel	Meeting to train new faculty due to the increase of conversation sections being offered and for end-of-semester wrap up to share best practices (11/9/22).	\$69.12

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Sutter, Wendy	Faculty met in response to AB705 to redesign support courses. Support courses were designed to help students plug into existing resources, access the math center and remediate math skills possibly missing in the skipping of various prerequisite math courses (1/24/22 - 6/1/22).	\$1,170.00
Tuan, Juanita	Participation in the Hancock Academy fall 2022 "Introduction to Equity" professional development series (9/14/22 - 10/5/22).	\$720.00
Wagner, Michael	Provide mentoring for four ESTEEM scholars in the fall 2022 semester (9/1/22 - 12/23/22).	\$720.00
Wagner, Michael	Fall 2022 SkillsUSA advisor (11/1/22 - 12/9/22).	\$600.00
Walters, Jan	Compensation for time spent on meetings to help update SLO assessment chart and end-of-semester wrap up to share best practices (11/18/22).	\$123.99
Wambolt, Lilia	Time spent in development of instructional materials for VOCE 7100 "Computers and You" 2nd edition to reflect the current lessons and learning outcomes (8/1/22 - 9/28/22).	\$1,596.00
Wright-Morgan, Christina	Reviewing personal development courses for CALGETC GE pattern and current PD 100 and PD 101 courses for AHC health and wellness general education requirements (10/14/22 - 12/2/22).	\$1,599.08
Ying-Hood, Chellis	English faculty will address the design, structures, and resources needed to better serve under prepared students in the post AB705 and Covid landscape (10/3/22 - 11/7/22).	\$600.00
Youngblood, Brian	Provide mentoring for one ENGAGE scholar in the fall 2022 semester (9/1/22 - 12/23/22).	\$180.00
Youngblood, Brian	Guided pathways innovative project - persistent, asynchronous course conversations: set up, maintain, moderate, and respond to questions on Zulip chat server for one spring course (1/23/22 - 5/17/23).	\$1,920.00

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Appointment of Department Chair	Item Number: 12.K.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

BACKGROUND

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

NAME

Wendy Hadley

DEPARTMENT

Life and Physical Sciences

TERM OF OFFICE

Wendy Hadley was elected to serve a term of two years, for the academic years 2023-2024 and 2024-2025.

FISCAL IMPACT

The estimated cost to the unrestricted general fund is approximately \$26,720 for the 2023-2024 fiscal year, which will include additional contract days and backfill (or overload). Department chair additional contract days and backfill for reassigned time for various departments are budgeted for each fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the department chair appointment of Wendy Hadley, life and physical sciences, for the term stated.

Administrator Initiating Item: <p style="text-align: center;">Robert Curry</p>	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Equivalency Certification for Faculty	Item Number: 12.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 8

BACKGROUND

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

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

Regular Equivalency Certification

<u>Name</u>	<u>Discipline</u>
Ball, Jeremy	Photography
Hardy, Ira	Dance
Lozano, Marivel	Dance

FISCAL IMPACT

None

RECOMMENDATION

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

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

X	Equivalency Approval Date: December 5, 2022
	Not Approved Date:

**EQUIVALENCY CERTIFICATION FOR
DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE
(For Credit Courses)**

NAME: Jeremy Ball	DIVISION: Academic Affairs
DEPARTMENT: Fine Arts	DISCIPLINE: Photography

See the Disciplines List to determine the Minimum Qualifications for the discipline.

PLEASE CHECK ONE ONLY:

A. In disciplines requiring a specific bachelor's degree in the discipline or a related discipline:

- Bachelor's degree in any discipline, **including at least 12 semester units in the area of the teaching assignment**, and two years of teaching experience or two years of occupational experience in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or else its equivalent.**
- Associate degree in any discipline, **including at least six semester units in the area of the teaching assignment**, plus six years of teaching experience or six years occupational experience in the discipline of the assignment. **If required, appropriate certification to practice or licensure, or its equivalent.**
- Recognized accomplishments which demonstrate expertise and skill in the field of study **beyond that normally achieved through formal education**. Candidate must provide conclusive evidence of attaining course work or experience equal to the components of the required degree, **including the general education component**. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211).

B. In disciplines where a specific degree is not generally expected or available, course work equivalent to the required degree in the discipline or a related discipline defined as:

- The successful completion of course work equivalent to a bachelor's degree in any discipline (defined as 120 semester units), including the completion of courses usual to a general education component); also two years of teaching experience or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- The successful completion of course work equivalent to an associate degree in any discipline (to include the general education requirements as outlined in Title 5 section 55063); plus six years of teaching experience in the discipline of the assignment or six years of occupational experience in the discipline. **If required, appropriate certification to practice or licensure, or else its equivalent.**

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

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

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


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

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


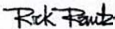
My wife and I started our company (Bottle Branding) in 2011. In short, our business offers commercial photography, film and design. My wife is the designer/editor and I handle all commercial photography and cinematography for video production.


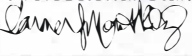
As a commercial photographer, I've worked in several areas including: portraiture (natural & studio), landscape, architecture, product (studio), lifestyle, aerial, food, etc. For the past 10+ years I've also worked as a freelance photographer for national publications including: Tasting Panel Magazine & The SOMM Journal.

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

Signature of Candidate:  <small>Jeremy Ball (Nov 21, 2022 10:30 PST)</small>	Date: 11/21/22
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I have reviewed all documentation and recommend approval of the equivalency.

Signature of Department Chair: 	Date: 11/21/22	Signature of Dean: 	Date: 11/30/22
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Signature of Appropriate Academic or Student Services Vice President: 	Date: 12/5/22	Signature of Committee Chair Professional Standards Committee: 	Date: 12/5/22
Date of Board Approval: December 20, 2022			

ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: December 8, 2022
	Not Approved Date:

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

NAME: Ira Hardy	DIVISION: Academic Affairs
DEPARTMENT: Fine Arts	DISCIPLINE: Dance

- Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.
- Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

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

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

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

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

Ira completed his Bachelor of Fine Arts in Dance (2015) from Cornish College of the Arts in Seattle, WA through the Professional Dancer program.

Additional professional dance training includes: training at the University of North Carolina, School of the Arts, Contemporary Dance Division (1999-2001), he was a scholarship student at the Merce Cunningham Studio in NYC (2004-2005) and Arts Umbrella in Vancouver BC (2003) and as a Trainee with the Washington Ballet (2001-02)

Additional intensive training and summer programs at Pacific Dance Arts, Vancouver BC(2003), Central Pennsylvania Youth Ballet (2002), Milwaukee Ballet Summer Intensive (2001), Chautauqua Institution, Chautauqua, NY (2000), Maria Vegh Ballet Center (1999) Ballet Met Summer Intensive, Columbus, OH (1999) and North Star Ballet, Fairbanks AK (1998).

Ira's relevant teaching experiences include: A-CHILL Program Media & Cultural Projects Facilitator (2017-2021) with the Alaska Gateway School District & Yukon-Koyukon School District, UAF FRAME Production Manager Theater/Film Dept. at the University of Alaska Fairbanks (2015-2017)

He has taught Creative Movement at Lowell Elementary in Seattle WA (2015), adult ballet courses for the North Star Ballet and the Dance Theater Fairbanks, AK in Fairbanks AK. Open intermediate ballet and pas de deux courses at the Konami Ballet School, Fukoka Japan (2006-2008), ballet and pas de deux courses at Newport Academy of Ballet Newport, RI (2006-2007), Movement workshops as part of Island Moving Company's Team Building and Leadership workshop at MIT/Tufts University in Boston, MA. Creative Movement and Improvisation with Helen Walkley's Movement Outreach Program at GF Strong Rehabilitation Centre and with Joelnk/Move-it workshops at the ScotiaBank Dance Center Vancouver, BC (2003).

His other teaching residencies include: The Mitosis and Meiosis Square Dance and Lesson Plan: A standards-based module for modeling and teaching scientific concepts thru dance in high school Biology (Cornish College of the Arts BFA Capstone project 2015), Kukaklek Lake Culture Camp Video Editing workshop for middle and high school students (2013), Fairbanks Summer Arts Festival (2011), Lakota Sioux Dance Company School Residency and Cultural Exchange Potluck, Fairbanks AK (2009) and Climate Change and Creative Expression at the Effie Korkrine Charter School (2009).

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





Signature of Candidate:


Ira Hardy (Nov 30, 2022 16:38 AKST)

Date:

11/30/22

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

Signature of Department Chair: 	Date: 11/30/22	Signature of Dean: 	Date: 12/01/22
Signature of Appropriate Academic or Student Services Vice President: 	Date: 12/8/22	Signature of Committee Chair Professional Standards Committee: 	Date: 12/8/22
Date of Board Approval: December 20, 2022			

ALLAN HANCOCK COLLEGE

x	Equivalency Approval Date: December 5, 2022
	Not Approved Date:

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

NAME: Marivel Lozano	DIVISION: Academic Affairs
DEPARTMENT: Fine Arts	DISCIPLINE: DANCE

- Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.
- Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.

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

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

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

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

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

Marivel Lozano received an AA in Dance from AHC (2016) and has continuously worked in dance since then. She participated as a dancer and/or choreographer in many dance concerts at AHC (2005-2022) including Dance Spectrum, Folklórico, Summerdance Production, Dimensions in Dance, Celebration of Mexican Culture, and Fiesta Mexicana. Besides her formal education, she has attended several folklorico dance conferences (2018-present) including Asociación Nacional de Grupos Folklóricos (ANGF), Danzantes Unidos Festival (DUF), and Soy México. She studied abroad in San Miguel de Allende, Guanajuato, México (June 2017) to further her knowledge of Mexican language and culture. She directed and produced the following: El Padrecito's Folklórico Fundraiser (2018) and México en la piel (Sept 2022) where she trained dancers, provided direction in the overall flow of the show, purchased and assigned costumes, worked on the creation of the programs and designed theatre decor.

Marivel is also the founder and director of Ballet Folklórico Corazón de la Costa (2018-present). She directed the program while developing and directing folklorico dance programs, teaching folklorico dances and history, promoting Mexican culture, providing cultural enrichment events for students and the community and planned and organized performance calendars. Her responsibilities as a dance and drama teacher for the Children's Creative Project (2019-present) include choreographing dances, editing music, and conducting research prepare materials and plan lessons to provide drama and ballet folklorico dance instruction to elementary school children. Finally, as Artistic Director of Dance & Music at the El Padrecito's Performing Arts Center (2013-2018) her responsibilities include teaching dance classes in a variety of dance genres (tap, hip hop, folklorico and ballet), teaching performance skills, coaching singers to become better performers, building event calendars, performing outreach for prospective students, overseeing classes, guiding other dance faculty to ensure a smooth flow of classes and communicating with parents and students. This group conducts approximately 40 performances at local community events and company productions every year.

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





Signature of Candidate:


Marivel Lozano (Nov 1, 2022 10:20 PDT)

Date:

11/01/22

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

Signature of Department Chair: 	Date: 11/01/22	Signature of Dean: 	Date: 11/01/22
Signature of Appropriate Academic or Student Services Vice President: 	Date: 12/5/22	Signature of Committee Chair Professional Standards Committee: 	Date: 12/5/22
Date of Board Approval: December 20, 2022			

CONSENT ITEM

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	
Subject: Academic Policy and Planning Curriculum Summary Report	Item Number: 12.M.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 10

BACKGROUND

The curriculum report for the period May 5, 2022 to November 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.

FISCAL IMPACT

The estimated cost for new and modified curricula is to be determined.

RECOMMENDATION

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

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

December 20, 2022

For the period May 5 – November 3, 2022

Larry Manalo Jr, Committee Chairperson

Dave DeGroot, Vice Chair/Technical Review Committee Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lainey Campos, Counseling

Chad Kelly, English

Shane Anderson, Fine Arts

Paul LeSage, Kinesiology, Recreation, and Athletics

Mary Pat Nelson, Health Sciences

Loren Bradbury, Industrial Technology

Andria Keiser, Languages & Communication

Kerry Runkle, Academic/Student Services

Brian Youngblood, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Pedro Navarrete, Associated Student Body Government

Eunice Barcenas and Josie Cabanas, Admissions & Records Representative (non-voting)

Andria Keiser, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____

President, Academic Senate
Allan Hancock College

Date

Adopted by Board of Trustees: _____

President, Board of Trustees
Allan Hancock Joint Community College District

Date

NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

This section lists all new courses and programs including credit, noncredit, experimental, and special topics.
Effective 2023/24

New Credit Courses

Course Number	Course Title	Units
ENGL 117	Detective Fiction Prerequisite: ENGL 101	3
ENGL 118	Women in Literature Prerequisite: ENGL 101	3
ENGL 119	California Literature Prerequisite: ENGL 101	3
ES 151	African American Literature Prerequisite: ENGL 101	3
ES 152	Latina/o Literature Prerequisite: ENGL 101	3
ES/FASH 105	Race and Ethnicity in Fashion	3
HIST 121	African American History	3
LBRY 110	Internet Research Skills	3
PE 179	Experimental Courses in PE	0.5-10
PE 199	Special Topics in PE	0.5-3
PE 379	Experimental Courses in PE	0.5-10
POLS 110	Political Theory	3
THEA 198W	Exploration of Emma to Book of Will	1
THEA 198X	Rep of Emma to Book of Will	3
THEA 199W	Exploration of Emma to Book of Will	1
THEA 199X	Rep of Emma to Book of Will Stagecraft	3
	THEA Limitation on enrollment: Completion of program application and procedures for enrollment.	

New Noncredit Courses

Course Number	Course Title	Hours
BASK 7016	Science: High School Equivalency Exam Preparation	16-34
BASK 7017	Geometry: High School Diploma Equivalency Exam Preparation	16-34
CITZ 7001	U.S. Citizenship Interview Preparation	18-24
FTNC 7001	Spring Firefighter In-Service Training	40-135
FTNC 7002	Fall Firefighter In-Service Training	40-135
FTNC 7003	Summer Firefighter In-Service Training	40-135
	FTNC Limitation on Enrollment: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy or equivalent training as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is	

not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.

New Noncredit Program

Discipline	Program Title and Award	Hours
Citizenship	Pathways to US Citizenship, Certificate of Completion	33-114

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle including re-validation of prerequisites and general education status. Effective 2023/24

Credit Course Review

Course Number	Course Title	Units
BIOL 120	Humans & the Environment	3
BIOL 125	Human Physiology	4
BIOL 155	General Zoology	5
CBIS 101	Computer Concepts & Apps	3
CBIS 301	Computer Fundamentals 1	3
CBIS 327	Building Business Web Sites	3
CBIS 379A	An Introduction to Business Website Development	1
CBOT 189	Independent Projects	1 to 3
GEOL 100	Physical Geology	4
GEOL 114	Oceanography	3
GEOL 131	Geology of California	3
GEOL 141	Environmental Geology	3
GEOL 189	Independent Projects in Geology	1-3
GEOL 199D	Topics in Geology: CA (Transect)	2
NURS 101	Transitions to Professional Practice	1.5
NURS 102	Med Surg Nursing 1	3
NURS 103	RN Practicum 1	5
NURS 104	Med Surg Nursing 2	3
NURS 106	Leadership & Management	1.5
NURS 108	RN Practicum 2	5
NURS 109	Med Surg Nursing 3	3
NURS 110	Mental Health Nursing	3
NURS 111	RN Skills 1	1

NURS 112	RN Skills 2	0.5
PD 100	Personal and Career Exploration	3
PD 101	Success in College	3
PD 110	College Success Seminar	1
PHSC 111	Matter and Energy Remove MATH 311 and ENGL advisory language	4
PHSC 112	Earth & the Universe Remove MATH 311 and ENGL 101 advisory language	4
PSY 113	Theories of Personality	3
VEN 101	Intro to Winemaking/Enology	3
VEN 102	Intro to Viticulture	3
VEN 103	Sensory Evaluation of Wine	3
VEN 106	Winery/Vineyard Fin. Mgmt.	3
VEN 114	Wine Business	3
VEN 120	Viticulture Operations 1	3
VEN 122	Viticulture Operations 3	1

MODIFICATIONS
Effective 2023/24

Credit Course Modifications

Course Number	Course Title	Units
ES/ANTH 107	Indigenous People of California	3
CA 120	Principles of Foods 1 Change CA 124 pre/co-requisite to advisory, remove food safety prerequisite language	4
CA 121	Basic Baking and Pastry Change CA 124 pre/co-requisite to advisory, remove food safety prerequisite language	3
CA 325	Specialty Cakes - Baking and Decorating Change CA 124 prerequisite to advisory, remove advisory CA 120, remove food safety prerequisite language	2
COS 301	Intro to Cosmetology Limitation on enrollment: admission to cosmetology program Increase units from 5 to 5.5, regulation program update from 1600 total program hours to 1000	5.5
COS 302	Beginning Cosmetology Prerequisite: COS 301 grade C or higher Decrease units from 9 to 5.5, regulation program update from 1600 total program hours to 1000	5.5
COS 303	Intermediate Cosmetology Prerequisite: COS 302 Decrease units from 9 to 5.5, regulation program update from 1600 total program hours to 1000	5.5
COS 304	Advanced Cosmetology Prerequisite: COS 303	5.5

Decrease units from 9 to 5.5, regulation program update from 1600 total program hours to 1000

ENTR 101	Intro to Entrepreneurship	3
ENTR 102	Entrepreneurship Projects	3
FCS 120	Principles of Foods 1 Change CA 124 prerequisite to advisory	4
FILM 117	3D Computer Animation 1	3
FILM 118	3D Computer Animation 2	3
FILM 125	Computer Video Editing	3
FILM 128	Intermediate Motion Graphics	3
FSN 134	Food/Nutrition/Customs/Culture Remove CA 120 advisory, change CA 124 pre/co-requisite to advisory, remove food safety prerequisite language	4
GEOG 105	Geography of California Remove prerequisite ENGL 101	3
ES/HIST 120	Chicano History	3
GEOG 114	Oceanography Remove MATH 311 advisory Remove ENGL 101 advisory	3
GEOG 141	Environmental Geology Remove MATH 311 and ENGL 100 advisories	3
LE 330	Core Custody Academy	13.5
MMAC 118	3D Computer Animation 2	3
MMAC 126	Intro to Motion Graphics	3
PHYS 161	Engineering Physics	5
PLGL 101	Intro to Paralegal Studies	3
PLGL 102	Criminal Law & Procedure	3
PLGL 103	Civil Litigation	3
PLGL 104	Legal Research & Writing	3
PLGL 105	Legal Analysis & Writing	3
PLGL 106	Case Management	3
PLGL 107	Ethics for Paralegals	1
PLGL 108	Wills and Trusts	3
PLGL 109	Family Law	3
PLGL 110	Intellectual Property Law	3
PLGL 111	Tort Law for Paralegals	3
PLGL 112	Corporations, Partnership, LLC	3
POLS 105	Comparative Politics	3
PSY 113	Theories of Personality Remove ENGL 101 prerequisite and PSY 101 advisory	3
RE 100	Real Estate Principles	3
RE 302	Legal Aspects of Real Estate	3
RE 303	Real Estate Practices	3

RE 305	Real Estate Appraisal	3
RE 306	Property Management	3

Noncredit Course Modifications

Course Number	Course Title	Hours
BASK 7011	Basic Math	32-55
BASK 7012	Basic Reading and Writing	32-55
BASK 7005	High School Equivalency Exam Preparation	96-108
BASK 7006	Math Reasoning	96-108
BASK 7007	Language Arts High School Equivalency Exam Prep	16-34
BASK 7009	Social Studies High School Equivalency Exam Prep	16-34
BASK 7013	Computer Skills High School Equivalency Prep	16-34
CITZ 7000	Preparation for Citizenship	15-90

Program Modifications

Discipline	Program Title and Award	Units
Art	Art: Studio Arts, Associate in Arts for Transfer	24
Speech	Communication Studies, Associate in Arts for Transfer	18
Cosmetology	Cosmetology, Certificate of Achievement	22
Cosmetology	Cosmetology, Associate in Science	22
Culinary Arts	Culinary Arts and Management, Associate in Science	27
Entrepreneurship	Entrepreneurship, Associate in Science	36
Music	Music, Associate in Arts	32

REQUEST FOR DISTANCE EDUCATION MODALITY

Effective Spring 2023

DE Type	Course Number	Course Title
DE Sync or Async	ANTH 107/ ES 107	Indigenous People of California
ERT	BASK 7005	High School Equivalency Exam Preparation
DE Sync and Async	BASK 7016	Science: High School Equivalency Exam Preparation
DE Sync Only	BASK 7017	Geometry: HS Eq Exam Prep
DE Sync only	CITZ 7001	U.S. Citizenship Interview Preparation
DE Sync only	DANC 102	Auditioning for Dancers
DE Sync and Async	ENGL 117	Detective Fiction
DE Sync and Async	ENGL 118	Women in Literature
DE Sync and Async	ENGL 119	California Literature
DE Sync and Async	ENTR 101	Intro to Entrepreneurship
DE Sync or Async	ENTR 102	Entrepreneurship Projects

DE Sync and Async	ES/FASH 105	Race and Ethnicity in Fashion
DE Sync and Async	FILM 117	3D Computer Animation 1
DE Synchron and Async	FILM 118	3D Computer Animation 2
DE Sync and Async	FILM 126	Introduction to Motion Graphics
DE Sync and Async	FILM 128	Intermediate Motion Graphics
DE Sync and Async	FTNC 7001	Spring Firefighter In-Service Training
DE Sync and Async	FTNC 7002	Fall Firefighter In-Service Training
DE Sync and Async	FTNC 7003	Summer Firefighter In-Service Training
DE Sync and Async	HIST 121	African American History
DE Sync and Async	GEOL 114	Oceanography
DE Sync and Async	GEOL 131	Geology of California
DE Sync and Async	GEOL 141	Environmental Geology
DE Sync and Async	LBRY 110	Internet Research Skills
DE Sync and Async	MMAC 118	3D Computer Animation 2
DE Sync and Async	MMAC 126	Intro to Motion Graphics
ERT	MT 110	CNC G Code
ERT	MT 112	CNC Multi-Axis
ERT	MT 114	SolidWorks 2
ERT	MT 115	Lean Manufacturing
ERT	MT 118	Understanding and Measuring GD&T
ERT	MT 315	Advanced Machining
DE Sync and Async	POLS 110	Political Theory
DE Sync and Async	PLGL 101	Intro to Paralegal Studies
DE Sync and Async	PLGL 102	Criminal Law & Procedure
DE Sync and Async	PLGL 103	Civil Litigation
DE Sync and Async	PLGL 104	Legal Research & Writing
DE Sync and Async	PLGL 105	Legal Analysis & Writing
DE Sync and Async	PLGL 106	Case Management
DE Sync and Async	PLGL 107	Ethics for Paralegals
DE Sync and Async	PLGL 108	Wills and Trusts
DE Sync and Async	PLGL 109	Family Law
DE Sync and Async	PLGL 110	Intellectual Property Law
DE Sync and Async	PLGL 112	Corporations, Partnership, LLC
DE Sync Only	PD 101	Success in College
DE Sync Only	PD 110	College Success Seminar
DE Sync and Async	RE 100	Real Estate Principles
DE Sync or Async	RE 302	Legal Aspects of Real Estate
DE Sync and Async	RE 303	Real Estate Practices
DE Sync and Async	RE 305	Real Estate Appraisal

DE Sync and Async	RE 306	Property Management
DE Sync and Async	VEN 102	Intro to Viticulture
DE Sync and Async	VEN 106	Winery/Vineyard Fin. Mgmt.
DE Sync and Async	VEN 114	Wine Business

REQUEST FOR AHC GRADUATION REQUIREMENTS and CSU/UC GENERAL EDUCATION

AHC general education requests effective 2023/24. CSU and IGETC effective pending approval from university.

