
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



BOARD OF TRUSTEES

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

AGENDA Regular Board Meeting Tuesday, December 19, 2023

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

	Tentative
	<u>Page</u> <u>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
 - 3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)
 - 3.B. Evaluation of the Superintendent/President
 - 3.C. Conference with Labor Negotiator – (Government Code §54957.6)

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

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 #251

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

- | | | |
|------|---|---------|
| 4. | Reconvene to Open Session | 6:00 PM |
| 5. | Action Taken in Closed Session | |
| 6. | Pledge of Allegiance | |
| 7. | Approval of Agenda as Presented | |
| 8. | Organizational Meeting | |
| 8.A. | Election of Board of Trustees Officers | 7 |
| | A recommendation to elect a president and vice president of the board of trustees. | |
| 8.B. | Determination of Regular Board Meetings Dates in 2024 | 8 |
| | 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 | 10 |
| | 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 | 11 |
| | 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.

10. Approval of Minutes 6:10 PM

10.A. Approval of Minutes from the November 21, 2023, regular board meeting. 13

11. Presentations

11.A. Rick Rantz, dean, academic affairs, will provide an update on the baccalaureate program.

11.B. Dr. Walthers will share a Changing the Odds moment.

12. Consent Agenda 7:00 PM

Consent agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the consent agenda.

12.A. Register of Warrants and Payroll Summary 18
10/01/23 through 10/31/23

12.B. Authorization to Utilize the Downey Unified School District Bid 21
No. 23/24-11, Agreement No. 1695400 to Purchase Computer Equipment and Accessories from Apple, Inc.

12.C. Acceptance of Grants Approved and Review of Grant 23
Proposals Submitted

12.D. Approval of Part-time Faculty Appointments, Regular Faculty 25
Overload Assignments and Special Assignments/Stipends

12.E. Approval of Appointment of Department Chairs of various 37
faculty for academic years 2024-2025 and 2025-2026

	<u>Page</u>	<u>Tentative Time</u>
12.F. Adoption of additions and changes in the Academic Policy and Planning Committee Curriculum Summary	38	
12.G. Approval of Equivalency Certification for Faculty	48	
12.H. Authorization for Out-of-State Travel	55	
12.I. Approval of Employee Personnel Actions	56	
12.J. Approval of Revised and/or New Classified Bargaining Unit Job Descriptions	59	
12.K. Second Review of Revised Board Policy 2330, Quorum and Voting	129	
12.L. Second Review of Revised Board Policy 2340, Agendas	132	
12.M. Second Review of Revised Board Policy 2365, Recording	136	
12.N. Second Review of Revised Board Policy 4226, Multiple and Overlapping Enrollments	138	
13. Oral Reports		7:10 PM
13.A. Superintendent/President's Report		
13.B. Board Member Reports		
13.C. Association Reports		7:20 PM
1) Part-Time Faculty Association		
2) Faculty Association		
3) Academic Senate		
4) California School Employees Association		
5) Associated Student Body Government		
6) AHC Foundation		
7) Management Association		
14. Action Items		
14.A. Adoption of Resolution 23-25, Delegating the Authorization of Signatures for Continued Funding Application 2024-25 for California State Preschool Program and General Childcare and Development	140	7:35 PM
14.B. Adoption of Resolution 23-26, Baccalaureate Program	142	