Prefix & Number	Course Title	GE/Graduation Requirement Request
ANTH 107/ES 107 ENGL 117	Indigenous People of California Detective Fiction	CSU GE Area F (Required modifications) AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities
ENGL 118	Women in Literature	AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities
ENGL 119	California Literature	AHC GE Cat 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities
ES/FASH 105	Race and Ethnicity in Fashion	AHC GE Category 3 Humanities CSU GE Area F Ethnic Studies IGETC Area 4C Ethnic Studies AHC Multicultural Gender Studies
GEOL 114	Oceanography	AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science IGETC Area 5A Physical Science
GEOL 131	Geology of California	AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science IGETC Area 5A Physical Science
GEOL 141	Environmental Geology	AHCGE Cat 1 Natural Sciences CSUGE Area B1 Physical Science IGETC Area 5A Physical Science
HIST 121	African American History	CSU GE Area D3 Ethnic Studies CSU GE Area F Ethnic Studies IGETC Area 4C Ethnic Studies AHC MCGS
LBRY 110	Internet Research Skills	AHC GE Category 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities
PHSC 111	Matter and Energy	AHC GE Cat 1 Natural Sciences CSUGE Area B1 Physical Science CSUGE Area B3 Laboratory Activity IGETC Area 5A Physical Science
PHSC 112	Earth & the Universe	AHC GE Cat 1 Natural Sciences CSUGE Area B1 Physical Science CSUGE Area B3 Laboratory Activity IGETC Area 5A Physical Science
PD 100	Personal and Career Exploration	AHC GE Cat 5 Living Skills CSU GE Area E Lifelong Learning and Self-development
POLS 110	Political Theory	AHC GE Cat 2A Social Sciences

NEW AND MODIFIED REQUISITESEffective 2023/24

Prefix & Number	Course Title	Requisites
CA 120	Principles of Foods 1	Advisory: CA 124
CA 121	Basic Baking and Pastry	Advisory: CA 124
CA 325	Specialty Cakes - Baking and Decorating	Advisory: CA 124
GEOG 105	Geography of California	None
GEOL 114	Oceanography	None
GEOL 141	Environmental Geology	None
FCS 120	Principles of Foods 1	Advisory: CA 124
FSN 134	Food/Nutrition/Customs/Culture	Advisory: CA 124 and ENGL 100
PHSC 111	Matter and Energy	None
PHSC 112	Earth & the Universe	None
PSY 113	Theories of Personality	None

COURSE DROPSEffective 2023/24

BASK 7011B	Basic Math	Course Drop
DA 333	Success in Dental Assisting Practice	Course Drop
OLDR 7211B	Joy of Drawing	Course Drop
OLDR 7213B	Painting in Oils and Acrylics	Course Drop
PE 145	Intercollegiate Conditioning	Course Drop
PE 179B	Tech. & Theory of Softball	Course Drop
PE 179D	Intercollegiate Swimming, Women	Course Drop
PE 179E	Indoor Cycling	Course Drop
PE 199A	Adapted Wilderness Experience	Course Drop
STEM 140	Math & Science Teaching Career	Course Drop

MISCELLANEOUSEffective 2023/24

Prefix & Number	Course Title	Proposal Type
OLDR 7400	Mixed Ensemble	Correction
MUS 130	Mixed Ensemble	Minor Modification
ECS 123	Social Justice & DEI in Class	Textbook Change
ENGL 152	Latina/o Literature	Textbook Change
INTD 170	Interior Design	Textbook Change

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Bond Measure I Citizens' Oversight Committee Representatives	Item Number: 12.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

The Allan Hancock Joint Community College District formed the Measure I Citizens' Oversight Committee at the October 17, 2006 board of trustees meeting. The committee is composed of six community members and up to two Allan Hancock College students.

The committee is currently comprised of the following members:

- Judith Dale, support organization representative
- Angelica Gutierrez, business organization representative
- Roy Reed, taxpayers association representative
- Sue Slavens, senior organization representative
- Kenneth L. Wolf, community at-large representative

The following new committee member appointment is recommended:

- Samantha Martinez, student representative

The Citizens' Oversight Committee currently has representative vacancies in the following area:

- (1) Community at-large
- (1) Student representative

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Samantha Martinez to the Bond Measure I Citizens' Oversight Committee as the student representative for a one-year term.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Revised Classified Bargaining Unit Job Descriptions	Item Number: 12.O.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 37

BACKGROUND

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

Revised

Job Title	Old Range	New Range
Administrative Assistant II - Academic Affairs	17	24
Administrative Assistant II - Student Services	17	24
Administrative Assistant II - Human Resources	17	24
Administrative Assistant II - Summer/Evening	18	25
Administrative Assistant III - Academic Affairs	25	27
Administrative Assistant III - Student Services	25	27
Administrative Assistant III - Administrative Services	25	27
Administrative Assistant III - Community Education	25	28
Grant Accountant	28	34
Office Services Technician I	14	16
Office Services Technician II (Grants)	15	18
Academic Affairs Specialist	18	28

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends that the board of trustees approve the new classified bargaining unit job description as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock College
Human Resources

Classified-Clerical
Range 1724

ADMINISTRATIVE ASSISTANT II (ACADEMIC AFFAIRS)

DEFINITION

Under general supervision of the appropriate Dean, Academic Affairs, performs a variety of responsible and comprehensive administrative ~~secretarial~~ and clerical work ~~to~~-in support of departmental functions. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent, under limited supervision, in this position is responsible for ~~secretarial~~ and administrative and clerical functions and assignments of an instructional department or program or service area and will function as an operations office ~~manager~~liaison. Incumbents are expected to perform a variety of duties and responsibilities which are of a sensitive and confidential nature; and performs other related responsibilities as may be assigned. ~~to be flexible in completing work assignments and may be delegated a substantial amount of administrative detail.~~ Incumbents are required to make independent decisions concerning appropriate office procedures and may also give guidance to other clerical staff including student workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Serves as an informational resource and may serve as first point of contact for students, staff, faculty, and the public; explains policies and procedures.
2. ~~Coordinates~~Organizes and collects data, creates and drafts a variety of written documents and reports; records and transcribes meeting minutes; maintains organizational files, records, website, mailing lists, groups and emails.
3. Serves as a liaison with internal departments, industry and business partners, and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
4. Advises and supports ~~development~~ of department budget, requisitions supplies, maintains purchasing and budget records, and provides budget reports as requested. ~~keeps appropriate personnel advised as to status of the budget(s).~~
5. Assists department chair with administrative detail; maintains department chair's calendar.
6. Assists instructors in ~~coordinating~~organizing a proctor for makeup tests.
7. ~~Coordinates~~Assist with department's inventory of instructional supplies and textbook requisition process.
8. Assists with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.
9. Assists with faculty and equipment prioritization processes.

10. Assists faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
11. ~~Coordinates~~ Assists the departmental evaluation process of part-time faculty.
12. Assists with the department's annual planning.
13. Ensures proper departmental onboarding of new faculty.
14. Collects part-time faculty availability forms; create, distribute and collect offer letters.
15. ~~Coordinates~~ Assists with the hiring, scheduling, ~~supervision~~ oversight, and evaluation of student workers.
- ~~15.~~16. Collects individual faculty schedules including office hours and leave requests.
- ~~16.~~17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn, understand, and interpret, and apply state and federal ~~specific rules, laws, college regulations, policies, guidelines, and procedures~~ and policies and apply them in a variety of procedural situations;
- Perform clerical work of above average difficulty;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Keep current with policies and procedures and apply language as necessary.

Education and Experience:

An associate of science degree in ~~office administration or office systems technology or in a~~ related subject matter with ~~one~~ two years of ~~clerical-administrative support and secretarial~~ clerical experience; ~~or the completion of the 12th grade and two years of increasingly~~

~~responsible clerical and secretarial experience~~ OR an equivalent combination of education, training, -and responsible administrative support experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

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7/22
R 7/17
R 7/15
R 3/11
R 8/10
R 4/99
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Allan Hancock College
Human Resources

Classified-Clerical
Range 1724

ADMINISTRATIVE ASSISTANT II (STUDENT SERVICES)

DEFINITION

Under general supervision of the ~~appropriate Dean, Academic Affairs~~ Student Services, performs a variety of responsible and comprehensive ~~secretarial-administrative~~ and clerical work ~~to~~ in support of departmental functions. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

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

ESSENTIAL FUNCTIONS

1. ~~May~~ Serves as an informational resource and first point of contact for students, staff and the public; explains policies and procedures.
2. Gathers information for the preparation of class schedules and catalogs.
3. ~~Coordinates~~ Organizes and collects data, creates and drafts a variety of written documents and reports; maintains organizational files, records, website, mailing lists, groups and emails.
4. Serves as a liaison with internal departments and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
5. Advises and supports ~~development of~~ department budget, requisitions supplies, maintains purchasing and budget records, and provides budget reports as requested. ~~keeps appropriate personnel advised as to status of the budget(s).~~
6. Assists department chair with administrative detail; maintains department chair's calendar.
7. ~~Coordinates~~ Assists with department's inventory of instructional supplies and textbook requisition process.
8. Assist with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.

9. Assist with faculty and equipment prioritization processes.
10. Assist faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
11. ~~Coordinate~~ Assist with the departmental evaluation process of part-time faculty.
12. Assist with the department's annual planning processes.
13. Ensure proper departmental onboarding of new faculty.
14. Collect part-time faculty availability forms; create, distribute and collect offer letters.
15. ~~Coordinate~~ Assists with the hiring, scheduling, ~~supervision~~ oversight, and evaluation of student workers.
- ~~15.~~16. Collects individual faculty schedules including office hours and leave requests.
- ~~16.~~17. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

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

Education and Experience:

~~An associate of science degree in office administration or office systems technology or in a related subject matter with one two years of clerical-administrative support and secretarial clerical experience; or the completion of the 12th grade and two years of increasingly~~

~~responsible clerical and secretarial experience~~ OR an equivalent combination of education, training, and responsible administrative support experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

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R 7/17

R 7/15

R 3/11

R 8/10

R 4/99

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Allan Hancock College
Human Resources

Classified-Clerical
Range 4724

ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCES)

DEFINITION

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

CLASS CHARACTERISTICS

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

ESSENTIAL FUNCTIONS

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

appropriate HR team member if unable to answer questions and complaints.
13. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- ~~Learn, understand, and interpret, and apply specific rules, state and federal laws, college regulations, and policies and procedures, apply them in a variety of procedural situations;~~
- Perform clerical work of above average difficulty;
- Establish and maintain office records and files;
- ~~Compose correspondence independently.~~
- Keep current with policies and procedures and apply language as necessary.

Education and Experience:

~~An associate of science degree in office administration or office systems technology or a related subject matter with one to two years of clerical and secretarial administrative support experience; or the completion of the 12th grade and two years of increasingly responsible clerical and secretarial experience OR an equivalent combination of education, training, and administrative support experience.~~

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

- Operates a computer keyboard.
- Communicates over the telephone and in person.

Special Qualification:

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

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Allan Hancock College
Human Resources

Classified-Clerical
Range ~~18~~25

ADMINISTRATIVE ASSISTANT II, SUMMER & EVENING

DEFINITION

Under supervision of the appropriate Dean, Academic Affairs, performs a variety of responsible and comprehensive ~~secretarial~~ administrative and clerical work ~~to~~ in support of departmental functions. Reports to and supports the office of the Associate Superintendent/Vice President, Academic Affairs during summer. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent in this position, under limited supervision, is responsible for ~~secretarial~~ and clerical functions and assignments of an instructional department or program or service area and will function as an operations office ~~manager~~ liaison. During evening classes and summer semester, the incumbent will act as academic support campus wide, performing assigned duties on a wider scale with a higher degree of responsibility. Incumbents are expected to perform a variety of duties and responsibilities which are of a sensitive and confidential nature; and performs other related responsibilities as may be assigned. ~~Incumbents are expected to be flexible in completing work assignments and may be delegated a substantial amount of administrative detail.~~ Incumbents are required to make independent decisions concerning appropriate office procedures and may also give guidance to other clerical staff including student workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS

1. Serves as an informational resource and may serve as first point of contact for students, staff and the public; explains policies and procedures.
2. ~~Coordinates~~ Organizes and collects data, creates and drafts a variety of written documents and reports; records and transcribes meeting minutes; maintains organizational files, records, website, mailing lists, groups and emails.
3. Serves as a liaison with internal departments, industry and business partners, and external agencies; makes appointments, schedules and coordinates meetings and conferences, campus and community events.
4. During evening and summer maintains campus budget records, coordinates budget requests, verifies funds available and reconciles discrepancies for multiple departments across campus.
5. Advises and supports ~~development~~ of department budget, requisitions supplies, maintains purchasing and budget records, and provides budge reports as requested. ~~keeps appropriate personnel advised as to status of the budget(s).~~
6. Assists department chair with administrative detail; maintains department chair's calendar.

7. Assists instructors in coordinating a proctor for makeup tests.
8. ~~Coordinates~~ Assists with department's inventory of instructional supplies and textbook requisition process.
9. Assists with the scheduling of classes, schedule changes, load calculations, and monitors enrollment.
10. Assists with faculty and equipment prioritization processes.
11. Assists faculty in the preparation and review of course materials (course syllabus, quizzes, print requisitions, etc.).
12. ~~Coordinates~~ Assists the departmental evaluation process of part-time faculty.
13. Assists with the department's annual planning.
14. Ensures proper departmental onboarding of new faculty.
15. Collects part-time faculty availability forms; create, distribute and collect offer letters.
16. ~~Coordinates~~ Assists with the hiring, scheduling, supervision, and evaluation of student workers.
- ~~16.~~17. Collects individual faculty schedules including office hours and leave requests.
- ~~17.~~18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Work independently, organize workload and establish priorities;
- Learn, understand, and interpret specific rules, and apply state and federal laws, college regulations, and policies, guidelines, procedures. and apply them in a variety of procedural situations;
- Perform secretarial-clerical work of above average difficulty.
- Keep current with policies and procedures and apply language as necessary.

Education and Experience:

An associate of science degree in ~~office administration or office systems technology or a~~ related subject matter with ~~one two~~ years of ~~clerical and secretarial~~ administrative support experience; or ~~the completion of the 12th grade and three years of increasingly responsible clerical and secretarial experience or~~ an equivalent combination of education, training, and responsible administrative support experience.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/22

R 7/17

7/15

Allan Hancock College
Human Resources

Classified-Clerical
Range ~~25~~27

ADMINISTRATIVE ASSISTANT III (ACADEMIC AFFAIRS)

DEFINITION:

Under supervision of the ~~appropriate dean~~ administrator, the incumbent performs a variety of ~~responsible and comprehensive secretarial-administrative~~ and clerical work in support of departmental functions and programs. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for ~~secretarial-clerical~~ functions and professional work in the support of the dean and the disciplines and departments within the area the dean supervises, operating as an office ~~manager~~ liaison. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions and ~~they~~ may also give guidance to other clerical staff, including student helpworkers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. ~~Explains~~ Assist and explain policies, procedures, and precedence to students, faculty, staff, and the public.
2. ~~Coordinates~~ Works with academic administrators to compile in the compilation of information for class schedule building, instructional load; which may include ~~and~~ preparation of part-time faculty offers of employment, monitoring and evaluating faculty schedules, load, and payment in accordance with district policies.
3. Coordinates, collects, monitors, and reconciles data such as load factors, attrition ratios, enrollment, and budget expenditures; compiles and prepares spreadsheets and reports.
4. Audits assignment hours, FTE values, verifies loads, and ~~seeks~~ verifies proper budget code for matrices.
5. ~~Assists students, faculty, staff, and the public; assists other areas on campus~~ contacts in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.
6. Creates and drafts a variety of written and electronic documents and reports; maintains organizational files (including electronic files), records, website, mailing lists, groups, and emails.
7. Prepares documentation for independent contractors and independent projects.
8. Processes and distributes mail and materials and prepares documentation for contracts with outside agencies.
9. ~~Collects~~ Process individual faculty schedules including office hours, leave requests, and professional development plans.
10. Assists with collection of census rosters, grades, and student rosters; tracks class size and monitors for class cancellation.
11. Schedules appointments and meetings; maintains appointment calendar and reserves facilities, equipment, services, and supplies for meetings and other events as needed to

- provide meeting support. ~~itinerary;~~
- ~~11.12.~~ Prepares Prepares travel arrangements and documentation; assists, completes, and processes ~~with~~ employee reimbursements.
- ~~12.13.~~ Coordinates ~~Assist~~ and compiles program/department/division financial information; maintains program/department budget records and coordinates budget requests, purchase requisitions, applications for payment, change orders, and augmentations. ~~processes; monitors, and reconciles financial expenditures, budget requests, and purchase orders; and actively seeks to control expenses.~~
- ~~13.14.~~ Monitors categorical and grant funded programs; may assist with budgets, reporting processes, and deadlines.
- ~~14.15.~~ Coordinates, monitors, and tracks full-time faculty evaluations including scheduling meetings and processing all documentation; administers timelines; and monitors and may processes documentation for part-time faculty and classified evaluations.
- ~~15.16.~~ Supports the program review process, including scanning surveys, routing documentation, scheduling meetings, and tracking for completeness.
- ~~16.17.~~ Monitors, collects, and verifies positive attendance records, and maintains for audit and accreditation.
- ~~17.18.~~ Supports council and/or committee meetings as necessary; prepares agendas, takes notes, and posts online.
- ~~18.19.~~ Prepares personnel action requests (PAR/NE), hiring forms, employment authorizations, assists with processing of department volunteers, equivalency requests, and requests to hire a student worker; may arrange for office coverage.
- ~~19.20.~~ Maintains and updates office procedural manual.
- ~~20.21.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management ~~techniques~~ and organizational skills;
- Budget management techniques including budget tracking, reporting, and purchasing systems;
- Microsof Office and other software applications, modern office practices, procedures, and equipment.
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- ~~Office methods, procedures, and equipment;~~
- Receptionist and telephone techniques.

Demonstrates Ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn, undrerstand, and interpret, and apply specific rules, federal and state -laws, college regulations, and policies, guidelines, and procedures and apply them with good judgment in a variety of procedural situations;

- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Compose correspondence independently;
- ~~Learn, understand, interpret, and apply state and federal laws; college regulations, policies, guidelines and procedures;~~
- ~~Keep current with CBAs and apply language as necessary.~~

Education and Experience:

An associate ~~of science~~ degree in a related subject matter and three years of increasingly responsible ~~secretarial~~ administrative support and clerical experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/22
R 6/2017
R 7/2016
Updated 9/2011
7/1990

Allan Hancock College
Human Resources

Classified-Clerical
Range 2527

ADMINISTRATIVE ASSISTANT III (STUDENT SERVICES)

DEFINITION:

Under supervision of the ~~appropriatedean~~, student services administrator, the incumbent performs a variety of ~~responsible and comprehensive secretarial-administrative~~ and clerical work in support of departmental functions and programs. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for ~~secretarial-clerical~~ functions and professional work in the support of the dean and the disciplines and departments within the area the dean supervises, operating as an office ~~manager~~liaison. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions ~~and~~ they may also give guidance to other clerical staff, including student ~~help~~workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Assists and Explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. Compiles and prepares spreadsheets and reports.
3. Creates and drafts a variety of written and electronic documents and reports; maintains organizational files (including electronic files), records, website, mailing lists, groups and emails.
4. Prepares documentation for independent contractors and independent projects.
5. Audits assignment hours, FTE values, verifies loads, and ~~selects~~verifies proper budget code for matrices.
6. Assists ~~students, faculty, staff, and the public; assists other areas on campus~~ contacts in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.
7. Processes and distributes mail and materials.
8. Schedules appointments and meetings; maintains appointment calendar and itinerary; reserve facilities, equipment, services, and supplies for meetings and other events as needed for meeting support.
- ~~8.9~~ prepares Prepares travel arrangements and documentation; assists with employee reimbursements.
- ~~9.10~~ Coordinates Assists and compiles program/departmental ~~division~~ financial information; maintains ~~divisional~~ program/departmental budget records and coordinates budget requests, purchase requisitions, application for payment, change orders, and augmentations.
Processes, monitors, and reconciles ~~financial expenditures, budget requests, and purchase orders; assists with budget augmentations; and actively seeks to control expenses.~~
- ~~10.11~~ Coordinates, monitors, and tracks full-time faculty evaluations including scheduling meetings and may process documentation part-time faculty and classified

evaluations.

~~11.12.~~ Supports the program review process, including scanning surveys, completing documentation, scheduling meetings, and tracking for completeness.

~~12.13.~~ Coordinates and processes student prerequisite, college now and excessive course attempts appeals.

~~13.14.~~ Supports council and/or committee meetings as necessary; prepares agendas, takes notes, and posts online.

~~14.15.~~ Supports categorical and grant funded programs; attends meetings; reviews timesheets; assists with budgets, reporting process, and deadlines.

~~15.16.~~ Prepares personnel action requests (PAR/NE), employment authorizations, assists with processing of department volunteers, equivalency requests, and requests to hire a student worker; may arrange for office coverage

~~16.17.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- Budget management techniques, including ; budget tracking, reporting, and purchasing systems;
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Microsoft Office and other software and hardware applications, modern office practices, methods, procedures, and equipment;
- Receptionist and telephone techniques.

Demonstrates Ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- ~~Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;~~
- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Learn, understand, interpret, and apply state and federal laws; college regulations, policies, guidelines and procedures and apply them with good judgement in a variety of procedural situations;
- Keep current with collective bargaining agreement changes and apply language as necessary.

Education and Experience:

An associate of science degree in a related subject matter and three years of increasingly responsible ~~secretarial~~ administrative support and clerical experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/22

R 7/17

R 07/16

Updated 9/11

7/90

Allan Hancock College
Human Resources

Classified Clerical
Range ~~25~~27

ADMINISTRATIVE ASSISTANT III (ADMINISTRATIVE SERVICES)

DEFINITION:

Under supervision of the ~~appropriate associate superintendent/vice president~~ administrator, the incumbent performs a variety of ~~responsible and comprehensive secretarial-administrative and~~ clerical work in support of departmental functions and programs for administrative services and facilities. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for ~~secretarial-clerical~~ functions and professional work in the support of the departments within the area of the associate superintendent/vice president, finance and administration ~~services~~. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. ~~They and~~ may also give guidance to other clerical staff, including student ~~help~~workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. ~~Explains~~ Serves as first point of contact and explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. Compiles and prepares spreadsheets and reports.
3. Independently writes correspondence, memoranda, transmittals, reports, and other materials relating to facilities planning and construction projects.
4. Maintains organizational files (including electronic files), records, website, mailing lists, groups and emails related to finance and administration.
5. Assist and edits information for board agenda items relating to finance and administration and facilities and construction projects.
6. Review, verify accuracy and process contracts, amendments, and invoices.
7. Process certificate of insurance request for proof of coverage i.e.; general liability, automobile liability, property, and student professional liability.
8. Assists ~~students, faculty, staff, and the public; assists other areas on-campus~~ contacts in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.
9. Act as receptionist, processes and distributes mail and materials.
10. Schedules appointments and meetings; maintains appointment calendar and reserves facilities, equipment, services and supplies for meetings and other events as needed to provide meeting support. ~~itinerary;~~
- 10-11. ~~prepares~~ Prepares travel arrangements and documentation; assists with employee reimbursements.
- 11-12. Assists and compiles division financial information; maintains divisional budget requests and records and coordinates budget requests, purchase requisitions, application for payment, change orders, and augmentations.
~~Processes, monitors, and reconciles financial expenditures, budget requests, and purchase requisitions, application for payment, change orders; assists with budget augmentations; and actively seeks to control expenses.~~
- 12-13. Supports council and/or committee meetings as necessary; prepares agendas, takes

notes posts online, and facilitates follow up.