	<u>Page</u>	<u>Tentative Time</u>
15. Information		
15.A. A Report on The Vernon Group Apartments Concept Design	144	
15.B. Acceptance of Employee Retirements and Resignations	162	
15.C. First Review of Administrative Procedure and Board Policy 3050, Institutional Code of Professional Ethics	163	
15.D. First Review of Board Policy and Administrative Procedure 3225, Institutional Effectiveness, regular cycle review	167	
15.E. First Review of Five-Year Cycle Review of Board Policy and Revised Administrative Procedure 3255, Program Review	170	
15.F. First Review of Five-Year Cycle Review of Board Policy and Administrative Procedure 3710, Securing of Copyright	182	
15.G. First Review of New Administrative Procedure 4101, Independent Study	185	
15.H. First Review to Review Board Policy and Revised Administrative Procedure 4102, Career and Technical Education Programs	187	
15.I. First Review of Revised Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students	192	
15.J. First Review of New Administrative Procedure and Board Policy 7911, Supervisory/Confidential Staff Emeritus Status	195	
15.K. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	199	
15.L. Monthly Report, Associate Superintendent/Vice President, Student Services	200	
15.M. Monthly Report, Vice President, Institutional Effectiveness	201	
15.N. Monthly Report, Executive Director, College Advancement	203	
15.O. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	204	
15.P. Monthly Report on the Year-to-Date Financial Data for Various Funds	207	

16. New Business

17. Calendar

230

18. Adjournment

The next regular meeting of the Board of Trustees will be held on Tuesday, January 16, 2024. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
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, Annual Organizational Meeting.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2024.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Determination of Board Meeting Dates in 2024	Item Number: 8.B.
Institutional Goal: Accreditation Standard II	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 2024, 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 2024

DATE	LOCATION
January 16	Santa Maria Campus, Boardroom
February 20	Santa Maria Campus, Boardroom
March 19	Santa Maria Campus, Boardroom
April 16	May be held in Santa Ynez
May 21	Santa Maria Campus, Boardroom
June 18	Santa Maria Campus, Boardroom
July 16	May be held in Guadalupe
August 20	Santa Maria Campus, Boardroom
September 10	Santa Maria Campus, Boardroom
October 15	Lompoc Valley Center
November 19	Santa Maria Campus, Boardroom
December 17	Santa Maria Campus, Boardroom



ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
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 and 2023.

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 19, 2023
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 2023. Trustee Pensa served from 2011 through 2023.
- 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 from 2021 through 2023.
- 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. Trustee Hall served from 2017 through 2021. Trustee Pensa served as representative from 2011 through 2023.. Trustee Levy served in 2022 and 2023. 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 served in 2022 and 2023.
- E. The operating agreement between the district and Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the Boosters board of directors. Trustee Zacarias served from 2017 through 2021. Trustee Enciso served in 2022 and 2023.

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2024.
- B. Select one trustee to serve on the PCPA Foundation Board for 2024.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2024.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2024.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2024.
- F. Select one trustee to serve on the Retirement Board of Authority for 2024.
- G. Select one trustee to serve a three-year term beginning July 2024.
- H. Select one trustee to serve on the County School Boards Committee for 2024.

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 and 2023.
- 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 June 2021. Trustee Levy served was appointed to a three-year term ending beginning in 2022 and ending June 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 Santa Barbara County School Boards Association (SBCSBA) Executive Committee meetings over the last few years and has represented the needs of Hancock College.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



BOARD OF TRUSTEES

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

MINUTES

Regular Board Meeting
 Tuesday, November 21, 2023

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 Pensa called the meeting to order at 1:00 p.m. with the following trustees present:
 Enciso, Hall, Pensa

Trustees absent: Levy, Zacarías
 Administrators present: Ramirez, Curry, Walthers

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 1:00 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 2:19 p.m.

5. Action Taken in Closed Session

Trustee Pensa reported there was no action taken during closed session.

6. Pledge of Allegiance

Oscar Rivera led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

On a motion by Trustee Enciso, seconded by Trustee Hall, the board of trustees approved the agenda, on a rollcall vote as follows:

Ayes: Enciso, Hall, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Diana Perez provided an update on the Free Application for Federal Student Aid (FAFSA) and Dream Act application process. She shared the steps taken to help students complete the new applications.

9. Approval of Minutes

9.A. Approval of Minutes from the October 17, 2023, board meeting.