- ~~13.~~14. Monitors construction project budgets and assists with budget planning.
- ~~14.~~15. Establishes and tracks Department of Industrial Relations (DIR) numbers for public works projects.
- ~~15.~~16. Monitors twenty-day preliminary notices, stop notices and DIR notices of penalty assessments.
- ~~16.~~17. Assist with the preparation of request for proposals/qualifications for professional services.
- ~~17.~~18. Monitors Cal OES/FEMA reimbursements and assists with applying for funding.
- ~~18.~~19. Prepares personnel action requests (*PAR/NE*), hiring forms, employment authorizations, assists with processing of department volunteers, and requests to hire a student worker; may arrange for office coverage.
- ~~19.~~20. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management ~~techniques~~ and organizational skills;
- Budget management ~~techniques~~—including: budget tracking, reporting, and purchasing systems.
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment;
- Receptionist and telephone techniques.

Demonstrates Ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Learn, understand, interpret and apply state and federal laws; college regulations, policies, guidelines and procedures;
- Correct English usage, spelling, grammar, punctuation, and formatting.

Education and Experience:

An associate of science degree in a related subject matter and three years of increasingly responsible ~~secretarial~~ secretarial-administrative support and clerical experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

management, staff and the general public.

Physical Demands:

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

Special Qualification:

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

R 7/22

11/20

Allan Hancock College
Human Resources

Classified-Clerical
Range ~~25~~28

ADMINISTRATIVE ASSISTANT III (COMMUNITY EDUCATION)

DEFINITION:

Under supervision of the ~~Dean, Academic Affairs (appropriate Community Education)~~ administrator, the incumbent performs a variety of ~~responsible and comprehensive secretarial-administrative~~ and clerical work in support of departmental functions and programs. The incumbent shall value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for ~~secretarial-clerical~~ functions and professional work in the support of the dean and the disciplines and departments within the area the dean supervises, operating as an office ~~manager~~ liaison. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions and ~~they~~ may also give guidance to other clerical staff, including student ~~help~~ workers. Incumbents have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. ~~Assists and~~ Explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. ~~Coordinates~~ Works with academic administrators in the compilation of information for class schedule building, instructional load; which may include, and preparation of part-time faculty offers of employment, monitoring and evaluating faculty schedules, load, and payment in accordance with district policies.
3. Coordinates, collects, monitors, and reconciles data such as load factors, attrition, ratios, and enrollment, ~~and budget expenditures~~; compiles and prepares spreadsheets and reports.
4. Audits assignment hours, FTE values, verifies loads, and seeks proper budget code formatrices for both credit and noncredit faculty.
5. ~~Assists students, faculty, staff, and the public; assists other areas on campus~~ contacts in obtaining data and information relative to the organizational unit, answers telephone, relays messages, transfers calls, serves as liaison with external agencies, resolves routine complaints.
6. Creates and drafts a variety of written and electronic documents and reports; maintains organizational files (including electronic files), records, website, mailing lists, groups, and emails.
7. Prepares documentation for independent contractors and independent projects.
8. Processes and distributes mail and materials.
9. ~~Collects~~ Process individual faculty schedules including office hours, leave requests, and professional development plans.
10. Assists with collection of census rosters, grades, and student rosters; tracks class size and monitors for class cancellation.
11. Schedules appointments and meetings; maintains appointment calendar and itinerary; reserve facilities, equipment, services and supplies for meetings and other events as needed to provide meeting support.
- ~~11.12. prepares~~ Prepares travel arrangements and documentation; assists with employee reimbursements.

- ~~12.13. Coordinates Assists and compiles program/department ~~division~~ financial information; maintains program/departmental budget records and coordinates budget requests, purchase requisitions, application for payment, change orders, and augmentations, processes; monitors, and reconciles financial expenditures, budget requests, and purchase orders; and actively seeks to control expenses.~~
- 13.14. Monitors categorical and grant funded programs; may assist with budgets, reporting processes, and deadlines.
- 14.15. Coordinates, monitors, and tracks for full-time faculty evaluations including scheduling meetings and processing all documentation; administers timelines; and monitors and may process documentation for part-time faculty and classified evaluations.
- 15.16. Supports the program review process, including scanning surveys, routing documentation, scheduling meetings, and tracking for completeness.
- 16.17. Monitors, collects, and verifies positive attendance records, and maintains for audit and accreditation.
- 17.18. Supports council and/or committee meetings as necessary; prepares agendas, takes notes, and posts online.
- 18.19. Prepares personnel action requests (PAR/NE), employment authorizations, assists with processing of department volunteers, equivalency requests, and requests to hire a student worker; may arrange for office coverage.
- 19.20. Maintains and updates office procedural manual.
- ~~20.1. Performs other related duties as assigned.~~
21. ~~Generates~~ Processes noncredit part-time faculty notice of assignments; prepares board items, calculates and prepares compensation for cancellation or change in assignment of classes, including monitoring instructor schedules, load, and salaries in accordance with district policies.
22. ~~Collects and tracks monthly positive attendance hours for all noncredit classes to ensure all tracking requirements are met for FTEs statistics and auditing.~~
23. ~~Coordinates, arranges, reserves and set up facilities, services, supplies and equipment for various meetings and events as needed; notifies appropriate individuals of meetings, appointment, events and related information.~~
- 24.22. Coordinates, administers timeliness and notifies part-time faculty of evaluation process. Supports the coordination of select non-credit and/or career technical programs.
23. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- Budget management techniques including budget tracking, reporting, and purchasing systems;
- Faculty and student information systems;
- Written business communications;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Microsoft Office and other software and hardware applications, modern office practices, methods, procedures, and equipment;
- Receptionist and telephone techniques.

Demonstrates ability to:

- Understand and carry out oral and written directions;

- Work independently, organize workload and establish priorities;
- ~~Learn, and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;~~
- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Learn, understand, interpret, and apply state and federal laws; college regulations, policies, guidelines and procedures and apply them with good judgement in a variety of procedural situations;
- ~~Keep current with CBAs and apply language as necessary.~~

Education and Experience:

An associate of science degree in a related subject matter and three years of increasingly responsible ~~secretarial~~ administrative support and clerical experience OR an equivalent combination of education, training and responsible experience as an administrative assistant.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/22

R 01/2020

R 07/2017

R 07/2016

Updated 09/2011

07/1990

Allan Hancock College
Human Resources

Classified Fiscal
Range 2834

GRANT ACCOUNTANT

DEFINITION:

Under the direction of the Director, Business Services, the Grant Accountant performs professional highly technical and complex accounting and budgetary work functions in support of programs funded by grants, categorical programs, and special revenue review. These functions include, but not limited to: budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, preparing financial projections and grant close-out functions, and ensuring compliance with federal, state, and local funding requirements. ~~involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated fina~~ Position effectively communicates complex financial issues concerning grant information to internal central office departments, external auditors, and federal, state, and local agencies and ~~neial records;~~ value values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent will exercise independent judgment with minimal supervision and maintain technical responsibilities in the financial management of accounts, grants, categorical programs, special revenue, and other assigned and required special projects. The incumbent is responsible for suggesting and drafting updates and maintaining procedures relating to the position and must have an excellent understanding of accounting and budgetary functions and record keeping needs and updates and maintains procedures relating to the position. The incumbent must understand, interpret, and apply a multitude of federal, state, local, and district policies and regulations. ~~and to~~ determine appropriate action within clearly defined guidelines and serves as a financial/fiscal contact to with local and state federal, state, and local funding agencies.

ESSENTIAL FUNCTIONS:

1. Monitor program and department budgets of assigned grants; determine fund availability and eligibility for grant purchases and hires; monitor use of funds by deciphering between allowable and non-allowable grant purchases.
- 1.2. Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records for all assigned federal, state, and local grant funded programs; assure financial activity of assigned accounts complies with applicable standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- 2.3. Review, audit, analyze, and reconcile and adjust assigned designated budgets and accounts; prepare and process budget transfers, budget revisions, and journal vouchers in accordance with grant needs and expenditure timelines; calculate, post, audit, code and adjust journal entries; update budgets accounts to reflect actual revenue and expenditures; balance accounts, audit for errors and discrepancies and make appropriate adjustments; initiate and process account and budget transfers and other transactions as needed.
- 3.4. Prepare, maintain and audit a variety of complex financial and statistical reports, statements, and records related to income, expenditures, accounts, budgets and assigned budgets accounting functions; review and analyze financial statements, records, and reports to assure accuracy, completeness and compliance with established guidelines, procedures, district policies, funding agency requirements and

Generally Accepted Accounting Principles.

5. Periodically prepare and submit invoices and claims for reimbursement for program expenditures, including compiling comprehensive backup documentation when required; prepare federal cash drawdowns in designated payment systems in accordance with actual expenditures and grant expenditure timelines; collect and retrieve grant revenue as needed; follow up or inquire with granting agencies and financial institutions regarding outstanding invoices.
6. Receive, review and approve requests to hire and personnel action requests for appropriate account coding, available budget, and compliance with program guidelines; prepare and submit labor redistributions to reflect or correct payroll accounting adjustments, labor distributions, and payroll posting errors as needed or as a result of a change in grant funding or department needs.
- 4.7. Receive, review, and approve grant funded purchase requisitions and verify vendor eligibility to receive grant funding as found in the System for Award Management (SAM);
8. Collect time and effort reporting as required; prepare and maintain inventory listings for federally funded programs and other programs as required.
- 5.9. Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate finance queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and documents; assure the accuracy of input and output data.
- 6.10. Provide administrative support in the review, preparation, and development of ~~assigned~~ ~~designated~~ budgets as ~~assign~~, including the preparation of tentative and adoptive budgets ~~ned~~; prepare income and expenditure projections to assist with budget preparation; analyze ~~the~~ program, personnel, ~~and~~ ~~and~~ project costs ~~and~~ to provide recommendations concerning budgetary allocations ~~and controls as directed~~; review expenditures to assure compliance with program guidelines ~~established limitations~~.
- 7.11. Research, compile, assemble, verify and analyze a variety of complex financial, statistical, ~~and~~ budgetary, and contractual information; compare internal and external fiscal data to identify errors and discrepancies; participate in the investigation and resolution of financial issues, errors, and discrepancies
- 8.12. Provide consultation to administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, requirements, laws, codes, regulations, policies, and procedures.
13. Review changes in district, federal and agency-specific guidelines for applicability to current contractual and grant awards. Disseminate information to appropriate faculty, staff and administrators and provide direction as to changes in procedures to assure compliance.
14. Prepare monthly, quarterly, annual, and other fiscal reporting of assigned funds, prepare invoices for reimbursable awards, including compiling comprehensive backup documentation; assure mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established timelines.
15. Participate in year-end closing activities; closing of assigned programs at fiscal year-end, or at grant expenditure end date, includes calculating carryover, reconciling revenue and expenditures, creating financial accruals and resolving discrepancies; prepare and process year-end reports and reconciliations, complete and file reports and claims with funding agencies, prepare financial statements as necessary.
- 9.16. Review and ~~r~~Reconcile ~~banking and various other~~ fiscal statements ~~documents~~ prepared by outside agencies to assure accurate ~~fund a~~ accounting; assure fiscal documents ~~financial statements~~, transactions and account balances match ~~C~~college records and reports as assigned.
10. Prepare, review and evaluate various financial documents and correspondence as assigned; assure

~~mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established timelines.~~

- ~~11. Receive, review, verify, prepare, process and evaluate purchase orders, invoices, warrants and receivables as assigned; arrange for and follow up on payments and billings as directed; collect monies, balance and reconcile cash accounts, and prepare bank deposits as required.~~
- ~~12.17. Communicate with administrators, personnel, and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.~~
- ~~13.18. Assist in the ongoing maintenance and/or implementation of financial systems and/or new applications.~~
19. Assist with the college's external auditors and with periodic audits or compliance reviews of specially funded programs to assure accurate and successful audits; compile necessary documents for auditors including paid invoices, warrant copies, purchase orders, contracts, time sheets, requested reports and other information as required.
20. Attend professional development trainings, workshops, or seminars on grants and categorical programs as directed and stay abreast on grant management, district policies, and federal and state laws and regulations; attend and participate in various meetings and budget-related committees as assigned.
- ~~14. Assist with audits and perform year-end closing functions as required.~~
- ~~15. Attend and participate in various meetings as assigned.~~
- ~~16.21. Perform other related functions as assigned.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, procedures, and terminology used in professional accounting work;
- Generally Accepted Accounting Principles;
- Education Department General Administrative Regulations
- Uniform Guidance (2 CFR 200)
- Financial and statistical record-keeping techniques;
- General accounting, budget and business functions of a community college;
- Working knowledge of fund accounting and government accounting
- Thorough knowledge of internal controls and audit standards to identify patterns and trend that may signify potential fraud.
- Policies and objectives of assigned programs and activities;
- Budgeting practices regarding monitoring and control;
- Financial analysis and projection techniques;
- Record retrieval and storage systems;
- Research and statistical evaluation techniques;
- Applicable laws, codes, regulations, policies and procedures.
- Working knowledge of Enterprise Resource Planning (ERP) financial/payroll system

Demonstrated Ability to:

- Prioritize, identify, and analyze situations where appropriate to make informed decisions based on independent judgment.
- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing,

reconciling and maintaining manual and automated financial records;

- Prepare maintain, and analyze comprehensive financial and statistical statements and accounting reports;
- ~~Preparation of financial statements and comprehensive accounting reports;~~
- Provide administrative support in the review, preparation, and development of budgets;
- Calculate, post, audit and adjust journal entries including income and expenditures;
- Reconcile various fiscal statements to assure accurate fund accounting;
- Utilize a computer to input data, maintain automated records and generate computerized reports;
- Compare numbers and detect errors efficiently;
- Communicate effectively both orally and in writing; Excellent organizational, communication (written and verbal), interpersonal skills and attention to detail
- Demonstrated proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Knowledge of modern office methods, procedures, and equipment Operate a computer and assigned software;
- Meet schedules and timelines.

Education and Experience:

Bachelor's degree in accounting or related field and two years professional accounting experience ~~preferred~~, OR equivalent combination of education and experience performing varied financial analysis, record-keeping and report preparation duties including work with computerized accounting functions.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/22—

R 2/19

R 11/18

Restructure 07/16

R 7/13

R 9/04

R 10/00

8/90

Allan Hancock College
Human Resources

Classified-Clerical
Range 4416

OFFICE SERVICES TECHNICIAN I

DEFINITION:

Under supervision of the appropriate Dean or Director, the incumbent will perform a variety of responsible and difficult clerical and technical work; to interpret departmental policies, procedures, and regulations; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

Incumbents, under limited supervision, are required to make independent decisions concerning appropriate procedures in their offices, which may affect the work performance of other positions. Incumbents may ~~provide work as office manager and direct or guidance to~~ other clerical personnel and student ~~workers, help and assist an Office Assistant I or II.~~ Incumbents in this classification have responsibility for multiple office functions in a major departmental office, which often cross departmental lines.

ESSENTIAL FUNCTIONS:

1. Greets visitors; provides information and assistance to the general public, students, and staff involving and understanding of departmental and college policies, procedures, regulation, and technical processes.
2. Acts as a receptionist and initiates and answers telephone calls.
3. Processes forms and reports for department functions; checks forms for completeness and accuracy and obtains information as necessary.
4. Researches files to extract information for summaries and reports; serves as liaison with internal departments and external agencies; promotes department programs.
5. Gathers information and assists in the preparation of class schedules; maintains files and records, prepares correspondence and memoranda independently and from general instructions on routine matters.
6. Assists with taking minutes of meetings; types a variety of materials requiring the use of independent judgment, including but not limited to, event programs, publicity, tests, instructional materials, letter, memoranda, and schedules.
7. Prepares purchase orders, requisitions and work orders and verifies merchandise received against invoice or packing slips;
8. Distributes incoming mail and prepares outgoing mailings.
9. Performs admissions procedures for registration; establishes and maintains filing systems; compiles instructor contracts; and assists with budget planning
10. Prepares and maintains time sheets, records and reports necessary to implement hourly instructor payroll personnel intake.
11. Handles instructor evaluation schedules, room scheduling routines including off-campus rentals.
12. Maintains and updates mailing lists, attendance records, and instructor sick leave records; computes faculty load levels; sets up and maintains budget account records; collects and refunds fees.
13. Familiarizes non-staff on office procedures and maintains supervisor's calendar.

14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

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

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a ~~word processor~~ and computer with accuracy and speed;
- Perform ~~secretarial~~ clerical work of above average difficulty;
- Type at a rate of 50 wpm from clear, legible copy;
- Establish and maintain office records and files;
- Compose correspondence independently.
- Make arithmetic calculations;
- Proofreads materials.

Education and Experience:

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

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 07/22

R 05/15

R 06/13

R/7/96

7/90

ALLAN HANCOCK COLLEGE
Human Resources

Classified-Clerical
Range ~~15~~18

OFFICE SERVICES TECHNICIAN II (Grants)

DEFINITION

Under supervision of assigned administrator this position will perform a wide variety of responsible and comprehensive technical and clerical duties involved in implementing grants; to interpret grant-specific policies, procedures, and regulations; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

An incumbent in this position, with limited supervision, is responsible for a variety of ~~complex~~ technical and clerical functions supporting the college's grants through managing budgets, preparing reports, assisting in the implementation of activities, monitoring internal and external partners, processing time and payroll records, travel requests and claims, and maintaining project files. An incumbent will exercise considerable independence of action and will be expected to make independent decisions concerning appropriate procedures and develop a working knowledge of various grant program requirements and regulations.

ESSENTIAL FUNCTIONS

1. Provide clerical and technical support for a college grant, its sub-awards to various education programs, and to other college grants.
2. Provides information and assistance regarding grant programs to staff, students, and the general public.
3. Serves as program liaison among partners, the college and community in providing services, and assist in preparation of activities.
4. Prepares correspondence, memorandums, reports, and notices from rough draft, marginal notes or general direction and composes correspondence on routine matters; establishes and maintains filing systems; uses a computer to enter and retrieve data and prepare correspondence and other documents.
5. Assist in coordinating the implementation of activities, services, operations, projects, meetings, trainings, field trips, special services and events, and/or other related functions.
6. Assist in developing brochures, news releases, and other materials to publicize events or provide information on programs and services; collaborate with public affairs when necessary, in the development of materials and media for distribution.
7. Utilize standard software application to compile information and data from various sources and prepare reports and data summaries.
8. Maintain grant and divisional specific budgets; code and post accounting transactions and reconcile discrepancies.
9. Prepares and maintains individual schedules and time-keeping records for program staff.
10. May ~~supervise~~ assist with the day-to-day activities with student workers.
11. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Office management techniques and organizational skills;

Written business communications;
 Computers, database, and word processing software applications and production;
 Methods and practices of financial record keeping;
 Proper business English usage, spelling, grammar and punctuation;
~~Microsoft Office suite methods and other software and hardware applications, procedures, and equipment, including filing systems;~~
 Receptionist and telephone techniques;
 Apply district policies and procedures related to general business transactions with good judgment.

Demonstrated ability to:

Understand and carry out oral and written directions;
 Develop and maintain cooperative relationships with those contacted in the course of work;
 Work independently, organize workload and establish priorities;
 Maintain accurate records and compile reports;
 Understand and interpret specific procedures, laws, and policies;
 Operate a computer with accuracy and speed;
 Establish and maintain departmental records and files;
 Compose correspondence independently;
 Excellent word processing and computer skills.

Education and Experience:

~~An associate's degree or higher, OR two years of experience at or equivalent to the level of Office Services Assistant II at Allan Hancock College OR equivalent~~ Equivalent of to the completion of the 12th grade and three years of increasingly responsible tutorial-clerical experience OR any equivalent combination of education, training, and experience.

Working Conditions:

Duties are primarily performed in an office environment, at a desk or at a computer.
 The incumbent will experience interruptions while performing normal duties during the regular workday.
 The incumbent will have contact, in person or on the telephone, with staff and the general public that requires tact and good communication skills.

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:

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

Allan Hancock College
Human Resources

Classified-Technical
Range ~~18~~28

ACADEMIC AFFAIRS SUPPORT TECHNICIAN SPECIALIST

DEFINITION:

Under supervision of the Associate Superintendent/Vice President, Academic Affairs, performs responsible and comprehensive clerical and data entry work for the office and interprets departmental policies, procedures, and regulations; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

An incumbent in this position will perform a variety of responsible, clerical, and data entry work with limited supervision. The incumbent must possess a broad knowledge of functions of the academic affairs unit, and a variety of other data entry and report production operations which are attendant to and related to the office of academic affairs. Accuracy in data entry and the ability to produce necessary documents and reports in accordance with timelines and in an accurate manner is emphasized. The incumbent will interface directly with department chairs, academic deans and instructional support staff in such processes as information gathering and dissemination for the part-time faculty evaluation process and fulfill other instructional needs.

ESSENTIAL FUNCTIONS:

1. Coordinates, distributes, and monitors ~~Maintains and edits the data within academic data systems associated with production of faculty evaluations and maintains all related records.,~~ room inventory and information, etc.
- ~~2.1.~~ Checks computer printouts for accuracy and completeness.
- ~~3.2.~~ Prepares records and assists with the design and preparation of reports required for instructional analysis and effective management of instructional programs.
4. Maintains utilization records of instructional facilities and offices and proposes reallocations as appropriate.
- ~~5.3.~~ Works cooperatively with administrative assistants on special and ongoing projects, and ~~Mmaintains a continuous interface with instructional departments as they relate to academic affairs concerns.~~
- ~~6.4.~~ Provides support to Curriculum Specialist with scanning and filing electronic and hard copies of all official college course outlines and related content.
- ~~7.5.~~ Assists with processing of curriculum proposals and related content for the production of the schedule of classes.
- ~~8.6.~~ Serves as the technical support person to instructional departments with respect to the room scheduling system.
- ~~9.7.~~ Assists with classroom assignments and room conflict scheduling.
- ~~10. Updates data systems related to academic affairs functions.~~
8. Distributes ~~ion, collection, tracking and processing~~ ~~Assists with preparation of notice of assignments, including processing revisions, monitoring low enrollment, calculating~~ ~~ing~~ ~~es~~ and prepares ~~ing~~ ~~es~~ compensation for cancellation and changes in assignments in accordance with district policy.
9. Prepares payroll adjustments for substitute faculty, including verification of faculty sick leave hours.
10. Prepares, processes, and distributes concurrent enrollment approval or denial letters.

11. Assists with preparation of board documentation, including maintaining and updating board document materials.
12. Serves as back-up office manager in the absence of coordinator/administrative assistant V.
13. Assists with preparation of meeting notes and agendas, and fills in as note taker as needed.
14. Assists with maintaining confidentiality and materials of confidential nature consisting of letters, reports, bulletins, memoranda, and record materials.
15. Assists with collecting and maintaining data as requested by accreditation liaison officer.
- ~~11.~~16. Assists with preparation and planning of events.
- ~~12.~~17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office methods and practices including filing systems;
- Record keeping practices and procedures;
- Written business communications;
- Word/information processing applications and production;
- Receptionist and telephone techniques;
- Data system and data entry techniques.

Demonstrates ability to:

- Understand and carry out oral and written directions;
- Operate a computer to perform data entry with accuracy and speed;
- Compose correspondence independently;
- Organize information, workload, and establish priorities to complete assigned work with a minimum of supervision and within established time deadlines;
- Communicate with Information Technology Services department personnel;
- Become familiar with the Allan Hancock College schedule of classes, data elements, and other data files required to be used in support of this position.

Education and Experience:

~~An Associate of science degree or higher in secretarial science or word/information processing systems OR related subject matter and three years of increasingly responsible secretarial administrative technical support experience OR the equivalent to completion of 12th grade and three years of increasingly responsible secretarial OR any equivalent combination of education, training, and experience. Clerical responsibilities should include the maintenance integrity of data.~~

Physical Demands:

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

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

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

Special Qualification:

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

R 9/22
R 11/17
R 7/12
R 6/01



CONSENT ITEM

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	
Subject: Personnel Actions	Item Number: 12.P.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

BACKGROUND

In an effort to condense and streamline the information provided to the board of trustees and to eliminate the use of pronouns, the following personnel actions in the subsequent Excel documents are recommended:

FISCAL IMPACT

The fiscal impact is included in pages 2-6.