On a motion by Trustee Hall, seconded by Trustee Enciso, the board of trustees voted unanimously to approve the minutes for the October 17, 2023, board meeting. (Ayes: Enciso, Hall, Pensa; Noes: None; Absent: Levy, Zacarias; Student Advisory Vote: Concur)

10. Presentation

10.A. Veterans Success Center

This presentation was removed from the agenda.

10.B. Changing the Odds

Dr. Walthers mentioned CalWORKs staff was able to provide a turkey dinner for students. He commended staff that donated money to help provide 46 dinners in Santa Maria and five dinners at the Lompoc Valley Center.

11. Consent Agenda

Item 11.E. Acceptance of First Quarter Financial Status Report, was removed from the consent agenda for further consideration.

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported there are stress buster events scheduled to help students preparing for final exams.

12.B. Board Member Reports

Trustee Enciso attended a Hispanic Association of Colleges and Universities (HACU) conference and was glad to see participants from Mexico and Spain.

Trustee Hall also attended the HACU convention in Chicago. He plans to attend upcoming law enforcement, nursing, and fire academy graduations.

Student Trustee Rivera reported over 700 middle school students participated in a Bulldog Bound event. He participated in the culturally inclusive and humanizing organization assessment workshop. He learned the processes of developing resolutions and gained strategies to improve networking skills.

Trustee Pensa attended the board of governors meeting. He hosted trustee hour at Santa Ynez high school and attended the City of Solvang meeting to accept their proclamation in support of Hancock's baccalaureate degree. He also attended a Community College League of California conference.

12.C. Association Reports

1) Faculty Association

No report was given.

2) Academic Senate

Alberto Restrepo shared several projects faculty are working on. He and others attended the senate plenary which centered around legislative issues.

3) California School Employees Association

Toby McLaughlin reported the association is voting on 21 revised job descriptions and have many more to review.

4) Associated Student Body Government

Samantha Martinez reported the student leadership sold PCPA play tickets for \$10 that included dinner and a show. They also plan to host a stress buster event for everyone on campus.

5) AHC Foundation

No report was given.

6) Management Association

Tom Lamica shared Dr. Vasquez continues to lead the implementation of Signal Vine as well as the implementation of dualenroll.com as a tool to streamline concurrent enrollment registrations. He announced the football team are co-champions this season and will play in a post season bowl game against San Diego Mesa College.

7) Part-Time Faculty Association

Monique Segura reported part-time faculty is working with Dr. Curry to resolve a professional development concern.

13. Action Items

11.E. Acceptance of First Quarter Financial Status Report

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees voted unanimously to accept the First Quarter Financial Status Report as submitted. (Ayes: Enciso, Hall, Pensa; Noes: None; Absent: Levy, Zacarías; Student Advisory Vote: Concur)

- 13.A. Adoption of Resolution 23-24, Delegation of Governing Board Powers and Duties for the 2024 Calendar Year

On a motion by Trustee Enciso, seconded by Trustee Hall, the board of trustees, adopted Resolution 23-24, Delegation of Governing Board Powers and Duties for the 2024 Calendar Year as revised, on a roll-call vote as follows:

Ayes: Enciso, Hall, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

14. Information Items

- 14.A. Employee Retirements and Resignations

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

- 14.B. First Review of Revised Administrative Procedure 2325, Teleconference

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

- 14.C. First Review of Revised Board Policy 2330, Quorum and Voting

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

- 14.D. First Review of Revised Administrative Procedure 2340, Agendas

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

- 14.E. First Review of Revised Board Policy 2365, Recording

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

- 14.F. First Review of Revised Board Policy and Administrative Procedure 4226, Multiple and Overlapping Enrollments

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

- 14.G. Monthly Reports for Academic Services, Student Services, Institutional
14.H. Effectiveness, College Advancement, and Finance and Administration were not
14.I. discussed in the meeting.
14.J.
14.K.

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

Associate Superintendent Curran reported interest rates are improving and will have a positive impact on fund accounts. He noted the cost-of-living adjustment (COLA) is projected to be 3.5 percent.