RECOMMENDATION

Staff recommends that the board of trustees approve the following personnel actions as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Faculty - Tenure Track								
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.								
Name	Assignment	Department or Division	Effective Date	Column and Step	Months	Reason/ Comment		
1	Hughes, Michael	Chemistry Instructor	Life and Physical Sciences	01/19/23	V-III	10	Replace Danae Madrid	
2	Geraghty, Sian	assistant professor	Multimedia Arts and Communication	01/18/23	IV-V	10	Replace Kenneth Cope	
3	Conrad, Alexandria	assistant professor	Human Services	01/18/23	II-III	10	Replace John Lovern	
Fiscal Impact 2022-2023 Fiscal Year								
1	unrestricted general fund						\$	54,478.50
2	unrestricted general fund						\$	57,312.50
3	unrestricted general fund						\$	48,630.50

Classified Staff - Appointments, Transfers, and Promotions								
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months	Reason/Comment	
1	Cabanas, Andrea	appointment	veteran's success center specialist	Veteran's Success Center	12/21/22	25-B	10	Replace Francisco Serrato
2	Herrera, Rene	promotion	groundskeeper lead	Facilities	12/21/22	24-C	12	Replace David Hunt
3	Jimenez-Chavez, Amalia	appointment	office services technician	Dream Center	12/21/22	14-C	12	Replace Victoria Rivas
4	Jones, Devon	appointment	office services technician	Career Center	1/3/23	14-C	12	Replace Blanca Lopez
5	Wirth, Jeremy	appointment	multi-media production specilaist	Public Affairs	1/18/23	26-C	12	Replace Kevin Boland
6	Anderson, Brandi Mari	appointment	EOPS program specialist	EOPS/CARE/ Next Up/CalWorks	1/3/23	19-B	12	Tara Dove-Morales
7	Garcia, Benjamin Issac	appointment	instructional assistant	Math Sciences	1/3/23	20-B	10	New position
8	Mora, Jessica	appointment	student support specialist	College Achievement Now	1/3/23	18-C	11	Replace Alycia Deal
9	Orozco, Sandra	promotion	administrative assistant II	Community Education	12/21/22	17-D	10	Replace Jayme Llamas-Meraz
10	Weekly, Jacob	appointment	maintenance worker Lompoc	Facilities	1/3/23	25-B	12	New position
11	Jeene Heidi Khaykham	promotion	career center program specialist	Career Center	2/2/23	26-D	12	Replace Alyssa Stovall
Fiscal Impact 2022-2023 Fiscal Year								
1	Veterans Resource Center						\$	46,426.00
2	unrestricted general fund						\$	47,265.00
3	California 4All Fellowship Program Non-Dreamers						\$	38,193.00
4	unrestricted general fund						\$	36,445.00
5	unrestricted general fund						\$	47,088.00
6	unrestricted general fund						\$	39,377.00
7	unrestricted general fund						\$	40,223.00
8	CanTrio						\$	39,958.00
9	unrestricted general fund						\$	40,596.00
10	unrestricted general fund						\$	44,286.00
11	Strong Work Force fund						\$	41,003.00

Classified Staff - Change of Status								
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment	
1	Townsend, Julia	change in months	coordinator, interpreting services	Learning Assistance Program	02/01/23	11 months	12 months	To meet institutional needs
Fiscal Impact 2022-2023 Fiscal Year								
1	unrestricted general fund and Disabled Students Program						\$	811.00

Classified Staff - Out-of-Class Assignments								
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.								
Name	Assignment	Department or Division	Effective Dates	From	To	Reason/Comment		
1	Biely, Erica	interim director special projects	Institutional Effectiveness	7/1/22-6/30/23	32-F (SS-55)	20-A (SS-30)	Develop the Student Equity Plan	
2	Coon, James	administrative assistant III	Counseling	10/7/22-12/1/22	25-C	25-C, plus 5%	Vacancy in the department	
3	Gardner, Christian	student success & support technical specialist	Admissions & Records	7/1/22-6/30/23	30-F	30-F, plus 5%	Performing duties outside of job the description.	
4	Hamlin, Cheryl	interim accounting supervisor	Business Services	11/1/22-1/31/22	20-F (SS-55)	3-A (SS-40)	During recruitment of accounting supervisor	
5	Leon, Laura	administrative assistant II	Counseling	10/7/22-12/1/22	17-F	17-F, plus 5%	Vacancy in the department	
6	McMains, Christopher	information security analyst	Information Technology Services	1/1/23-6/30/23	14-F	14-F, plus 5%	Vacancy in the department	
7	Moore, Phillip	interim programmer analyst	Information Technology Services	1/1/23-6/30/23	12-E	14-E	Vacancy in the department	
8	Stovall, Alyssa		Career Center	11/1/22-6/30/23	26-B	26-B, plus 5%	Support Learning Aligned Employment Program (LAEP)	
9	Aldama, Raul	financial aid specialist	Financial Aid	4/16/22-5/31/23	21-F	21-F, plus 5%	Support financial aid appeals committee	
Fiscal Impact 2022-2023 Fiscal Year								
1	SEAP (Student Equity and Achievement Program)						\$	22,698.00
2	unrestricted general fund						\$	515.00
3	SEAP (Student Equity and Achievement Program)						\$	4,676.00
4	unrestricted general fund						\$	16,249.00
5	unrestricted general fund						\$	495.00
6	unrestricted general fund						\$	4,581.00
7	unrestricted general fund						\$	4,382.00
8	LAGS IRecovery Mentored Internship						\$	2,262.00
9	Board Financial Assistance Program						\$	4,055.00

Short-Term/On-Call, Substitutes, Professional Experts					
Special Note: 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.					
Name	Action	Position Title	Dates	Hourly Rate	Duties/Responsibilities
1 Hernandez, Gerardo	short-term	program assistant V	12/1/22-6/30/23	\$26.00	Support Counseling with Promise program and appeals
2 Klein, Andrew	short-term	instructional aide V	11/16/22-6/30/23	\$26.00	Fire, Safety and EMS, Law Enforcement Program
3 Misra, Anjali	short-term	interim career ready specialist	11/1/22-5/31/23	\$25.43	Due to several vacancies in the department
4 Montoya, Geraldine	short-term	program specialist	12/12/22-6/30/23	\$25.00	Support Cash for College
5 Murdock, Joscelyn	short-term	program specialist	11/1/22-12/16/22	\$22.08	Extend assignment during recruitment
6 Perez-Santos, Kathleen	short-term	program specialist	12/12/23-6/30/23	\$25.00	Support Cal-Soap Program
7 Rodriguez Gallardo, Patricia	short-term	program specialist	12/12/22-6/30/23	\$25.00	Support Cal-Soap Program
8 Santiago, Beatriz	short-term	program specialist	12/12/22-1/16/23	\$20.00	Cal-Soap tutor
9 Agama Ramirez, Vania	short-term	program specialist	1/9/2023-6/30/23	\$36.00	Support Basic Needs Center
10 Cabanas, Andrea	short-term	program assistant IV	12/9/22-12/20/22	\$23.54	Support Veterans Success Center during recruitment
11 Garcia Sanchez, Vanessa	short-term	program specialist	12/21/22-6/30/23	\$20.00	Cal-Soap tutor
12 Huicochea, Annette	short-term	program assistant IV	1/3/23-6/30/23	\$23.54	Support Community Education Program due to vacancy
13 Markley, John	short-term	instructional aide VI	11/1/22-6/30/23	\$36.00	Fire, Safety and EMS, Law Enforcement Program
14 Santiago, Patricia	short-term	program specialist	12/12/22-1/15/23	\$20.00	Support Cal-Soap Program

Reclassification of Classified Bargaining Unit Positions					
A reclassification task force was established in accordance with article 17 of the Agreement between the District and the California School Employees Association, Allan Hancock College Chapter #251 (CSEA). The reclassification task force committee conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. This concludes the final reclassification task force process as it was negotiated out of the 2020-2023 successor agreement. The recommendations are as follows:					
Name	Assignment	Department or Division	Retroactive Date	New Range	
1 Aquino, Lucy	Office Services Technician I	Admissions and Records	7/1/22	16	
2 Avila, Dana	Administrative Assistant III	Community Education	7/1/22	28	
3 Brickey, Kritine	Administrative Assistant II	Academic Affairs	7/1/22	24	
4 Cardona, Fabiola	Office Services Technician II-Grants	Academic Affairs	7/1/22	18	
5 Cardona, Jean	Administrative Assistant III	Academic Affairs	7/1/22	27	

6	Coon, James	Administrative Assistant III	Student Services	7/1/22	27
7	Coulter, Loretta	Administrative Assistant II	Academic Affairs	7/1/22	24
8	Delgadillo, Alicia	Administrative Assistant II	Academic Affairs	7/1/22	24
9	Dionisio, Brent	Administrative Assistant II	Academic Affairs	7/1/22	24
10	Dorado, Yvette	Administrative Assistant II	Academic Affairs	7/1/22	24
11	Gonzalez, Abraham	Accountant	Business Services	7/1/22	34
12	Gutierrez, Lisa	Academic Affairs Support Technician	Academic Affairs	1/1/22	28
13	Hernandez, Erica	Administrative Assistant III	Administrative Services	7/1/22	27
14	Leon, Laura	Administrative Assistant II	Academic Affairs	7/1/22	24
15	Lopez-Perea, Florentina	Administrative Assistant III	Academic Affairs	7/1/22	27
16	Marecic, Maryfrances	Administrative Assistant III	Academic Affairs	7/1/22	27
17	McMillan, Christina	Administrative Assistant II	Academic Affairs	7/1/22	24
18	Meraz, Jayme	Administrative Assistant II	Academic Affairs	7/1/22	24
19	Mushegan, Kara	Administrative Assistant III	Academic Affairs	7/1/22	27
20	Orozco, Sandra	Office Services Technician II-Grants	Community Education	7/1/22	18
21	Payne, Helen	Administrative Assistant II	Academic Affairs	7/1/22	24
22	Ramirez, Nancy	Administrative Assistant III	Academic Affairs	7/1/22	27
23	Rivas, Victoria	Administrative Assistant II	Academic Affairs	7/1/22	24
24	Rivera, Danielle	Administrative Assistant III	Academic Affairs	7/1/22	27
25	Ruvalcaba, Aurora	Administrative Assistant III	Student Services	7/1/22	27
26	Trevino, Gabriella	Administrative Assistant II	Academic Affairs	7/1/22	24
27	Uvias Alcantar, Nancy	Office Services Technician II-Grants	Academic Affairs	7/1/22	16
28	Valadez-Andrade, Yvette	Administrative Assistant II	Summer and Evening	7/1/22	25
29	Vera, Darlene	Administrative Assistant II	Academic Affairs	7/1/22	24
Fiscal Impact 2022-2023 Fiscal Year					
1	unrestricted general fund				\$ 156,722.66

Coaching Appointments and Stipends			
Special Note: The college reserves the right to cancel any coaching appointment or to reassign the area of service.			
Name	Assignment	Sport	Stipend
1 Smith, Ian	Assistant Coach	Men's Soccer (revised stipend)	\$ 4,500.00
2 Vinnedge, Catrina	Assistant Coach	Women's Soccer	\$ 500.00
3 De Alba, Cesar	Assistant Coach	Women's Soccer	\$ 5,000.00
4 Herrera, Antony	Assistant Coach	Women's Soccer	\$ 2,500.00
5 Clear, Gabriel	Assistant Coach	Swimming and Diving	\$ 3,000.00
6 Parker, Joseph	Assistant Coach	Football	\$ 2,000.00
7 Pomfret, Michael	Assistant Coach	Football	\$ 3,000.00
Fiscal Impact 2022-2023 Fiscal Year			
unrestricted general fund			\$ 20,500.00

**CONSENT ITEM**

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	
Subject: Revision of Student Worker Salary Schedule	Item Number: 12.Q.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

The revised Student Worker Salary Schedule (SS-85) is being presented to the board of trustees for approval due to the state minimum wage increase to \$15.50 per hour effective January 1, 2023. The proposed revision would increase the hourly rate for each of the five student worker categories by at least \$.50 cents.

FISCAL IMPACT

The cost to the unrestricted general fund is included in the 2022-2023 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed revised Student Worker Salary Schedule (SS-85), effective January 1, 2023, as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
STUDENT WORKER SALARY SCHEDULE**

Category	Hourly Rate Step 54 January 1, <u>2022</u> 2023
Student Worker 1	\$15.00 <u>\$15.50</u>
Student Worker 2	\$15.50 <u>\$16.00</u>
Student Worker 3	\$16.00 <u>\$16.50</u>
Student Worker 4	\$16.50 <u>\$17.00</u>
Student Worker 5 (advanced assignment)	17.00 <u>\$17.50</u>
Student Worker 6**	\$15.00 <u>\$15.50</u> and up

Student Worker 1: Includes various beginning level assignments under the student worker title, such as:

Peer advisor	Grounds worker	Children's Center worker
Peer educator	Clerical worker	Cafeteria worker
Tutor	Media Services assistant	Cashier
Custodial worker	Reader	*Categorical/grant-funded worker
Maintenance worker	Lab assistant	

Student Worker 2: Requires that a student worker:

1) has worked at least one semester in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 1.

Student Worker 3: Requires that a student worker:

1) has worked at least two semesters in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 2.

Student Worker 4: Limited to Facilitator, Learning Facilitator, and *categorical or grant-funded studentworker.

Student Worker 5: Includes student worker Tutors, in Advanced Subjects and Student workers in special assignments as designated by the Dean of overseeing department.

Student Worker 6: Includes (a) **OFF-CAMPUS** Federal Work Study (FWS) and CalWORKs Work Study (CWS) students whose pay is based on specific contract agreements and (b) **grant-funded student workers or student tutors.

ON-CAMPUS FWS and CWS Work Study: Pay level is determined by criteria of categories 1 through 5-.

*Categorical or grant-funded student worker: Student workers funded by various categorical programs or grants whose pay level falls within one of these categories but is determined by the specifics of the grant. Hourly rate must comply with categorical/grant requirements and restrictions.



CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Revision of On-Call/Short-Term/Professional Expert Employee Salary Schedule, SS-80	Item Number: 12.R.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

BACKGROUND

The salary schedule (SS-80) is revised to reflect the following:

- Increase in minimum wage to \$15.50 per hour, effective January 1, 2023. The salary increase for Typewell Transcriber and Interpreter are to meet the industry standards payrate in comparison to outside agencies.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends that the board of trustees approve the proposed revised on-call/short-term/professional expert employees salary schedule, SS-80, due to California state minimum wage increase to \$15.50 per hour, effective January 1, 2023, and to meet the industry standards payrate in comparison to outside agencies.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Allan Hancock College Salary Schedule (SS-80)
For On-Call / Short-Term / Professional Expert Employees**

Effective January 1, 20222023

Range	Hourly Rate	Job Title
18	\$15.00	Cashier- Instructional Aid I- Program Assistant
19	\$15.41	#####
20	\$15.92	<u>Cashier</u> <u>Instructional Aid I</u> <u>Program Assistant</u> #####
21	\$16.44	////////////////
22	\$16.98	Instructional Aide II Program Assistant II Test Proctor
23	\$17.54	Lifeguard Custodial Substitute Groundskeeper Substitute Courier Substitute CSO Substitute
24	\$18.12	////////////////
25	\$18.72	////////////////
26	\$19.34	Instructional Aide III Program Assistant III Model
27	\$19.98	////////////////
28	\$20.64	Maintenance Assistant
29	\$21.33	////////////////
30	\$22.04	////////////////
31	\$22.78	////////////////
32	\$23.54	Carpenter Substitute Instructional Aide IV Program Assistant IV Test Administrator
33	\$26.00	Instructional Aide V Program Assistant V

34	\$29.00 \$36.00	#####Instructional Aide IV Program Assistant VI Typewell Transcriber I
35	\$31.00 \$40.00	Interpreter I Typewell Transcriber II
36	\$36.00 \$45.00	Instructional Aide- VI Interpreter II- Program Assistant VI Interpreter I Typewell Transcriber III
37	\$46.00 \$50.00	Interpreter III
38	\$51.00 \$60.00	Interpreter III V
39	\$54.00 \$63.00	Interpreter IV
40	\$66.00	Interpreter V
4041	\$\$	Program Specialist – rate based on grant

Notations:

Cashier: performs registration cashier functions as well as district cashier functions
Interpreter I - \$45.00

Pre-certified, AHC interpreter evaluation at Communication Facilitator level.

Interpreter II - \$50.00

EIPA level 4.0 (secondary – ASL), or CASLI, or RID CI or CT

Interpreter III - \$60.00

RID CI/CT, or NIC, CASLI or EIPA level 4.2 or better.

Interpreter IV - \$63.00

RID CI/CT, or NIC, or CASLI, or EIPA level 4.2 or better plus BA degree.

Interpreter V-\$66

RID CI/CT, or NIC, or CASLI, or EIPA level 4.2 or better AND certified as a transcriber (Typewell or CART) or RID CI/CT, or NIC, or CASLI, or EIPA level 4.2 or better plus Master's degree

Allan Hancock College TypeWell transcriber pay rates:

TypeWell Transcriber I - \$35.00

TypeWell transcriber in training

Typewell Transcriber II - \$40.00

TypeWell transcriber – completed TypeWell training course

Typewell Transcriber III - \$45.00

Typewell transcriber – completed training course plus at least 3 years' experience.

Interpreter I: *Required Certification* – AHC interpreter evaluation at Communication Facilitator Level

Interpreter II: *Required Certification* – Educational Interpreter Performance Assessment level 4.0 (secondary – ASL) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 3 plus 600 hours of college-level interpreting experience

Interpreter III: *Required Certification* – Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) or Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) Level 4, plus 800 hours of college-level interpreting experience

Interpreter IV: *Required Certification* – Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college-level interpreting experience

Interpreter V: *Required Certification* – Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college-level interpreting experience plus a bachelor's degree

Typewell Transcriber I: Typewell transcriber in training

Typewell Transcriber II: TypeWell transcriber – completed TypeWell training course

Typewell Transcriber III: TypeWell transcriber – completed training course plus at least 3 years' experience

Program Assistant I, II, III, IV, V and VI: all non-instructional appointments based on level of responsibility and required qualifications.

Instructional Aide I, II, III, IV, V, and VI: all instructional positions, including short-term or on-call hires in the Public Safety Programs, based on level of responsibility and required qualifications.

Receptionist: less than one year of administrative assisting experience

Professional Expert: Professional Expert," is an employee with specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the Board pursuant to Section 88001 and recognized in CBA Article 1. The service performed is also described in terms of a discrete and finite project. The term of employment is also finite in nature, meaning that the district need is temporary. The length of service for professional experts is not capped as it is for short-term employees.

For grant funded positions only:

Program Specialist – Salary based on grant funds solicited for the position responsibilities. The title ~~Program Specialist – NASA Grant Administrator.~~ In addition to the above titles, a Classified exempt employee may temporarily fill a California School Employees Association (CSEA) position for up to 100 calendar days while recruitment is underway or an employee is on extended leave. If a CSEA position is temporarily filled during recruitment or extended leave, the classified exempt employee may be compensated at 100% of the salary range, column A (only) for the position. Requests for exceptions to placement on column A must be submitted in writing and forwarded to cabinet for approval prior to advanced placement on columns B-E.

Ranges and Proposed Titles (page 1) - // indicates not currently in use. (Requires Board approval as a revision to the current salary schedule.)

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College, Lompoc Valley Center Service Area	Item Number: 12.S.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

A memorandum of understanding (MOU) between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” as it relates to Lompoc Valley Center service area is presented.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify a Memorandum of Understanding between the Allan Hancock Joint Community College District “district” and the Faculty Association “FA” regarding Lompoc Valley Center service area.

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

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

WHEREAS there has been a past practice of having a dedicated service faculty member at the Lompoc Valley Center (LVC) library and LAP Department; and

WHEREAS the District and Faculty Association have expressed a mutual interest in ensuring the necessary support for students at the LVC;

THEREFORE, BE IT RESOLVED, that the District and the Faculty Association agree to the following:

The definition for "service area" in Article 16 is revised as follows:

"Service area" refers to a specific unit of the service faculty designed to serve a specific student population. May be site-specific. Examples include but are not limited to General Counseling, UTC, LAP, Noncredit, Career Center, EOPS, LVC counseling, LVC library, LVC LAP, Veterans Center, MESA/STEM, library, health, ARC, articulation.

Duration of Agreement: This agreement shall remain in effect through May 24, 2024, or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first. This agreement does not establish precedent for either party.

For the Faculty Association

For the District

Roger Hall

Roger Hall (Nov 18, 2022 14:10 PST)

Roger Hall
President

Date

Kevin G. Walthers

Kevin G. Walthers (Nov 18, 2022 16:08 PST)

Kevin G. Walthers
Superintendent/President

Date

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: New Director of (Sport) Operations/Event Manager Position Job Description	Item Number: 12.T.
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 director of (sport) operations/event manager position job description is recommended for approval:

New

Director of (Sport) Operations/Event Manager

Management - Range 20

Reason: New position created to support the Athletics Department.

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends that the board of trustees approve the new director of (sport) operations/event manager position job description as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock College
Human Resources

Management
Range 20

DIRECTOR OF (SPORT) OPERATIONS/EVENT MANAGER

DEFINITION:

Under the general supervision of the Director of Athletics, the head coach will plan, organize and direct all activities, duties, and responsibilities of his/her respective sports program. The individual in this position will also receive a separate assignment as an adjunct faculty assigned to teach the varsity class associated with the designated sport. Pursuant to Education Code Section 72411, the person employed in this position receives a one-year contract, renewable year-to-year

CLASS CHARACTERISTICS:

This is a classified management position. An incumbent in this position reports directly to the associate dean, athletics. The incumbent will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and excellent communication skills, and may perform other related duties as required.

ESSENTIAL FUNCTIONS:

1. Prepare for all aspects of designated season of sport, including; organizing practice schedules and assisting in the preparation of the season schedule, budgeting, travel and meals, and consulting on equipment purchases and game management staff.
2. Oversee the direction of all scheduled practices during pre-season and season of sport, coach team at games, and adhere to all regulations, rules, procedures, and policies for athletic programs as established by the NCAA, the CCCAA, Allan Hancock Community College District.
3. Promote leadership in all aspects of the program which includes the direction of all assistant coaches and other personnel associated with his/her team.
4. Promote sport-specific strength and conditioning development of players.
5. Promote ethical values of honesty and fair play by abiding by CCCAA Coaches' Code of Ethics.

6. Participate in professional assignments including committee membership and other related activities. Actively fundraise and support the athletic department functions, annual Golf Tournament, Student-Athlete recognition activities, and community relations
7. Attend kinesiology/athletic department meetings.
8. Serve as home contest administrator as necessary, provide support to any operational needs such as stats, scoreboard operations, announcing, and oversight of student workers
9. Teach appropriate PEIA courses.
10. Oversee onboarding of student-workers across the athletic department; supervision of time cards, and execution of work schedules.
11. Perform other related duties as assigned.

Recruiting

12. Organize and execute an aggressive recruiting program of district high school student-athletes.
13. Recruit students who have a legitimate chance of succeeding academically and socially at the college level.
14. Actively participate and support high school visitations; individual contacts with the athlete and his parents; home visits; follow-up correspondence; campus visits by the athlete; collaborate with Sports Information on developing recruiting collateral, articulate recruiting activities with interested four-year coaches; communicate with all prospects informing them of registration procedures, admission testing.
15. Contact four-year coaches about present student-athletes who have the desire to attend their institution
16. Respond to correspondence and questionnaires from four-year schools and professional teams that request information about our student-athletes, provide game film
17. Encourage four-year coaches to visit our campus to recruit our student-athletes.

Public Relations

18. Supply information and assistance in the preparation of a media guide; assist in the make-up of the game program; speak publicly when invited.
19. Coordinate with the Assistant AD/Sports Information Director in response to media requests

Athlete Management

20. Counsel student-athletes concerning grades, finances, school plans, and schedules.
21. Discuss and assist with the personal problems of players.
22. In conjunction with the athletic counselor, the head coach will oversee the academic performance of student-athletes.
23. Monitor weekly, quarterly, and yearly academic progress of student-athletes.
24. Provide encouragement and support to student-athletes, administer appropriate discipline and, if necessary, dismiss players for misconduct.

Travel

25. Submit requests for transportation; assist the Athletic Director or designee in arranging for meals and lodging for trips in a timely manner.
26. Prepare trip itinerary for players; complete trip vouchers and forms and return from trips in a timely manner.
27. Assist in preparing a budget for his/her sports program; maintain a budget and stay within budget; assist equipment person with inventory; check inventory.

Professional Growth

28. Attend staff meetings and Conference and state coaches' meetings.
29. Attend coaching clinics.
30. Maintain membership and participate in meetings at the local and state coaches' associations.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Game Management and Site Administration
- Rules and regulations of intercollegiate sports offered by the college: knowledge of the rules and policies of the CCCAA, NCAA, NAIA, and other athletic governing bodies.
- Coaching principles and practices of assigned sport

Demonstrated Ability to:

- Assist with multiple sports team eligibility meetings to assist the Eligibility Specialist in ensuring student-athletes turn in eligibility forms and records by established deadlines.
- Assist student-athletes with meeting initial and transfer eligibility requirements.
- Prepare a list of student-athletes who qualify for priority.
- Provide leadership in articulating the athletic program to the Governing Board, administration, community, faculty, and students.
- Participate in optional non-traditional seasons.
- Pass the annual CCCAA compliance exam.

Other Requirements:

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

Education and Experience:

Any bachelor's degree or higher and two years of professional experience; **or** any associate degree and six years of professional experience. The professional experience required must be directly related to the assignment.

Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education; **OR**

Bachelors' degree in any of the above AND master's degree in any life science, dance, physiology, health education recreation administration or physical therapy is preferred. Experience coaching, preferably at the collegiate level is also preferred.

Special Qualification:

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Public Hearing on the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 Contract Reopeners with the District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	Item Number: 14.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

The California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 initial proposal for contract reopeners for negotiations with the district were presented at the public meeting of the board of trustees on November 15, 2022.

In accordance with board policy 7140, the public had the opportunity to express itself regarding the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185 contract reopeners for contract negotiations. Further public comment can be made at the December 20, 2022, board of trustees meeting.

FISCAL IMPACT

To be determined through negotiations between the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 and the Allan Hancock Joint Community College District.

RECOMMENDATION

Staff recommends that the board of trustees give reasonable time for any public comment at the scheduled board of trustees meeting on December 20, 2022 on the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 contract reopeners with the Allan Hancock Joint Community College District on the entire agreement for fiscal years 2023-2024 through 2025-2026.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Part-Time Faculty Association of Allan Hancock College

California Federation of Teachers Local 6185
 426 E. Barcellus Avenue, Suite 103
 Santa Maria, CA 93454
 Phone: 805.352.0145
www.pfaofahc.com

To: Ruben Ramirez, Human Resources Director

From: Mark James Miller, President, Part-Time Faculty Association of Allan Hancock College

Subject: 2022-2023 Contract Negotiations

Date: Nov. 4, 2022

Dear Mr. Ramirez,

The Collective Bargaining Agreement between CFT Local 6185 and the Allan Hancock Community College District expires on June 30, 2023. CFT Local 6185 would like to “Sunshine” the following articles of the Agreement with the Board of Trustees for a new 3 year Collective Bargaining Agreement.

CFT/Local 6185/Part-Time Faculty Association has an interest in negotiating the following articles:

Article 9: Leaves of Absence: The PFA has an interest in increasing the amount of sick leave members are eligible for from 1 hour for every 16 hours work to 1 hour for every 15 hours worked.

Article 11: Compensation: The PFA’s stated goal is to achieve parity in compensation with the average compensation paid to community college instructors in the state of California and those colleges in closest proximity to Allan Hancock College. The PFA also has an interest in enhancing the salary schedule step and column for its bargaining unit members. The PFA further has an interest in clarifying the language concerning professional development in Article 11.6.

Article 12: Workload and Assignments: The PFA has an interest in clarifying the language in Article 12.15 regarding professional development; i.e., that bargaining unit members receive 2 hours of professional development for each semester length class or its equivalent up to a maximum of six hours per semester. The PFA has an additional interest in clarifying the language in Article 12.16 regarding non-compensated meetings or activities. The PFA further has an interest in improving seniority rights for Non-

Part-Time Faculty Association of Allan Hancock College

California Federation of Teachers Local 6185
 426 E. Barcellus Avenue, Suite 103
 Santa Maria, CA 93454
 Phone: 805.352.0145
www.pfaofahc.com

credit instructors. The PFA has an interest in securing a standard process of how bargaining unit members are scheduled across all departments and disciplines. The PFA has an interest in adjusting the stipend paid in 12.13 "Credit Lecture Size" to reflect the same amounts paid to full-time faculty for teaching the same number of students.

Article 13: Performance evaluations: The PFA has an interest in clarifying and improving the language relating to performance evaluations in order to make the process as fair and consistent for all bargaining unit members.

Article 14: Office Hours: The PFA has an interest in improving the pay for those holding office hours, and in clarifying the language of how many weeks office hours are held. The PFA has an interest in securing office hours for certain Community Education and Noncredit classes.

Article 15: Councils and Committees: The PFA has an interest in improving and clarifying the language in Article 15.2 regarding how the Professional Development funds are used and distributed.

Article 22: Parking permits. Some changes may be needed to reflect the new technology.

Article 23: Health benefits. The PFA has an interest in bargaining health benefits for its members reflecting the \$200 million set aside in the state budget for this purpose.

Article 24: The PFA has an interest in addressing the needs of its members in terms of the ever-changing workplace/classroom technology that is necessary for successful instruction.

Other: The PFA and the administration have agreed that there are typographical and spelling errors in the body of the CBA that need to be corrected. Also, all references to "Associate Faculty" need to be deleted, as well as other "cleanup" that needs to be done. The PFA further has an interest in defining and clarifying the duties of bargaining unit members who are listed as "coordinators."

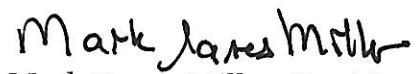
And any and all other articles listed in the table of contents.

Part-Time Faculty Association of Allan Hancock College

California Federation of Teachers Local 6185
426 E. Barcellus Avenue, Suite 103
Santa Maria, CA 93454
Phone: 805.352.0145
www.pfaofahc.com

Thank you for your assistance in this matter.

Sincerely,



Mark James Miller, President, Part-Time Faculty Association of Allan Hancock College,
CFT Local 6185

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Public Hearing on the Allan Hancock Joint Community College District Contract Reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026.	Item Number: 14.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

The district's proposal for contract reopeners for negotiations with the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Local 6185, was presented at the public meeting of the board of trustees on November 15, 2022.

In accordance with board policy 7140, the public had the opportunity to express itself regarding the district's contract reopeners for contract negotiations. Further public comment can be made at the December 20, 2022, board of trustees meeting.

FISCAL IMPACT

To be determined through negotiations between the Allan Hancock Joint Community College District and the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185.

RECOMMENDATION

Staff recommends that the board of trustees give reasonable time for any public comment at the scheduled board of trustees meeting on December 20, 2022 on the Allan Hancock Joint Community College District contract reopeners with the California Federation of Teachers/Part-time Faculty Association of Allan Hancock College, Local 6185 on the entire agreement for fiscal years 2023-2024 through 2025-2026.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District
And
California Federation of Teachers/Part-Time Faculty Association
of Allan Hancock College Local 6185
Initial Proposals Sunshining
November 15, 2022**

The following represents the opening proposal from the district to the Part-Time Faculty Association, Local 6185. The district reserves the right to add, amend, delete, and/or change any of these proposals.

Article 6: Grievance Procedure

The district will propose corrections to procedural issues caused by references to incorrect articles.

Article 11: Compensation

The district proposes aligning part-time compensation regarding workload consistent with faculty and district needs. Additionally, the district intends to meet its obligations to negotiate the effects of AB 190.

Article 12: Workload and Assignment

The district proposes changes to professional development language to align with current practice. Additionally, the district wishes to clarify seniority rules.

Article 13: Performance Evaluation

The district wishes to review the current process to ensure it continues to support student success. Additionally, the district proposes adding a DEI component to the evaluation process.

OTHER

In addition to the aforementioned articles, the district and the Part-time Faculty Association share a mutual interest in rectifying typographical, grammatical, and reference errors throughout the agreement, and other “cleanup” as needed.

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: California School Employees Association Chapter #251 Contract Reopeners with the Allan Hancock Joint Community College District on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	Item Number: 14.C.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

BACKGROUND

Pursuant to Government Code Section 3547.5 and board policy 7140, the initial proposals for negotiations must be presented at the public board of trustees meeting for an opportunity to comment. Copies will be available for public review on the district website, office of the Superintendent/President, and Human Resources office.

The initial proposal of the California School Employees Association Chapter #251 is presented in accordance with Government Code 3547.5 and board policy 7140.

FISCAL IMPACT

To be determined through negotiations between the California School Employees Association Chapter #251 and the Allan Hancock Joint Community College District.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comment on the proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on January 17, 2023 in accordance with board policy 7140.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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California School Employees Association (CSEA)

Allan Hancock College Chapter # 251

And its

Allan Hancock Joint Community College District

Sunshine Initial Proposals

December 8, 2022

The following represents the opening proposals from California School Employees Association Chapter #251 (CSEA) to Allan Hancock Joint College Community District. CSEA reserves the right to add, amend, delete and/or change any of these proposals.

Article 1: Recognition

CSEA has no interest in changing existing contract language for this article.

Article 2: No discrimination

CSEA has an interest in modifying existing contract language to reflect the Board Policy Nondiscrimination 3410.

Article 3: Management Rights and Responsibilities

CSEA has an interest in modifying existing contract language for this article to reflect management responsibilities.

Article 4: Association Rights

CSEA has an interest in modifying release time contract language for this article.

Article 5: Organizational Security

CSEA has no interest in changing existing contract language for this article.

Article 6: Personnel Files/Evaluations

CSEA has an interest in modifying existing contract language about the evaluation process and forms, and frequency of evaluations due to legislative changes, and in regards to security cameras.

Article 7: Grievance Procedure

CSEA has an interest in changing existing contract language for this article to refine the process.

Article 8: Hours, Overtime, and Allowances

CSEA has an interest in changing existing contract language for this article in regards to call-back time and overtime.

Article 9: Pay and Allowances

CSEA has an interest in ensuring that wages for all classified positions are able to recruit and retain high quality long term employees. Further CSEA has an interest in modifying language around employee achievement awards, special assignment compensation, a 'me-too' clause and an equitable treatment clause.

Article 10: Employee Expenses and Materials

CSEA has an interest in modifying existing contract language for this article for uniforms and shoes.

Article 11: Health & Welfare Benefits:

CSEA has an interest in modifying existing contract language for this article for benefit costs and plans, and cash-in-lieu.

Article 12: Holidays

CSEA has an interest in updating the Holiday article due the creation of Juneteenth by the Federal Government.

Article 13: Vacation

CSEA has an interest in modifying existing contract language to this article for vacation accrual.

Article 14: Leaves

CSEA has an interest in modifying existing contract language to the leave article on bereavement.

Article 15: Leave of Absence for Retraining and Study

CSEA has no interest in changing existing contract language for this article.

Article 16: Transfers and Promotions

CSEA has an interest in modifying existing contract language for transfers and promotions into vacancies.

Article 17: Classification and Reclassification

CSEA has an interest in modifying existing contract language for this article and clarifying contract language and process/timeline for reclassification/cyclical review.

Article 18: Layoff & Reemployment

CSEA has an interest in modifying contract language for this article due to new legislation that has passed at the state level.

Article 19: Disciplinary Action

CSEA has an interest in modifying existing contract language for this article regarding security cameras.

Article 20: Safety

CSEA has an interest in modifying contractual language for this article as it pertains to district compliance with professional ethics and workplace walk-throughs/inspections.

Article 21: College District Police

CSEA has an interest in modifying contractual language to the College District Police article relating to uniform allowance and equipment list.

Article 22: Hiring

CSEA has an interest in changing existing contract language for this article to reference job assignment, vacancies and promotion from within.

Article 23: Severability

CSEA has no interest in changing existing contract language for this article.

Article 24: Professional Growth

CSEA has an interest in changing existing contract language for this article to improve upon reimbursement to support tuition and district training.

Article 25: Parking

CSEA has an interest in changing existing contract language for this article based on the changes coming to the parking program.

Article 26: Concerted Activities

CSEA has an interest in changing existing contract language for this article.

Article 27: Negotiations and Completion of Agreement

CSEA has an interest in modifying contractual language to include mutually agreed upon ground rules and reopeners.

Article 28: Duration

CSEA intends to negotiate a three year contract.

Appendix A: Bargaining Unit Position List

CSEA has an interest in having the Bargaining Unit Position List updated to reflect the current list of position titles, ranges and categories including specific positions pertaining to safety equipment/uniforms.

Appendix B1: Salary Schedule 55

CSEA has an interest in negotiating a fair and equitable salary schedule.

Appendix B2: Salary Schedule 56

CSEA has an in interest in negotiating a fair and equitable salary schedule.

Appendix C: Definitions of Excluded Positions

CSEA has no interest in changing existing contract language for this appendix.

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Allan Hancock Joint Community College District Contract Reopeners with the California School Employees Association Chapter #251 on the Entire Agreement for Fiscal Years 2023-2024 through 2025-2026	Item Number: 14.D.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Pursuant to Government Code Section 3547.5 and board policy 7140, the initial proposals for negotiations must be presented in a public board meeting and the public for an opportunity to comment. Copies will be available for public review on the district website, office of the Superintendent/President, and Human Resources office.

The initial proposal of the Allan Hancock Joint Community College District is presented in accordance with Government Code 3547.5 and board policy 7140.

FISCAL IMPACT

To be determined through negotiations between the Allan Hancock Joint Community College District and the California School Employees Association Chapter #251.

RECOMMENDATION

Staff recommends that the board of trustees invite the public to forward any comments on the attached proposal to the director, human resources; and to schedule the proposal for public comment at the scheduled board meeting on January 17, 2023, in accordance with board policy 7140.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock Joint Community College District**And****California School Employees Association - Allan Hancock College Chapter #251****Initial Proposals Sunshining****December 20, 2022**

The following represents the opening proposal from the District to the California School Employees Association Chapter #251. The District reserves the right to add, amend, delete, and/or change any of these proposals.

Article 6: Personnel Files/Evaluations

The DISTRICT has an interest in improving the evaluation process and forms for classified staff. Additionally, the DISTRICT wishes to modify language for probationary employees to align with recent legislative changes.

Article 8: Hours, Overtime, and Allowances

The DISTRICT is interested in reviewing language regarding modified work schedules.

Article 9: Pays and Allowances

The DISTRICT has an interest in reviewing compensation for classified staff. Additionally, the DISTRICT wishes to review and clarify the bilingual stipend process and proposes changes to out-of-class provisions.

Article 12: Holidays

The DISTRICT is interested in adding Juneteenth to the list of paid holidays.

Article 16: Transfers and Promotions

The DISTRICT is interested in modifying language regarding transfers.

Article 17: Classification and Reclassification

The DISTRICT has an interest in modifying language related to the cyclical reclassification process.

Article 18: Layoff and Reemployment

The DISTRICT is interested in modifying language to align with recent legislative changes.

APPENDIX C: Definitions of Excluded Positions

The DISTRICT is interested in updating the definition for classified substitutes.

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		December 20, 2022
Subject:	Resolution 22-27, Certifying the Authorization of Signatures for Continued Funding Application 2022-23 for California State Preschool Program and General Childcare and Development	Item Number:	14.E.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 2

BACKGROUND:

The college had been notified of continued funding from the California Department of Education: California State Preschool Program (CSSP) and California Department of Social Services: General Childcare and Development (CCTR) to support the facilitation of a quality preschool program, retain qualified lab school staff, and develop curriculum. Funds will also support evaluating the program's effectiveness, including licensing requirements and accreditation standards for compliance. (Submitted by Maria Suarez)

CSPP and CCTR require the annual completion of the Continued Funding 2022-23 application and Section IX K requires a copy of the agency's board resolution or minutes authorizing signatures on the document by the authorized representatives.

FISCAL IMPACT:

No matching funds are required. The California Department of Education: California State Preschool Program and California Department of Social Services: General Childcare and Development funding amount will be determined. The project period is July 1, 2023 – June 30, 2024.

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 22-27, Certifying the Authorization of Signatures for Continued Funding Application 2022-23 for California State Preschool Program and General Childcare and Development.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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RESOLUTION 22-27
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

CERTIFYING THE AUTHORIZATION OF SIGNATURES FOR CONTINUED FUNDING APPLICATION 2022-
2023 FOR CALIFORNIA STATE PRESCHOOL PROGRAM AND GENERAL CHILDCARE AND
DEVELOPMENT

Whereas, the Allan Hancock College Preschool Program, located at 800 South College Drive, Santa Maria, California, has been awarded funds to support its child care program; and

Whereas, the superintendent/president, as the chief executive officer of the district, is responsible for the overall operation of the institution; and

Whereas, the administrative responsibilities for the Child Care Program will be overseen by the dean of academic affairs and center director; and

Whereas, the Allan Hancock Joint Community College District Board of Trustees delegates signature authority to the following district personnel to act as agents on its behalf:

- Kevin G. Walthers, Superintendent/President
- Eric D. Smith, Associate Superintendent/Vice President, Finance and Administration

Now, therefore, be it resolved, that the Allan Hancock Joint Community College District Board of Trustees hereby authorizes the college to continue the contract with the California Department of Education and California Department of Social Services to receive funds that support the operation of a quality child care program and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 20th day of December 2022, by the following vote:

AYES:

NOES:

ABSTENTIONS:

STATE OF CALIFORNIA)
COUNTIES OF SANTA BARBARA,)
SAN LUIS OBISPO, AND VENTURA)

I, KEVIN G.WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said board at a regular meeting held December 20, 2022, by the vote above stated, which resolution is on file in the office of said board.

Secretary to the Board of Trustees

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		December 20, 2022
Subject:	Resolution 22-28 Preserving Lifelong Learning, Self Development, and Kinesiology Education Opportunities for California Community College Students	Item Number:	14.F.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 3

BACKGROUND

The statewide California Community College (CCC) trustee and CCC chief executive officer boards held a joint meeting during the 2022 Annual Convention of the Community College League of California. A major topic of discussion was the implementation of Assembly Bill 928 and its potential negative impact on community college students. In short, the current plan to implement AB 928 would result in classes for long learning, self development, and kinesiology being removed from the transfer pathway to the UC and CSU systems. This has the potential to disproportionately impact students of color across the CCC system.

The boards unanimously approved a resolution requesting that “the ASCCC continue to advocate to the Intersegmental Committee of Academic Senates (ICAS) to preserve lifelong learning, self development, and kinesiology opportunities for California Community College students.”

The CCCT/CCCCEO resolution is attached for reference, along with a version recommended for adoption by the AHC board of trustees.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 22-28 Preserving Lifelong Learning, Self Development, and Kinesiology Education Opportunities for California Community College Students as submitted.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION NO. 22-28
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

PRESERVING LIFELONG LEARNING, SELF-DEVELOPMENT, AND KINESIOLOGY
EDUCATION OPPORTUNITIES FOR CALIFORNIA COMMUNITY COLLEGE STUDENTS

WHEREAS, California Community Colleges serve a specific and important role in the California Educational Master Plan; and

WHEREAS, AB 928 appropriately seeks to streamline transfer for community college students; and

WHEREAS, California Community Colleges were not properly consulted in the development of AB 928; and,

WHEREAS, the courses offered in lifelong learning, self-development, and kinesiology support the Vision for Success and Guided Pathways initiatives; and

WHEREAS, elimination of such programs simply to create one “primary transfer pattern” will have a disproportionately negative impact on tens of thousands of students of color; and,

WHEREAS, California Community Colleges employ thousands of staff and faculty to support lifelong learning, self-development, and kinesiology courses; and,

WHEREAS, AB 1725 provides primacy over community college curriculum to California Community College faculty rather than to administrators or external systems of higher education.

NOW THEREFORE BE IT RESOLVED, that Allan Hancock College supports the CEO/CCCT Board of the California Community Colleges request that the ASCCC continue to advocate to the Intersegmental Committee of Academic Senates (ICAS) to preserve lifelong learning, self-development, and kinesiology opportunities for California Community College students; and

PASSED and ADOPTED this 20th day of December 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary/Clerk of the Governing Board



**RESOLUTION PRESERVING LIFELONG LEARNING, SELF DEVELOPMENT,
AND KINESIOLOGY EDUCATION OPPORTUNITIES FOR CALIFORNIA
COMMUNITY COLLEGE STUDENTS**

WHEREAS, California Community Colleges serve a specific and important role in the California Educational Master Plan; and

WHEREAS, AB 928 appropriately seeks to streamline transfer for community college students; and

WHEREAS, California Community Colleges were not properly consulted in the development of AB 928; and,

WHEREAS, the courses offered in life long learning, self development, and kinesiology support the Vision for Success and Guided Pathways initiatives; and

WHEREAS, elimination of such programs simply to create one “primary transfer pattern” will have a disproportionately negative impact on tens of thousands of students of color; and,

WHEREAS, California Community Colleges employ thousands of staff and faculty to support lifelong learning, self development, and kinesiology courses; and,

WHEREAS, AB 1725 provides primacy over community college curriculum to California Community College faculty rather than to administrators or external systems of higher education.

NOW THEREFORE BE IT RESOLVED, that the CEO/CCCT Board of the California Community Colleges request that the ASCCC continue to advocate to the Intersegmental Committee of Academic Senates (ICAS) to preserve life long learning, self development, and kinesiology opportunities for California Community College students; and

BE IT FURTHER RESOLVED, that the CEO/CCCT Board work with the ASCCC and other system partners to develop a plan that would not eliminate life-long learning, self development, and kinesiology; and,

BE IT FURTHER RESOLVED, that the CEO/CCCT Board requests that the chancellor of California Community Colleges advocate with University of California and California State University system leaders to preserve lifelong learning, self development, and kinesiology for California Community College students.

PASSED AND ADOPTED as CEOCCC Resolution this seventeenth day of November, 2022, by the following called vote:

CEOCCC YES: 11 NO: 0 ABSENT: 4
CCCT YES: 19 NO: 0 ABSENT: 3

ACTION ITEM

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	
Subject: Trustee Open Hour	Item Number: 14.G.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

BACKGROUND

The board of trustees began holding a Trustee Open Hour at Hancock College locations on October 17, 2013. The purpose of the open hour was to give faculty, staff, and students an opportunity to communicate with their elected representatives. Trustees rotated hosting an open hour on the Santa Maria Campus, the Lompoc Valley Center, and the Santa Ynez Valley center on Thursdays from 12 to 1 p.m. The COVID-19 pandemic halted Trustee Open Hour in March 2020.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees determine if they would like to resume hosting a Trustee Open Hour.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date: December 20, 2022
From: Superintendent/President	Item Number: 15.A.1.
Subject: Employee Resignations and Retirements	Enclosures: Page 1 of 1

BACKGROUND

The superintendent/president has accepted the following:

Resignation(s)

Employee Name	Position	Department	Effective Date	Employment Date
Butler, Steven	Institutional Effectiveness Analyst	Institutional Effectiveness	11/28/22	8/15/18
Bimbela, Theresa	Grants Analyst II	Institutional Grants	12/7/22	1/16/17
Sierra, Melissa	Student Account Technician	Auxiliary Accounting	12/29/22	12/02/21
Santillan, Raymond	Custodian	Facilities	12/16/22	5/16/18

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Review of Grant Proposals Submitted	Item Number: 15.A.2.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND**Review of Grant Proposals Submitted**

Institutional Grants has submitted the following grant applications for a total of \$8,511,473.76 in requested funds.

1. **USDA: NEXTGEN (Partnership with Cal Poly) (\$8,466,453.76)**

The college applied for \$8,466,453.76 in funding in partnership with Cal Poly Agriculture, Santa Maria Joint Union High School District, Guadalupe Union School District, Santa Maria-Bonita School District, and agriculture industry partners such as Bonipack Produce and Windset Farms. This proposed project provides supplemented paid internships (\$30/hour through leveraged funding, \$16/hour from the grant, and minimum wage through the industry partner) to ensure students work less due to higher pay, have agricultural experience, and have time to pursue their agricultural education pathway. There will be three summer residential bridge programs, 12 consecutive days each, for middle school and high school students. In addition, Hancock students will participate in a summer research project on the Cal Poly campus. Scholarships will be offered to all NEXT GEN Scholars enrolled as participants in the program to support tuition costs and educational support supplies. This item is resubmitted due to a change in the grant deadline, December 14, 2023.

No matching funds are required. The project period is for five years from July 1, 2023 to June 30, 2028. (Submitted by Sean Abel and Erin Krier)

2. **Santa Barbara County First 5 (\$10,000)**

The college applied for \$10,000 in funding from the Santa Barbara County First 5, to fund a lending library for families utilizing the Orfalea Children's Center. This grant includes the purchase of books in Spanish and English, reading furniture, and shipping costs.

No matching funds are required. The project period is for three years from March 1, 2023 to December 31, 2023. (Submitted by Maria Suarez)

3. **Santa Barbara County First 5 (\$1,000)**

The college applied for \$1,000 in funding from the Santa Barbara County First 5, to support Orfalea Children's Center outdoor exploration through an additional outdoor piece of furniture.

No matching funds are required. The project period is for three years from March 1, 2023 to December 31, 2023. (Submitted by Maria Suarez)

Administrator Initiating Item: Jon Hooten	Final Disposition:
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4. Arthur Rupe Foundation (\$34,020)

The college applied for \$34,020 in funding from the Arthur Rupe Foundation, to support certified nursing assistant students with \$450 each to assist with the cost of a textbook, uniform, blood pressure kit and the state board exam fee. This will ensure that each student has the required textbook and is ready to begin their coursework on the first day of class.

No matching funds are required. The project period is for one year from August 1, 2023 to June 30, 2024. (Submitted by Thomas Lamica and Mary Pat Nelson)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: First Reading: Revised Board Policy and Administrative Procedure 3430 Prohibition of Harassment	Item Number: 15.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 7

BACKGROUND

Revised board policy and administrative procedure 3430, prohibition of harassment is legally required. The revisions to the board policy and administrative procedure have been recommended by the California Community College League and have been vetted through the shared governance process. The most recent league revision to both the administrative procedure and board policy is the addition of education code citation 66262.5.

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

BP 3430 PROHIBITION OF HARASSMENT

The Allan Hancock Joint Community College District (“District”) is committed to providing an academic and work environment that respects the dignity of individuals and groups. All forms of harassment are contrary to the basic standards of conduct between individuals. State and federal law, and this policy prohibits harassment, and the District will not tolerate harassment. The District shall be free of harassment. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or because he/she/they associates with persons with those characteristics.

The District seeks to foster an environment in which all employees feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any individual who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Procedure 3435. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to, hiring, assignment, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. State and federal law prohibit retaliatory acts by the District, its employees, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) all administrative offices, and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References: Education Code Sections 212.5; 66252; 66281.5, and 66262.5;
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.
2 CCR 10500, et seq.
5 CCR 59320, et seq.

Adopted: 9/8/15
Revised: 7/9/19
Revised: 11/10/20



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

AP 3430 PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions:

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Also see BP/AP 3410 titled Nondiscrimination as well as AP 3435 titled Discrimination and Harassment Investigations and BP 4030 Academic Freedom.

References: Education Code Sections 212.5, 44100, ~~and 66281.5,~~ and 66281.8;
 Title 5, Sections 59320 et seq.;
 Title VII of the Civil Rights Act of 1964 (42 U.S. Code Section 2000e)

Approved: 4/10/18

Revised: 10/13/20

Revised: 09/2022

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: First Reading: Revised Administrative Procedure 3434, Responding to Harassment Based on Sex Under Title IX	Item Number: 15.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 21

BACKGROUND

The revised administrative procedure 3434 is legally advised. The administrative procedure document has been recommended by the Human Resources council and has been vetted through the shared governance process. The edits to this administrative procedure are largely related to students.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX

Introduction

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is Chief Student Services Officer and the Title IX Coordinator's contact information is:
800 South College Dr., bldg. A-213
(805)922-6966 ext.3659
TitleIX@hancockcollege.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

The investigation and adjudication of alleged sexual harassment under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Parties have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as an advisor.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
 - unable to communicate due to a mental or physical condition.

Decision-Maker: The Chief Instructional Officer or designee will oversee the live hearing and make a determination of responsibility. The District may have one Decision-Maker determine whether the Respondent is responsible, and another Decision-Maker determine the appropriate level of penalty for the conduct. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is

incapable of giving consent ~~because of his/her/their age~~ or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
 - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus)

District Employees and Officials with Authority

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

Individuals identified as supervisors under California's Fair Employee and Housing Act also be identified as Officials with Authority.

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report

Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue a no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The District shall not issue a mutual no-contact directive automatically, but instead shall consider the specific circumstances of each report of sexual harassment to determine whether a mutual no-contact directive is necessary or justifiable to protect a Party's safety or well-being, or to respond to interference with an investigation. If the District issues any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action. If the District issues a mutual no-contact directive, the District shall also provide the Parties with a written justification for the directive.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of

a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency removal

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Chief Human Resources Officer or designee will conduct the individualized safety and risk analysis.

If the Chief Human Resources Officer or designee determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Chief Human Resources Officer or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process:

Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- For student Parties, notice regarding appropriate counseling resources the District has developed and maintains.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of formal complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant

against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping. The District shall grant a student Party's reasonable request for an extension of a deadline related to a complaint during periods of examinations or school closures.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Student Complainant Requests for Confidentiality

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, if found responsible, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or

proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;
- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student--Complainant's request for confidentiality, it shall still take reasonable steps to respond to the Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating an investigation or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the request for confidentiality will limit the steps the District will take to respond to the report of sexual harassment.

If the District determines that it must disclose the student--Complainant's identity to the Respondent or proceed with a Formal Complaint, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained investigators

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Gathering Evidence and Burden of Proof

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using

the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure.

Evidence of Past Sexual History

An investigator or Decision-Maker shall not consider the past sexual history of the Complainant except in the limited circumstances described below:

- The investigator or Decision-Maker shall not consider the Complainant's prior sexual history unless such questions or evidence is offered to prove that someone other than the Respondent committed the alleged conduct; or
- The investigator or Decision-Maker shall not consider the Complainant's prior sexual behavior unless the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
 - Where the investigator or Decision-Maker allows consideration of questions or evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or Decision-Maker shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

Notice of Investigative Interview

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written

response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

The Decision-Maker shall provide an explanation of the meaning of the preponderance of the evidence standard, and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the Decision-Maker has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

Cross-Examination

The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination. The other Party shall have an opportunity to object to a question posed. The District may limit such objections to written form, and neither the Decision-Maker nor the District are obligated to respond, other than to include any objection in the record. The Decision-Maker shall have the authority and obligation to discard or rephrase any question that the Decision-Maker deems to be irrelevant. In making these determinations, the Decision-Maker is not bound by, but may take guidance from, the formal rules of evidence.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker may admit any statement of that Party or witness in reaching a determination regarding responsibility. The Decision-Maker will give the statements whatever weight the Decision-Maker determines appropriate, bearing in mind that the statements have not been tested by cross-examination. In doing so, the Decision-Maker should consider, and if possible determine, whether the witness or Party made the statement and what the statement proves. ~~the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.~~

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than **20 business days** after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker

determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within **ten business** days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The Chief Business Officer will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within **five business** days of receiving a Party's appeal;
- Allow the non-appealing Parties at least **ten business** days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within **45** business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District. The District will also provide its policy and procedures related to Title IX to all volunteers who will regularly interact with students and each individual or entity under contract with the District to perform any service involving regular interaction with students.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, best practices for assessment of a sexual harassment complaint, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. Materials for this training must include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

The District will provide Officials with Authority with training regarding his/her/their obligation to report sexual harassment and instruction on how to report sexual harassment to the Title IX Coordinator.

File retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;

- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

References: 20 U.S. Code Sections 1681 et seq.;
34 Code of Federal Regulations Parts 106.1 et seq.

Approved: 10/13/20

(This is a new procedure)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: First Reading: Revised Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	Item Number: 15.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 21

BACKGROUND

The new administrative procedure 3435 is legally advised. The administrative procedure document has been recommended by the Human Resources council and has been vetted through the shared governance process. The edits to this administrative procedure are largely related to students.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 3 – Human Resources

AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS

Title IX Related Complaints

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Reporting and Filing Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation ~~may file a formal or informal complaint~~ or who has learned of harassment, discrimination, or retaliation, may report harassment, discrimination, or retaliation. Complainants may have the option of filing a Complaint.

All responsible employees are required to report all actual or suspected sexual harassment to the Chief Human Resources Officer or other college Administrator immediately. A responsible employee is any employee who has the authority to take action to redress sexual harassment or provide supportive measures to students, or who has been given the duty of reporting incidents of sexual harassment to an appropriate District official who has that authority.

Confidential Reporting

An employee who is a therapist, physician, psychotherapist, member of the clergy, sexual assault counselor, domestic violence counselor, or other individual acting in a professional capacity for which confidentiality is mandated by law is exempt from having to report sexual harassment concerns to the Title IX Coordinator or other designated employee, unless otherwise required by law.

An employee who is not considered a responsible employee must inform each student who provides him/her/them with information regarding sexual harassment of the student's ability to report to a responsible employee and direct the student to those specific reporting resources.

Outreach

A responsible employee reports actual or suspected sexual harassment involving students to the **Title IX Coordinator or designee**, who will assess the report of sexual harassment and provide outreach, as appropriate, to each identifiable student who is alleged to be the victim of the reported conduct. The outreach shall include all of the following information:

- The District received a report that the student may have been a victim of sexual harassment;
- A statement that retaliation for filing a complaint or participating in the complaint process, or both, under this procedure is prohibited;
- Counseling resources within the District or in the community;
- Where a crime may have occurred, notice that the student has the right, but not the obligation, to report the matter to law enforcement;
- The District's complaint and investigation procedures established pursuant to this procedure;
- Potential interim measures, such as no-contact directives, housing changes, and academic schedule changes, where applicable;
- The importance of preserving evidence;
- A request for the student to meet with the Title IX coordinator or other designated employee to discuss options for responding to the report; and
- The manner in which the District responds to reports of sexual harassment and a description of potential disciplinary consequences.

The District shall consider and respond to requests for accommodations relating to prior incidents of student sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the District's policies.

Complaints

A ~~formal complaint~~ Complaint is a written and signed or verbal statement filed with the District or the California Community Colleges Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, Complaints must be filed with the **Chief Human Resources Officer or designee** unless the Party submitting the Complaint alleges discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she/they do not want to file a formal complaint against the responsible district officer, in which case it should be submitted directly to the Superintendent/President.

~~Where the complaint involves a minor, the District will comply with California mandated reporting requirements.~~

~~The District may request, but shall not require the Complainant to submit a Complaint on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at **the human resources department or on the district website**. The **Chief Human Resources Officer or designee** shall record the verbal Complaint in writing. The **Chief Human Resources Officer or designee** will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.~~

Informal Complaints

~~Any person may submit an informal complaint to the Chief Human Resources Officer or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Chief Human Resources Officer in writing of all pertinent information and facts alleged in the informal complaint.~~

~~Upon receipt of an informal complaint, the Chief Human Resources Officer will notify the person bringing the informal complaint of his/her/their right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The Complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Chief Human Resources Officer shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.~~

~~Investigation of an informal complaint will be appropriate if the Chief Human Resources Officer determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Chief Human Resources Officer will explain to any individual bringing an informal complaint that the Chief Human Resources Officer may decide to initiate an investigation, even if the individual does not wish the Chief Human Resources Officer to do so. The Chief Human Resources Officer shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.~~

Formal Complaints

~~If a Complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, they must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the Office of Human Resources and at the California Community Colleges Chancellor's Office website.~~

~~Formal Complaints may be submitted to the District online via the website, or contact the human resources department directly.~~

~~If any Party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.~~

The completed form must be filed with any of the following:

- the Chief Human Resources Officer; or
- the Chief Student Services Officer; or
- the Title IX Coordinator; or
- the Superintendent/President; or
- the California Community Colleges Chancellor's Office.

Formal Complaints alleging discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President or the Chancellor of the California Community Colleges.

Formal Complaints reported to the Chancellor of the California Community Colleges should be submitted on a prescribed form. A copy of the form will be available at the District human resources department and on the district's web site.

A Formal Complaint must meet **each of the following** criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must sign and date the Formal Complaint;
- The Complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant Complainant knew or should have known of the facts underlying the allegation(s) allegations of discrimination, harassment, or retaliation; and
- The Complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the **Chief Human Resources Officer or designee** will promptly return it to contact the Complainant and specify the defect. If the sole Complainant is unable to fix the defect is that in the Formal Complaint was filed outside the applicable prescribed timeline, the **Chief Human Resources Officer or Designee** will handle the matter as an informal complaint. designee shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

Oversight of Complaint Procedure

: The **Chief Human Resources Officer or Designee designee** is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by Chief to the Assistant Director, Human Resources Officer or the Superintendent/President, HR Coordinators, to other staff, or to outside persons or organizations under contract with

the District. ~~This shall occur whenever the Chief Human Resources Officer is named in the complaint or implicated by the allegations in the complaint.~~

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a Complaint orally or in writing directed to the **Chief Human Resources Officer or designee**. Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the **Chief Human Resources Officer or designee** and at the California Community Colleges Chancellor's Office website.

Advisers in Students Student Harassment Complaints

Student Parties in Complaints involving sexual harassment are permitted to have a support person or adviser accompany him/her/them during any stage of the Complaint process described in this procedure. Student Parties in Complaints involving sexual harassment have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as a support person or adviser.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may also file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

~~Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.~~

Any District employee who receives a harassment or discrimination complaint shall notify the **Chief Human Resources Officer or Designee** immediately.

Filing a Timely Complaint

: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a ~~complaint~~ Complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

Intake and Processing of the Complaint (Informal/Formal)

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the **Chief Human Resources Officer or Designee** shall:

- Undertake Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise the all Parties that he/she/they need not participate in an informal resolution of the complaint Complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint Complaint with the Office or Civil Rights of the U.S. Department of Education and employee complainants Complainants may file a complaint Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that he/she/they have a right to file a complaint Complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint Complaint with local law enforcement. In addition, the District should ensure that all Parties Complainants are aware of any available resources, such as counseling, health, and mental health services. ~~The Chief Human Resources Officer or Designee shall also notify the California Community Colleges Chancellor's Office of a formal complaint.~~
- In matters involving student sexual harassment, provide student Parties notice regarding appropriate counseling resources developed and maintained by the District.
- Take interim steps to protect a complainant Complainant from coming into contact with the respondent an accused individual, especially if the Complainant is a victim of sexual violence. The **Chief Human Resources Officer or Designee** should notify the Complainant of his/her/their options to avoid contact with the respondent accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

Regardless of whether a Complaint has been filed under this procedure, if the District knows, or reasonably should know, about possible sexual harassment involving individuals subject to the District's policies at the time, the District shall promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the District determines that an investigation is not required.

Student Complainant Requests for Confidentiality

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;
- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student Complainant's request for confidentiality, it shall still take reasonable steps to respond to the Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against Respondent or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the steps the District will take to respond to the Complaint will be limited by the Complainant's request for confidentiality.

If the District determines that it must disclose the student Complainant's identity to the Respondent or proceed with an investigation, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

Investigation

The **Chief Human Resources Officer or Designee** shall:

- Provide notice to student Parties to a sexual harassment complaint that the District is conducting an investigation. The notice shall include the allegations against the Respondent and the alleged District policy violations under review. If new allegations that arise during the course of the District's investigation that could subject either student Party to new or additional discipline or corrective action, the Chief Human Resources Officer or designee shall provide a supplemental notice to the student Parties.
- Authorize the investigation of the ~~complaint~~ Complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the ~~complaint~~ Complaint, as set forth below. Where ~~Complainants~~ the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. ~~In the case of a formal complaint, the~~ The investigation will include interviews with the Complainant, the ~~respondent~~ accused, and any other persons who may have relevant knowledge concerning the ~~complaint~~ Complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint

: The District shall promptly investigate every ~~complaint and claim of harassment or discrimination~~ Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes ~~complaints~~ Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the Complaint.

As set forth above, where the Parties opt for an informal resolution, the **Chief Human Resources Officer or Designee** ~~designee~~ may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the ~~respondent's~~ accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family

Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps

: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially using trauma-informed investigation techniques.

The investigation and adjudication of alleged misconduct under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Investigators will use the following steps: interviewing the ~~complainant(s)~~ Complainant; interviewing the ~~respondent(s)~~ accused individual; identifying and interviewing witnesses and evidence identified by each ~~party~~ Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved ~~parties~~ Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the ~~complaint~~ Complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred. Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure.

Timeline for Completion

: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report, and the District shall notify the Complainant and Respondent of the outcome within 90 days of the District receiving the ~~complaint~~ Complaint.

Cooperation Encouraged

Expected: All ~~parties~~ employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a ~~complainant~~ Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged

victim(s) and regardless of whether a ~~complaint~~ Complaint is filed. No employee will be retaliated against as a result of a ~~complaint~~ lodging a Complaint or participating in any workplace investigation.

Written Report

The results of the investigation of a ~~complaint~~ Complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness, including the Complainant and any available witnesses the investigator interviewed identified by the Complainant in the Complaint;
- An analysis of relevant data or other evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether ~~there is preponderance of evidence to believe that discrimination, harassment, or retaliation occurred with respect to each~~ each factual allegation in the ~~complaint~~ Complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

~~The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.~~

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of ~~respondent~~ student and employee Respondents during the investigation process and any ensuing discipline.

Administrative Determination

• In any case not involving employment discrimination, within 90 days of receiving a formal ~~complaint~~ Complaint, the district shall complete its investigation and forward a copy of the ~~investigative report to the Chancellor of the California Community Colleges, a copy or summary of the report, and written notice~~ to the Complainant, Respondent, the Chancellor will include setting forth all of the following:

○ ~~The determination of the Chief Human Resources Officer, Superintendent/President, or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint; for the purposes of this section, 'probable cause' means the investigation has established fact by a preponderance of the evidence;~~

- The **Superintendent/President**'s or their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the Complaint based on a preponderance of the evidence standard and the basis for that determination including factual findings;
- In the event a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- The proposed resolution of the Complaint;
- The Complainant's right to appeal to the District's Board of Trustees and the California Community Colleges Chancellor's Office; and
- In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

In any case involving employment discrimination, within 90 days of receiving a Complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

- The **Superintendent/President**'s or their designee's determination as to whether discrimination occurred with respect to each allegation in the Complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- ☞ If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar ~~problems~~ acts of unlawful discrimination from occurring in the future;
- ☞ The proposed resolution of the ~~complaint~~ Complaint; and
- ☞ The ~~parties'~~ Complainant's right to appeal to the ~~District governing board and the Chancellor of California Community Colleges or in cases involving employment discrimination, with the~~ District's Board of Trustees and to file a Complaint with Department of Fair Employment and Housing ~~or the U.S. Equal Employment Opportunity Commission.~~

The District shall also provide the Respondent the following:

- The **Superintendent/President**'s or their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the Complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- The proposed resolution of the Complaint, including any disciplinary action against the Respondent; and
- In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

Discipline for Student Sexual Misconduct Not Subject to Title IX

In a Complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference, conducted by a neutral decision-maker other than the investigator.

In other Complaints involving sexual harassment against a student, the District shall decide whether a hearing is necessary to determine whether any sexual violence more likely than not occurred. In making this decision, the District may consider whether the Parties elected to participate in the investigation and whether each Party had the opportunity to suggest questions to be asked of the other Party and witnesses during the investigation.

The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. Either Party or any witness may request to answer the questions by videoconference from a remote location.

At the hearing, the other Party shall have an opportunity to note an objection to the questions posed. The District may limit such objections to written form, and neither the hearing officer nor the District are obligated to respond, other than to include any objection in the record. The hearing officer shall have the authority and obligation to discard or rephrase any question that the hearing officer deems to be repetitive, irrelevant, or harassing. In making these determinations, the hearing officer is not bound by, but may take guidance from, the formal rules of evidence.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the hearing officer has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

The hearing officer shall provide an explanation of the meaning of the preponderance of the evidence standard, and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

Evidence of Past Sexual History

An investigator or hearing officer, if required by this procedure, shall not consider the past sexual history of the Complainant or Respondent except in the limited circumstances described below:

- The investigator or hearing officer shall not consider prior or subsequent sexual history between the Complainant and anyone other than the Respondent for any reason unless directly relevant to prove that physical injuries alleged to have been inflicted by the Respondent were inflicted by another individual;
- The investigator or hearing officer shall not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations;
 - Where the investigator or hearing officer allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or hearing officer shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

Discipline and Corrective Action

If harassment, discrimination, or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the ~~respondent~~accused and any other remedial action it determines to be appropriate and consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, transfer, suspension, or dismissal as prescribed in collective bargaining agreements or education code.

Remedies for the ~~complainant~~Complainant might include, but are not limited to:

- providing an escort to ensure that the Complainant can move safely between classes and activities;
- ensuring that the Complainant and ~~Respondent~~alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a ~~student-Complainant~~student Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the ~~complainant's~~Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the ~~complainant~~Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the ~~complainant~~Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, ~~and to address the hostile environment, if one has been created,~~ prevent its recurrence, address its affects, and protect the complainantComplainant and witnesses from retaliation as a result of communicating the ~~complaint~~Complaint or assisting in the investigation.

The District will ensure that ~~complainants~~Complainants and witnesses know how to report any subsequent problems: and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the Complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If ~~either Party~~the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within ~~fifteen~~30 days, submit a written appeal to the Board of Trustees.

In a Complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original ~~complaint~~Complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the ~~complainant~~ and to the ~~California Community~~

Colleges Chancellor's Office. The complainant Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, ~~either party~~ the Complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within ~~thirty~~30 days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the ~~complainant~~ Complainant may, at any time before or after the issuance of the final decision of the District, file a ~~complaint~~ Complaint with the Department of Fair Employment and Housing.

Remand

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

Provisions of Information to Chancellor

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

Extension of Time

A student Complainant or Respondent may request, in writing, an extension of a deadline related to a Complaint during periods of examinations or school closures. The District shall grant a student Party's reasonable request for an extension of a deadline related to a Complaint during periods of examinations or school closures.

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;

- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

Disclosures to the California Community Colleges Chancellor's Office

Within 150 days of receiving a formal complaint, the District shall forward to the Upon request of the California Community Colleges Chancellor's Office, the District shall provide copies of all documents related to a discrimination Complaint, including the following: the original ~~complaint, the~~ Complaint, any investigative report, ~~a copy of unless~~ subject to the attorney-client privilege, the written notice to the ~~complainant~~ Complainant setting forth the results of the investigation, ~~a copy of the final administrative decision rendered by the Board or a statement indicating the date upon which the decision became final, and a copy of the notification to the parties involved of~~ Complainant of his/her/their appeal rights. ~~If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline., the~~ Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

Interim and Supportive Measures

Interim measures are individualized services offered as appropriate to either or both the Complainant and Respondent in an alleged incident of sexual misconduct, prior to an investigation or while an investigation is pending.

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a Complaint has been filed.

The District will provide interim or supportive measures to Parties as appropriate and as reasonably available.

Interim and supportive measures may include changes to academic, living, transportation, and working situation or protective measures such as counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

No-Contact Directives

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue an interim no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The District shall not issue an interim mutual no-contact directive automatically, but instead shall consider the specific circumstances of each case to determine whether a mutual no-contact directive is necessary or justifiable to protect the noncomplaining party's safety or well-being, or to respond to interference with an investigation. If the District issues a no-contact directive after making decision of responsibility, the no-contract directive shall be unilateral and only apply against the Party found responsible.

Upon the issuance of a mutual no-contact directive, the District shall provide the Parties with a written justification for the directive and an explanation of the terms of the directive. Upon the issuance of any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action.

File Retention

The District will retain on file for a period of at least five years after closing the case copies of:

- the original Complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties, of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, shall provide all relevant, non-privileges documents upon request of the Chancellor.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures

will be provided to all students, ~~faculty members, members of the administrative staff and members of the support staff, and~~ all employees, all volunteers who will regularly interact with students, and each individual or entity under contract with the District to perform any service involving regular interaction with students at the District. District policy and procedures related to harassment will also be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

~~The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.~~

Training for responsible employees must also address the responsible employee's obligation to report sexual harassment and instruction on how to report sexual harassment to the responsible District officer.

The District will also provide comprehensive, trauma-informed training to students who lead student organizations. The District should provide copies of these each employee involved in the District's sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence or discrimination grievance procedure including investigating and adjudicating complaints involving sexual violence, sexual assault, domestic violence, dating violence, and stalking. This training shall include information on trauma-informed investigatory and hearing practices that help ensure an impartial and equitable process, best practices for assessment of a sexual harassment or sexual violence complaint, best practices for questioning of the complainant, respondent, and witnesses, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Materials for this training shall include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

~~In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.~~

~~Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.~~

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

File Retention

~~The District will retain on file for a period of at least three years after closing the case copies of:~~

- ~~• the original complaint;~~
- ~~• the investigatory report;~~
- ~~• the summary of the report if one is prepared;~~
- ~~• the notice provided to the parties involved, of the District's administrative determination and their right to appeal;~~
- ~~• any appeal; and~~
- ~~• the District's final decision.~~

~~The District will make such documents available to the Chancellor of the California Community Colleges upon request.~~

References:

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Education Code Sections 212.5, 231.5, 66281.5, 66281.8, and 67386;
 Government Code Section 12950.1;
 Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
 Title 2 Sections 11023 and 11024;

Adopted: 4/10/18

Revised: 6/11/19

Revised: 10/13/20

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: First Reading: Review Board Policy and Administrative Procedure 4050, Articulation	Item Number: 15.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

Board policy 4050, Articulation, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. The administrative procedure 4050, Articulation, submitted for the board's review on May 12, 2020, had minor revisions due to a change in procedures. The board policy was reviewed to assure the procedure aligns with the policy. After review, the board policy and administrative procedure required no revisions or updates.

The board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

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

BP 4050 ARTICULATION

Allan Hancock College will articulate its programs and courses with District high schools and with four-year colleges and universities. Course articulation is the process of developing a formal, written agreement that identifies courses (or sequences of courses) on a “sending” campus that are comparable to, or acceptable in lieu of, specific course requirements at a “receiving” campus. Articulation activities include, but are not limited to the following:

1. discipline-specific coordination of course content and levels of student competency
2. periodic meetings with high school, college and university personnel to discuss course continuity, share best practices, and provide a smooth transition from the secondary level to the two-year or four-year post-secondary level
3. cooperative transition programs with selected four-year colleges and universities
4. program and course approval for transfer to four-year colleges and universities

Articulation agreements will be developed and maintained.

Adopted: 6/20/00
Revised: 1/10/17
Reviewed:

(Replaces Board Policy 6902)



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4050 ARTICULATION

1. Articulation with Local High Schools

- a. College faculty and administrators will meet regularly with their respective counterparts or with other appropriate personnel in service-area high schools to discuss course content, progress of students from high school courses to college-level courses and various programs offered at the college.
- b. College faculty and administrators will explore articulation opportunities with local K-12 partners when Concurrent Enrollment is not feasible.
- c. Students must be currently enrolled in Allan Hancock College credit courses to be eligible to receive articulation credit.
- d. Eligible students must minimally earn a letter grade of a “B” or better in the articulated course. Students must apply for credit within 3 years after the last day of the course, in order to be eligible to receive articulated credit.

2. Articulation with California Four-Year Colleges and Universities

- a. The college will maintain and seek to expand the college’s University Transfer Center (UTC) guaranteed transfer programs.
- b. The college will participate in the C-ID project (Course Identification Numbering System) and in ASSIST (Articulation System for Stimulating Intersegmental Transfer).
- c. The college will maintain articulation agreements with the CSU and UC systems for baccalaureate level acceptance of all Allan Hancock College courses numbered 100 through 199. The college will annually submit proposed revisions.
- d. The college will update the Intersegmental General Education Transfer Agreement (IGETC), California State University General Education (CSU GE) and University of California Transferability (UCT) lists to include new courses and submit the list annually to the University of California and California State University systems.
- e. The college will have a designated articulation officer responsible for maintaining articulation agreements and seeking new agreements.
- f. Instructional faculty will be encouraged to maintain program currency and communication with neighboring four-year colleges and universities.

- g. Individual courses and programs will be articulated with selected CSU's, UC's, and with independent colleges and universities.
- h. The college will encourage active four-year college and university participation on the University Transfer Center's advisory committee.
- i. College representatives will attend annual California articulation conferences.

Legal Reference: Title 5, Section 51022

Adopted: 6/20/00
Revised: 12/13/16
Revised: 5/12/20
Reviewed:

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: First Reading: 5-year Review of Administrative Procedure 4229, Course Repetition – Variable Units	Item Number: 15.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Administrative procedure 4229, Course Repetition – Variable Units, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no revisions or updates.

The administrative procedure is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item: Robert Curry	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4229 COURSE REPETITION – VARIABLE UNITS

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is an educational assistance class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

Reference: Title 5 Section 55044

Approved: 12/13/16

Reviewed:

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Faculty Prioritization	Item Number: 15.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Each fall, the Faculty Hiring Prioritization Committee, which is comprised of faculty representatives of the academic senate and deans, and chaired by the president of the academic senate and the vice president for academic affairs, meets to evaluate and make recommendations on all newly requested full-time faculty positions. The committee evaluates these requests according to a rubric established beforehand by the committee, and its recommendations categorize the requests at three levels of priority: urgent, highly recommended, and recommended. The list is then sent forward to the president.

Below are the new recommended full-time faculty positions based on the 2022-23 prioritization process:

New Full-time Recommended Faculty Positions (2022-23 prioritization list)

Rank	Discipline - in alphabetical order by recommendation level	Department	Recommendation
1	Agriculture	Life & Physical Sciences	urgent
1	Counseling (General)	Counseling	urgent
1	English	English	urgent
1	FCS/FASH/INT	Applied Behavioral Sciences	urgent
1	History & Ethnic Studies	Social and Behavioral Sciences	urgent
1	Library	English/Library	urgent
1	LVN	Health Sciences	urgent
1	Spanish	Languages & Communication	urgent
2	Dental Assisting	Health Sciences	highly recommended
2	Philosophy	Social and Behavioral Sciences	highly recommended
2	Psychology	Social and Behavioral Sciences	highly recommended
3	Counseling (UTC)	Counseling	recommended
3	Recreation Management	Kinesiology, Recreation, and Athletics	recommended
3	STEM Academic Specialist	Life & Physical Sciences	recommended

Administrator Initiating Item: Robert Curry	Final Disposition:
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The table below summarizes the status of all current vacancies and hires for the 2022-23 academic year:

Faculty Vacancies and Hires for 2022-23

Hire List	Discipline (Name)	Department	Status	New Faculty Member
Vacant	3D Art (Amiko Matsuo, 2020)	Fine Arts	Awaiting Action	
Vacancy	Administration of Justice (Al Avila, 2019)	Public Safety	Filled Fall 2022	Kurt Kruse
Vacancy	Animation and Game Art (Kenneth Cope, 2021)	Fine Arts	Search Ongoing	
Prioritization	Biology (2019)	Life & Physical Sciences	Filled Fall 2022	Jonathan Okerblom
Vacancy	Chemistry (Stephen O'Neill, 2020)	Life & Physical Sciences	Filled Fall 2022	James Houlis
Vacancy	Chemistry (Danae Madrid, 2022)	Life & Physical Sciences	Filled Spring 2023	Michael Hughes
Prioritization	Chemistry (2019)	Life & Physical Sciences	Filled Fall 2022	Spencer Schultz
Prioritization	CNET (Restructured Position)	Industrial Technology	Filled Spring 2023	Justin Rucker
Retirement	Drama (Michael Dempsey, 2023)	Fine Arts	Awaiting Action	
Vacancy	English (Kathryn Adams, 2021)	English	Filled Fall 2022	Christopher Carroll
Vacancy	English (Robert Murtha, 2021)	English	Filled Fall 2022	Kacie Wills
Vacant	English (Denize Cain, 2020)	English	Awaiting Action	
Vacant	English (Alejandro Omidsalar, 2021)	English	Awaiting Action	
Vacant	Health/PE (Sal Caminada, 2020)	Kinesiology, Recreation, and Athletics	Awaiting Action	
Vacant	Health/PE (Sheri Bates, 2022)	Kinesiology, Recreation, and Athletics	Awaiting Action	
Vacancy	Human Services (John Lovern, 2020)	Social and Behavioral Sciences	Search Ongoing	
Retirement	LE Academy (Ken George, 2023)	Public Safety	Search Ongoing	
Vacant	Librarian (Kathy Headtke, 2021)	English/Library	Awaiting Action	
Vacancy	Licensed Vocational Nurse (Michelle Lehne, 2022)	Health Sciences	Filled Fall 2022	Shavaun Maxson
Vacancy	Mathematics (Karen Tait, 2020)	Mathematical Sciences	Filled Fall 2022	Amanda Lombard
Prioritization	Mathematics (Krystyna Musev, 2021)	Mathematical Sciences	Filled Fall 2022	Chris Eachus
Prioritization	Mathematics (2019)	Mathematical Sciences	Filled Fall 2022	Karina Novoa
Accreditation	Nursing (New Position)	Health Sciences	Search Ongoing	
Vacancy	PCPA Actor Training (Roger DeLaurier, 2022)	PCPA	Filled Fall 2022	Don Stewart
Retirement	Psychology (Tom Vandermolen, 2023)	Social and Behavioral Sciences	Awaiting Action	
Vacancy	Veterinary Technology (Richard Seidenberg, 2020)	Life & Physical Sciences	Filled Fall 2022	Amy Rice

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Technology Master Plan	Item Number: 15.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1 Entire plan online

BACKGROUND

The 2022-26 Technology Master Plan outlines the current state of technology at Allan Hancock College and our goals and activities for the next four years. Our Technology Council developed the plan with feedback from the campus community through two town hall meetings and an employee survey. The plan contains a current list of activities to support the goals of the plan that will be updated annually by the Technology Council.

The 2022-26 Technology Master Plan has been provided to the board of trustees and is posted online at https://www.hancockcollege.edu/planning/docs/Technology_Master_Plan_2022.pdf It will also be attached to this information memo online.

Administrator Initiating Item: Andy Specht	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.I.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

BACKGROUND**Public Safety Training Center (PSTC) Update**

Three academy graduation ceremonies were held at the PSTC the week of December 5:

December 7, 2022

The law enforcement academy graduated 13 recruits who all are sponsored and will be moving on directly into careers with the following agencies:

- 3 – Santa Barbara County Sheriff's Department
- 5 – Santa Maria Police Department
- 1 – Arroyo Grande Police Department
- 1 – Paso Robles Police Department
- 1 – Morro Bay Police Department
- 1 – Lompoc Police Department
- 1 – San Luis Obispo Police Department

December 8, 2022

The Emergency Medical Services academy graduated 24 students.

December 9, 2022

The fire academy graduated 23 cadets, and this is the 50 year anniversary of the Allan Hancock College fire academy program.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 15.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND**Fall 2022 HEERF Student Awards**

Our Financial Aid team has provided Fall 2022 students with nearly \$2.4 million in awards using HEERF III funds. Awarding our students has been a collegewide effort that has included the Basic Needs Center, Community Education, PCPA, Fiscal Services, Cashiering Office, and Information Technology. The core principles of the awards have been grounded in increasing retention and keeping students engaged in their studies.

Winter Promise 2023

The Student Services team, in partnership with Cal-SOAP, will be hosting our annual Winter Promise event from December 19 through January 13. Winter Promise has been promoted in our high schools and with high school seniors broadly. Our team will be ready to help our incoming Hancock Promise students with completing their Allan Hancock College application, orientation, and the FAFSA or CA Dream Act. For the first time, Lompoc area students will be able to access this support at the Lompoc Valley Center on January 9 and 10.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Monthly Report Vice President Institutional Effectiveness	Item Number: 15.K.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

BACKGROUND**Dashboard Updates**

Armando Cortez has been busy updating and consolidating six factbook dashboards into a new headcount dashboard that is a one-stop shop for all Allan Hancock College headcount data by various student groups. Over 25 filter options are available showing data across four academic-year time trends. A new high school going-rate dashboard was developed to replace static Excel files. The update moves this data to an interactive format allowing for data disaggregation by various student groups. New dashboards will be added to the Institutional Effectiveness public website by the end of the calendar year.

Data Assistance

Armando also provided prioritization data to faculty, meeting with multiple faculty one-on-one to help interpret data and offer guidance on how to best make the case for hiring more faculty positions.

Surveys

Institutional Effectiveness created and launched several program review surveys, a Hancock bookstore satisfaction survey, several surveys for the Title 5 grant, and a Creative Arts student survey.

Institutional Self Evaluation Report (ISER) Submission

The 2022 ISER was approved by the board at a special meeting held December 6. The signed report with all corresponding evidence was successfully submitted to the commission on December 7. The next step in the process will be a meet-and-greet event with the accreditation team in March along with providing the ISER visiting team with additional evidence as requested and archived Distance Education (DE) course shells to assess compliance with federal DE guidelines.

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.L.
Institutional Goal: Ed Master Plan Goal A. Connect with Students	Enclosures: Page 1 of 1

BACKGROUND
"Find Your Fit" Advertising Campaign for 2023

Public Affairs & Communications (PAC) is launching a new marketing campaign for 2023: "Find Your Fit at Allan Hancock College." The PAC team developed the campaign to connect students with the college's Guided Pathways/Roadmaps to Success efforts by emphasizing the many different academic and career paths available for prospective students to explore. The spring, summer/fall, and fall enrollment periods will carry the campaign tagline and feature an individual student in all TV, digital, and social media advertisements. Throughout the campaign, a total of 12 academic programs will be featured, representing all seven Guided Pathway Areas of Interest. This video shoot was extremely ambitious, and PAC thanks the many faculty and staff who made their spaces and equipment available, along with the three students who dedicated two full days of their time to filming.

Spanish Language Parent/Influencer Campaign

The PAC team launched a new campaign to reach Spanish-speaking influencers (parents and grandparents) in our first-generation Latinx students' lives. Leveraging assets created by the chancellor's office, the campaign videos are in the form of *telenovelas* and show the importance of college education for their success.

New PAC & Campus Graphics Employees

Public Affairs and Campus Graphics are excited to welcome three new staff members in creative positions: graphic designers Tihani Moore and Randi Garacci, and multi-media specialist (photographer/videographer) Jeremy Wirth. All three share ties to Hancock: Tihani recently completed a semester teaching typography within the media arts program; Randi is a Hancock graduate; and Jeremy studied under film instructor Chris Hite.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND**Student Health Center**

After months of delay, we finally heard from PG&E regarding the disconnection of electrical lines and the removal of the vault that lies in the footprint of the new Student Health Center. PG&E indicates that their work to remove the vault and lines will most likely take place the week of January 12, 2023. Once the lines have been disconnected and the vault removed, Edwards Construction can complete the service site development needed to receive the buildings from American Modular Systems (AMS).

Fine Arts Complex

Building power is fully operational and most lighting systems are working. The heating ventilation and air conditioning (HVAC) systems are on, and the acclimation of the uninstalled wood flooring is ongoing. Installation of wood paneling in the recital hall has begun and should be complete by the end of the calendar year. The solar panels on the north terrace are being installed and should be complete by December 16. The college will begin moving furniture, equipment, and materials into all rooms, except rooms with wood floors, between December 19 and 23. Based on AMG's most recent schedule, rooms with wood floors will be complete and ready as follows:

- 100 Band Rehearsal 1/18/23
- 101 Uniform Storage 1/18/23
- 104 Recording Control 1/18/23
- 105 ISO Recording 1/18/23
- 108 Choral Rehearsal 1/18/23
- 134 Dance Studio III 1/27/23
- 137 Dance Studio II 1/27/23
- 142 Dance Studio I 1/27/23
- 182 Music Lab 1/18/23 (Platform and walkways)

Forefront Power Solar Project Ground Breaking

At long last, Forefront Power is scheduled to install the Photo Voltaic Solar Energy Project in parking lots, 1, 2, 3, 4, 8 and 10. This design was born in the Sustainability Committee in 2019 and has been in the development phase since then. It will consist of 2.3 megawatts of solar with 1.6 megawatts of energy storage. The project duration is one year.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 20, 2022
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

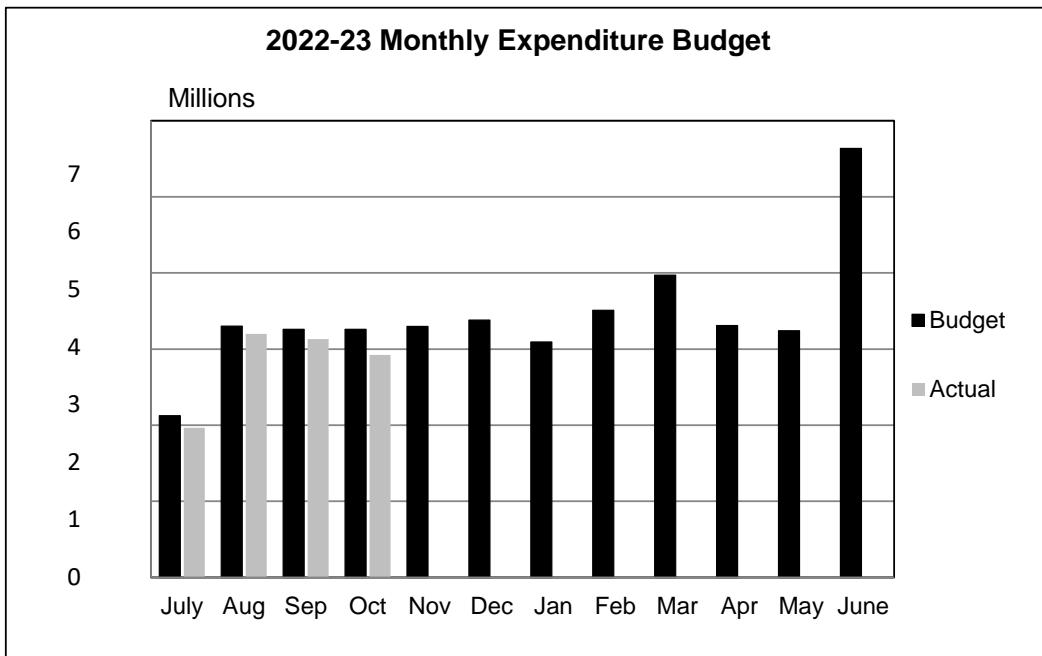
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB) 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

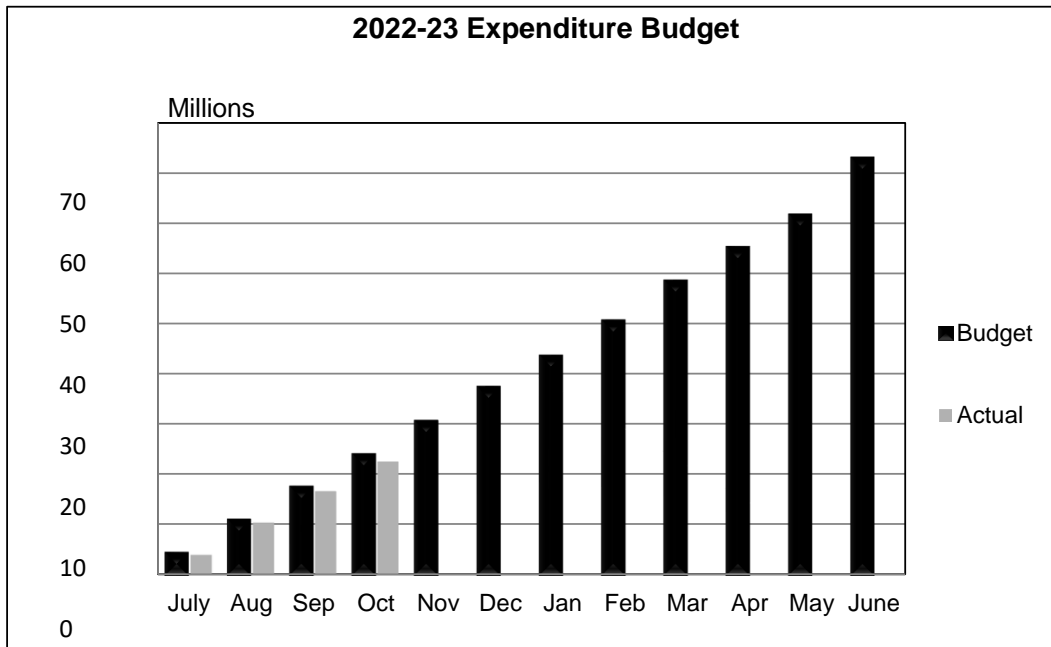
	October Budget	October Expenditures	Percentage Variance
Academic Salaries	2,557,118	2,438,278	95.35%
Classified Salaries	1,656,581	1,490,674	89.98%
Employee Benefits	1,294,162	925,284	71.50%
Supplies and Materials	209,888	200,565	95.56%
Other Operating Expenses	688,607	684,186	99.36%
Capital Outlay	94,868	92,611	97.62%
Other Outgo/Transfers	<u>15,359</u>	<u>13,945</u>	90.79%
	6,516,583	5,845,543	89.70%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-October Budget	July-October Year to Date	Percentage Variance
Academic Salaries	8,610,375	8,286,544	96.24%
Classified Salaries	6,134,136	5,617,616	91.58%
Employee Benefits	4,679,539	4,123,776	88.12%
Supplies and Materials	547,722	524,377	95.74%
Other Operating Expenses	3,206,882	3,206,554	99.99%
Capital Outlay	268,075	252,051	94.02%
Other Outgo/Transfers	441,586	425,493	96.36%
	23,888,315	22,436,411	93.92%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
REVENUES						
Federal Revenues	\$ 34,200	\$ 640	1.87%	\$ 14,772,308	\$ 2,228,904	15.09%
State Revenues	55,708,072	17,960,758	32.24%	27,352,678	17,931,751	65.56%
Local Revenues	25,672,992	3,774,904	14.70%	1,870,820	801,214	42.83%
Total REVENUES	<u>81,415,264</u>	<u>21,736,302</u>	<u>26.70%</u>	<u>43,995,806</u>	<u>20,961,869</u>	<u>47.65%</u>
EXPENDITURES						
Academic Salaries	27,280,500	8,286,544	30.38%	3,764,262	991,623	26.34%
Classified Salaries	19,164,030	5,617,616	29.31%	7,491,759	1,597,937	21.33%
Employee Benefits	17,081,901	4,123,776	24.14%	3,452,087	722,594	20.93%
Supplies and Materials	1,580,108	524,377	33.19%	3,324,967	371,623	11.18%
Other Operating Exp. and Services	8,699,642	3,206,554	36.86%	5,144,961	1,094,628	21.28%
Capital Outlay	732,757	252,051	34.40%	6,111,077	490,923	8.03%
Total EXPENDITURES	<u>74,538,938</u>	<u>22,010,919</u>	<u>29.53%</u>	<u>29,289,113</u>	<u>5,269,329</u>	<u>17.99%</u>
Excess of Revenues Over/ (Under) Expenditures	6,876,325	(274,616)		14,706,694	15,692,540	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	182,511	194,361	106.49%	140,768	40,242	28.59%
Total OTHER FINANCING SOURCES (USES)	<u>182,511</u>	<u>194,361</u>	<u>106.49%</u>	<u>140,768</u>	<u>40,242</u>	<u>28.59%</u>
OPERATING TRANSFERS OUT						
Other Outgo	8,233,218	425,493	5.17%	9,842,649	2,393,862	24.32%
Total OPERATING TRANSFERS OUT	<u>8,233,218</u>	<u>425,493</u>	<u>5.17%</u>	<u>9,842,649</u>	<u>2,393,862</u>	<u>24.32%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(1,174,382)	(505,748)		5,004,813	13,338,920	
FUND BALANCE						
Fund Balance, July 1st	<u>22,599,154</u>	<u>22,599,154</u>		<u>10,373,546</u>	<u>10,373,546</u>	
Current Balance	<u>\$ 21,424,773</u>	<u>\$ 22,093,406</u>		<u>\$ 15,378,359</u>	<u>\$ 23,712,466</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 221,023	\$ 61,679	27.91%
State Revenues	1,053,672	535,200	50.79%
Local Revenues	776,222	50,172	6.46%
Total REVENUES	<u>2,050,917</u>	<u>647,052</u>	<u>31.55%</u>
EXPENDITURES			
Academic Salaries	255,598	69,790	27.30%
Classified Salaries	807,027	193,835	24.02%
Employee Benefits	179,602	45,260	25.20%
Supplies and Materials	574,017	22,955	4.00%
Other Operating Exp. and Services	192,550	3,962	2.06%
Capital Outlay	273,087	0	0.00%
Total EXPENDITURES	<u>2,281,880</u>	<u>335,802</u>	<u>14.72%</u>
Excess of Revenues Over/ (Under) Expenditures	(230,963)	311,249	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	30,000	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
FUND BALANCE			
Fund balance, July 1	418,513	418,513	
Current Balance	<u>\$ 217,549</u>	<u>\$ 729,762</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 2,244,147	\$ 1,134,917	50.57%
Total REVENUES	<u>2,244,147</u>	<u>1,134,917</u>	<u>50.57%</u>
EXPENDITURES			
Classified Salaries	2,983,431	934,561	31.33%
Employee Benefits	756,007	195,941	25.92%
Supplies and Materials	425,091	77,202	18.16%
Other Operating Exp. and Services	675,677	249,253	36.89%
Capital Outlay	39,499	7,028	17.79%
Total EXPENDITURES	<u>4,879,705</u>	<u>1,463,986</u>	<u>30.00%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,635,558)	(329,069)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	2,813,057	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>2,813,057</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,070,650	432,137	40.36%
Total OPERATING TRANSFERS OUT	<u>1,070,650</u>	<u>432,137</u>	<u>40.36%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(893,151)	(761,205)	
FUND BALANCE			
Fund balance, July 1	3,333,061	3,333,061	
Current Balance	<u>\$ 2,439,910</u>	<u>\$ 2,571,856</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	\$ 6,704,278	\$ 2,547,626	38.00%
Local Revenues	25,000	44,922	179.69%
Total REVENUES	<u>6,729,278</u>	<u>2,592,547</u>	<u>38.53%</u>
EXPENDITURES			
Supplies and Materials	76,369	15,823	20.72%
Other Operating Exp. and Services	17,361	4,529	26.09%
Capital Outlay	<u>18,734,264</u>	<u>6,056,783</u>	<u>32.33%</u>
Total EXPENDITURES	<u>18,827,994</u>	<u>6,077,135</u>	<u>32.28%</u>
Excess of Revenues Over/ (Under) Expenditures	(12,098,717)	(3,484,588)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	<u>4,822,960</u>	<u>0</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>4,822,960</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>65,966</u>	<u>32,983</u>	<u>50.00%</u>
Total OPERATING TRANSFERS OUT	<u>65,966</u>	<u>32,983</u>	<u>50.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(7,341,723)	(3,517,571)	
FUND BALANCE			
Fund balance, July 1	<u>24,637,588</u>	<u>24,637,588</u>	
Current Balance	<u>\$ 17,295,865</u>	<u>\$ 21,120,017</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 75,000	\$ 0	0.00%
Total REVENUES	<u>75,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Classified Salaries	0	0	0.00%
Employee Benefits	0	0	0.00%
Supplies and Materials	0	35	0.00%
Other Operating Exp. and Services	36,984	18,614	50.33%
Capital Outlay	15,968,925	2,375,617	14.88%
Total EXPENDITURES	<u>16,005,909</u>	<u>2,394,265</u>	<u>14.96%</u>
Excess of Revenues Over/ (Under) Expenditures	(15,930,909)	(2,394,265)	
FUND BALANCE			
Fund balance, July 1	<u>15,930,910</u>	<u>15,930,910</u>	
Current Balance	<u>\$ 0</u>	<u>\$ 13,536,644</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 685,000	\$ 182,413	26.63%
Total REVENUES	<u>685,000</u>	<u>182,413</u>	<u>26.63%</u>
EXPENDITURES			
Other Operating Exp. and Services	636,000	223,812	35.19%
Total EXPENDITURES	<u>636,000</u>	<u>223,812</u>	<u>35.19%</u>
Excess of Revenues Over/ (Under) Expenditures	49,000	(41,399)	
OPERATING TRANSFERS OUT			
Other Outgo	182,511	182,511	100.00%
Total OPERATING TRANSFERS OUT	<u>182,511</u>	<u>182,511</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(133,511)	(223,910)	
FUND BALANCE			
Fund balance, July 1	901,323	901,323	
Current Balance	<u>\$ 767,812</u>	<u>\$ 677,413</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 0	0.00%
Total REVENUES	<u>4,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Supplies and Materials	20,502	1,120	5.46%
Other Operating Exp. and Services	20,422	120	0.59%
Capital Outlay	<u>10,000</u>	<u>6,353</u>	<u>63.53%</u>
Total EXPENDITURES	<u>50,923</u>	<u>7,594</u>	<u>14.91%</u>
Excess of Revenues Over/ (Under) Expenditures	(46,923)	(7,594)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	<u>0</u>	<u>15,498</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>15,498</u>	<u>0.00%</u>
FUND BALANCE			
Fund balance, July 1	<u>923,163</u>	<u>923,163</u>	
Current Balance	<u>\$ 876,240</u>	<u>\$ 931,068</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 0	0.00%
Total REVENUES	<u>4,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES			
Other Operating Exp. and Services	31,300	3,300	10.54%
Total EXPENDITURES	<u>31,300</u>	<u>3,300</u>	<u>10.54%</u>
Excess of Revenues Over/ (Under) Expenditures	(27,300)	(3,300)	
FUND BALANCE			
Fund balance, July 1	<u>1,007,687</u>	<u>1,007,687</u>	
Current Balance	<u>\$ 980,387</u>	<u>\$ 1,004,387</u>	

01335104
 34- -01-B -61 -308-04
 0101 -11-03818-04



RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from October 1, 2022 to October 31, 2022

MARKET AND COST RECONCILIATION

	10/31/2022 MARKET	10/31/2022 BOOK VALUE
Beginning Market And Cost	8,396,037.44	9,925,850.36
Investment Activity		
Interest	7.88	7.88
Dividends	9,289.59	9,289.59
Change In Unrealized Gain/Loss	203,392.76	.00
Net Accrued Income (Current-Prior)	3.53	3.53
Total Investment Activity	212,693.76	9,301.00
Net Change In Market And Cost	212,693.76	9,301.00
Ending Market And Cost	8,608,731.20	9,935,151.36

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 34- -01-B -61 -308-04
 0101 -11-03818-04



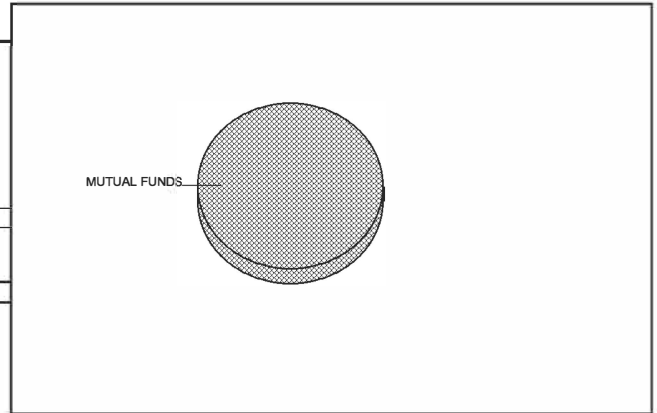
RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from October 1, 2022 to October 31, 2022

ASSET SUMMARY

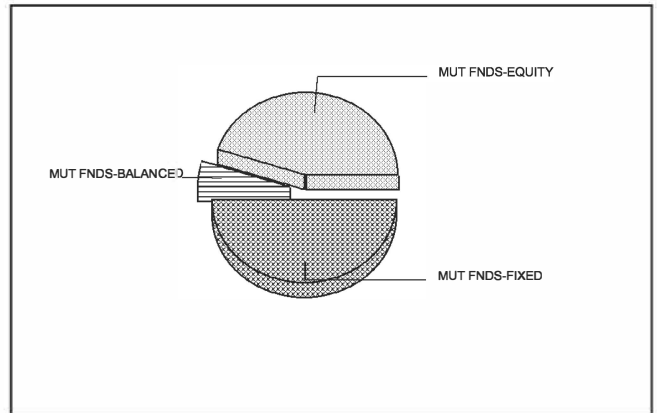
ASSETS	10/31/2022 MARKET	10/31/2022 BOOK VALUE	% OF MARKET
Cash And Equivalents	4,257.46	4,257.46	0.05
Mutual Funds-Equity	3,923,018.67	4,551,577.23	45.57
Mutual Funds-Fixed Income	4,315,603.14	4,971,885.46	50.13
Mutual Funds-Balanced	365,840.15	407,419.43	4.25
Total Assets	8,608,719.42	9,935,139.58	100.00
Accrued Income	11.78	11.78	0.00
Grand Total	8,608,731.20	9,935,151.36	100.00

Estimated Annual Income **235,279.25**



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 186,775	\$ 81,993	43.90%
Total REVENUES	<u>186,775</u>	<u>81,993</u>	<u>43.90%</u>
EXPENDITURES			
Supplies and Materials	130,677	61,874	47.35%
Other Operating Exp. and Services	68,775	52,884	76.89%
Total EXPENDITURES	<u>199,452</u>	<u>114,758</u>	<u>57.54%</u>
Excess of Revenues Over/ (Under) Expenditures	(12,677)	(32,765)	
OTHER FINANCING SOURCES (USES)			
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>
OPERATING TRANSFERS OUT			
Other Outgo	206,000	101,250	49.15%
Total OPERATING TRANSFERS OUT	<u>206,000</u>	<u>101,250</u>	<u>49.15%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(41,630)	43,032	
FUND BALANCE			
Fund balance, July 1	<u>389,705</u>	<u>389,705</u>	
Current Balance	<u>\$ 348,075</u>	<u>\$ 432,737</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 34,010	\$ 24,241	71.28%
Total REVENUES	<u>34,010</u>	<u>24,241</u>	<u>71.28%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>33,020</u>	<u>8,327</u>	<u>25.22%</u>
Total EXPENDITURES	<u>33,020</u>	<u>8,327</u>	<u>25.22%</u>
Excess of Revenues Over/ (Under) Expenditures	990	15,913	
OPERATING TRANSFERS OUT			
Other Outgo	<u>1,190</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>1,190</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(200)	15,913	
FUND BALANCE			
Fund balance, July 1	<u>64,082</u>	<u>64,082</u>	
Current Balance	<u>\$ 63,882</u>	<u>\$ 79,995</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 14,800	\$ 16,520	111.62%
Total REVENUES	<u>14,800</u>	<u>16,520</u>	<u>111.62%</u>
EXPENDITURES			
Supplies and Materials	3,610	0	0.00%
Other Operating Exp. and Services	5,000	0	0.00%
Capital Outlay	62,000	39,826	64.24%
Total EXPENDITURES	<u>70,610</u>	<u>39,826</u>	<u>56.40%</u>
Excess of Revenues Over/ (Under) Expenditures	(55,810)	(23,306)	
FUND BALANCE			
Fund balance, July 1	<u>229,347</u>	<u>229,347</u>	
Current Balance	<u>\$ 173,537</u>	<u>\$ 206,040</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 11,123,381	\$ 5,719,432	51.42%
State Revenues	2,150,000	4,552,117	211.73%
Local Revenues	0	12	0.00%
Total REVENUES	<u>13,273,381</u>	<u>10,271,560</u>	<u>77.38%</u>
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	6,647,601	1,928,440	29.01%
Total OTHER FINANCING SOURCES (USES)	<u>6,647,601</u>	<u>1,928,440</u>	<u>29.01%</u>
OPERATING TRANSFERS OUT			
Other Outgo	19,920,982	8,900,040	44.68%
Total OPERATING TRANSFERS OUT	<u>19,920,982</u>	<u>8,900,040</u>	<u>44.68%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	3,299,960	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u>\$ 21,600</u>	<u>\$ 3,321,560</u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 1,000	\$ 0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,000	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	
 FUND BALANCE			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
 Current Balance	 <u>\$ 8,708</u>	 <u>\$ 8,708</u>	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 80,748	\$ (68,295)	(84.58)%
Total REVENUES	<u>80,748</u>	<u>(68,295)</u>	<u>(84.58)%</u>
EXPENDITURES			
Academic Salaries	10,433	7,161	68.64%
Classified Salaries	24,140	6,148	25.47%
Supplies and Materials	90,430	24,044	26.59%
Other Operating Exp. and Services	50,456	11,833	23.45%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>175,459</u>	<u>49,186</u>	<u>28.03%</u>
Excess of Revenues Over/ (Under) Expenditures	(94,711)	(117,481)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	25,450	0	0.00%
Total OPERATING TRANSFERS OUT	<u>25,450</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(120,161)	(117,481)	
FUND BALANCE			
Fund balance, July 1	<u>5,210,375</u>	<u>5,210,375</u>	
Current Balance	<u>\$ 5,090,213</u>	<u>\$ 5,092,894</u>	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DIST
PARS Post-Employment Benefits Trust

Account Report for the Period
10/1/2022 to 10/31/2022

Eric Smith
Assoc Sup/VP, Finance and Administration
Allan Hancock Joint Community College Dist
800 South College Dr.
Santa Maria, CA 93454

Account Summary

Source	Balance as of 10/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 10/31/2022
PENSION	\$3,907,152.18	\$0.00	\$77,248.49	\$921.83	\$0.00	\$0.00	\$3,983,478.84
Totals	\$3,907,152.18	\$0.00	\$77,248.49	\$921.83	\$0.00	\$0.00	\$3,983,478.84

Investment Selection

Source	
PENSION	Vanguard Conservative Strategy

Investment Objective

Source	
PENSION	The Conservative Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
PENSION	1.98%	-7.49%	-	-	-	-	3/28/2022

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 10/31/2022

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 14,942	\$ 18,038	120.72%
Total REVENUES	<u>14,942</u>	<u>18,038</u>	<u>120.72%</u>
EXPENDITURES			
Supplies and Materials	27,637	8,264	29.90%
Other Operating Exp. and Services	14,012	3,430	24.48%
Total EXPENDITURES	<u>41,649</u>	<u>11,694</u>	<u>28.08%</u>
Excess of Revenues Over/ (Under) Expenditures	(26,707)	6,343	
OPERATING TRANSFERS OUT			
Other Outgo	13,014	0	0.00%
Total OPERATING TRANSFERS OUT	<u>13,014</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(39,721)	6,343	
FUND BALANCE			
Fund balance, July 1	<u>73,676</u>	<u>73,676</u>	
Current Balance	<u>\$ 33,955</u>	<u>\$ 80,019</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 10/31/2022

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endw mnts	0	15,766	237,788	96,270	54,000	0	403,825
Sales and Commission	0	0	380	0	0	0	380
Interest and Investment Income	0	7,491	453	0	0	107,745	115,689
Realized Gain/Loss on Invest	0	1,092	0	0	0	67,200	68,291
Unrealized Gain/Loss on Invest	0	(10,019)	0	0	0	(333,299)	(343,319)
Other Local Revenues	0	20	5,867	0	0	0	5,887
Total Revenues	0	14,350	244,488	96,270	54,000	(158,355)	250,753
EXPENSES:							
Non Bargaining Unit	0	88,542	0	0	0	0	88,542
Benefits	0	12,542	0	0	0	0	12,542
Office/Operational Supplies	0	1,034	6,316	0	0	0	7,350
In Kind Supply Expense	0	0	380	0	0	0	380
Non Instr Printing	0	219	238	0	0	0	456
Food - Business Meetings/Events	0	951	23,952	0	0	0	24,903
Indep Contractor (Individuals)	0	0	4,237	0	0	0	4,237
Service Contracts (Businesses)	0	972	1,000	0	0	0	1,972
Travel - All Travel Costs	0	114	0	0	0	0	114
District Community Activities	0	0	2,000	0	0	0	2,000
Foundation Community Activities	0	6,650	1,391	0	0	0	8,041
Dues & Memberships	0	1,600	882	0	0	0	2,482
Non-Tech Licenses,Permits,Fees	0	394	1,004	0	0	0	1,398
Software License/Subscription Agrmt	0	4,471	5,837	0	0	0	10,309
Facility Rental	0	0	1,600	0	0	0	1,600
Equipment Rental	0	0	9,566	0	0	0	9,566
District/College Support	0	0	13,618	0	0	0	13,618
Postage/Express Services	0	33	156	0	0	0	189
Advertising/Sponsorships	0	1,430	0	0	0	0	1,430
Bank Service Charges	0	142	325	0	0	0	467
Investment Brokerage Fees	0	1,223	0	0	0	61,766	62,989
PCPA Support	0	0	0	45,469	0	0	45,469
Student Assistance	0	0	3,780	0	0	0	3,780
Scholarships	0	0	8,087	451,150	0	0	459,237
Total Expenses	0	120,316	84,367	496,619	0	61,766	763,068
Net Income (Loss)	0	(105,966)	160,122	(400,349)	54,000	(220,121)	(512,315)
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	49,254	0	2,550	879,610	0	931,414
Intrafund Transfers-Out	0	0	895,555	0	0	35,859	931,414
Other Transfer-In	0	261,485	0	0	0	0	261,485
Net Transfers	0	310,739	(895,555)	2,550	879,610	(35,859)	261,485
Net Inc/Dec in Fund Bal	0	204,773	(735,434)	(397,799)	933,610	(255,980)	(250,830)
FUND BALANCE:							
Fund Equity, July 1	0	608,677	2,535,706	813,716	14,510,273	1,548,516	20,016,888
Current Balance	0	813,450	1,800,272	415,917	15,443,883	1,292,536	19,766,058

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
For The Period Ending 10/31/2022

REVENUES	Budget	Actual	% Budget
Contributed Gifts/Grants/Endw	\$ -	\$ 15	0.00%
Non-Cash Contributions	21,240	7,658	36.05%
Other Local Revenues	0	395	
Intrafund Transfer-In	<u>0</u>	<u>0</u>	<u>0.00%</u>
Net Revenue	21,240	8,068	0.00%
WINE OPERATION			
Sales & Commissions	80,800	24,391	30.19%
Less: Returns & Allowances	0	0	0.00%
Less: Sales Discounts	<u>(28,000)</u>	<u>(8,069)</u>	<u>28.82%</u>
Net Sales	52,800	16,322	
Less: Cost of Goods Sold	<u>(40,000)</u>	<u>(17,491)</u>	<u>43.73%</u>
Gross Profit	<u>12,800</u>	<u>(1,169)</u>	
 Total REVENUES	 <u>34,040</u>	 <u>6,899</u>	 <u>20.27%</u>
EXPENDITURES			
Academic Salaries	0	0	0.00%
Classified Salaries	0	0	0.00%
Supplies and Materials	20,277	17,334	85.48%
Inventory Allocation Expense	(46,663)	(28,288)	60.62%
Other Operating Exp. and Services	60,471	23,020	38.07%
Capital Outlay	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>34,085</u>	<u>12,066</u>	<u>35.40%</u>
 Excess of Revenues Over (Under) Expenditures	 (45)	 (5,167)	
 FUND BALANCE			
Fund balance, July 1	<u>158,922</u>	<u>158,922</u>	
 Current Balance	 <u>\$ 158,877</u>	 <u>\$ 153,755</u>	



ALLAN HANCOCK COLLEGE

DECEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Fall Classes End 7:00 p.m. Women's Basketball vs. Folsom Lake College 7:00 p.m. Dimensions in Dance AHC Winery	2 Fall Final Exams Dec. 2-8 5:00 p.m. Women's Basketball vs. Cerritos College	3 1:00 p.m. Women's Basketball vs. Fresno City College 3:00 p.m. Men's Basketball vs. West Hills College
4	5 7:30 p.m. Symphonic Band Concert Radisson Hotel	6 12:00 p.m. Special Board Meeting	7 10:00 a.m. LEA Graduation 11:30 a.m. Angel Tree Holiday Celebration LVC, Bldg. 1-202/203	8 2:00 p.m. Angel Tree Holiday Celebration Severson Theatre 5:30 p.m. Nursing Program Graduation Marian Theatre 7:30 p.m. Jazz Band Concert Mechanics Bank Student Center	9 10:00 a.m. Fire Academy Graduation & 50th Anniversary LVC 5:00 p.m. Women's Basketball vs. Glendale College	10 3:00 p.m. Women's Basketball vs. Taft College
11	12 Winter Classes Begin	13	14	15 5:00 p.m. Men's Basketball vs. Monterey Peninsula College	16 5:00 p.m. Men's Basketball vs. De Anza College	17
18	19	20 6:00 p.m. Board of Trustees Meeting	21	22 3:00 p.m. Women's Basketball vs. College of the Canyons	23 Winter Holiday College Closed	24
25	26 Winter Holiday College Closed	27 Reduced Staffing	28 Reduced Staffing	29 Reduced Staffing 7:00 p.m. Men's Basketball vs. Chabot College	30 Winter Holiday College Closed 5:00 p.m. Men's Basketball vs. Hartnell College	31



ALLAN HANCOCK COLLEGE

JANUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Winter Holiday College Closed	3	4	5	6	7 3:00 p.m. Women's Basketball vs. Oxnard College 5:00 p.m. Men's Basketball vs. Oxnard College
8	9	10	11 Winter Classes End	12 Winter classes Final Exams	13	14
15	16 Martin Luther King, Jr. Day College Closed	17 6:00 p.m. Board of Trustees Meeting	18 5:00 p.m. Women's Basketball vs. L.A. Pierce College 7:00 p.m. Men's Basketball vs. L.A. Pierce College	19 Professional Development Day	20 All Staff Day	21 11:30 a.m. Community Food Share every 3rd Saturday 3:00 p.m. Women's Basketball vs. Santa Barbara City College 5:00 p.m. Men's Basketball vs. Santa Barbara City College
22	23 Spring Classes Begin	24	25	26 2:30 p.m. Student Food Share every Thursday	27	28 12/2:00 p.m. Softball vs. Fresno City College
29	30	31 12:00 p.m. Softball vs. LA Valley College 2:00 p.m. Baseball vs. Long Beach City College				