15. New Business

Trustee Hall is concerned about the state of democracy and requested a report on how civics are part of the college.

16. Calendar

Dr. Walthers invited everyone to the championship football game at 5 p.m. at Righetti High School and suggested getting tickets for *Elf* soon as they are selling quickly.

17. Adjournment

Trustee Pensa adjourned the meeting at 2:08 p.m.



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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Register of Warrants and Payroll Summary 10/01/23 through 10/31/23	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online

BACKGROUND

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$2,891,715.64	
Payroll 10/01/23 - 10/31/23	7,268,469.46	
Total General Fund		\$10,160,185.10
Child Development Fund 9433		
Invoice Warrants	41,306.52	
Payroll 10/01/23 - 10/31/23	124,907.89	
Total Child Development Fund		166,214.41
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 10/01/23 - 10/31/23	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	546,397.26	
Total Capital Outlay Projects Fund		546,397.26
Go Bond Building Fund 9447		
Invoice Warrants	120,388.62	
Total Go Bond Building Fund		120,388.62
Self-Insurance Dental Fund 9461		
Invoice Warrants	58,858.00	
Total Self-Insurance Dental Fund		58,858.00

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25044998 through 25045600 for a subtotal of \$3,666,413.00 and payroll warrants in the amount of \$7,393,377.35 for a grand total of \$11,059,790.35.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
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	7,746.96	
Total Post-Employment Benefits Fund		7,746.96
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>\$11,059,790.35</u>

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
10/01/2023 - 10/31/2023
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,779,332.30
1100B	Administrators (Cert.) Non Teaching	267,447.89
1100D	Part Time Faculty	<u>1,002,487.27</u>
SUB TOTAL		<u>\$3,049,267.46</u>

200 Classified Salaries

2000A	CSEA	1,688,716.02
2000B	Confidential/Supervisory	192,715.51
2000C	Classified Administrators	238,513.91
2000E	Classified Hourly	172,486.81
2000F	Student Workers	225,826.13
2000G	Board Member	<u>1,260.00</u>
SUB TOTAL		<u>\$2,519,518.38</u>

300 Employee Benefits

3000A	STRS	461,004.87
3000B	PERS	565,053.43
3000C	OASDHI-FICA	204,750.13
3000D	Health & Welfare	423,650.85
3000E	EDD-SUI	2,552.18
3000F	Workers Comp	<u>42,672.16</u>
SUB TOTAL		<u>\$1,699,683.62</u>

TOTAL FUND 10 **\$7,268,469.46**

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	<u>19,941.32</u>
SUB TOTAL		<u>\$19,941.32</u>

200 Classified Salaries

2000A	CSEA	22,415.06
2000E	Classified Hourly	11,079.06
2000F	Student Workers	<u>52,522.74</u>
SUB TOTAL		<u>\$86,016.86</u>

300 Employee Benefits

3000A	STRS	3,770.01
3000B	PERS	8,125.44
3000C	OASDHI-FICA	2,640.41
3000D	Health & Welfare	3,564.78
3000E	EDD-SUI	25.24
3000F	Workers Comp	<u>823.83</u>
SUB TOTAL		<u>\$18,949.71</u>

TOTAL FUND 33 **\$124,907.89**

TOTAL DISTRICT PAYROLL

\$ 7,393,377.35

Allan Hancock College

Warrant Register

Check Dates from 10/1/2023 to 10/31/2023

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Mohammed Al-Assmakh	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25044998
Alden Allen-Kromer	Manual Refund Submitted	\$879.00	
		\$879.00	CT 25044999
Alejandro Andrade Morales	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045000
Ashton Andreadakis	Manual Refund Submitted	\$25.00	
		\$25.00	CT 25045001
Franzia Arellano	Manual Refund Submitted	\$237.00	
		\$237.00	CT 25045002
Angel Cardenas	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25045003
Viviana Castillo	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25045004
Maria de la Luz Cruz	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045005
Antonina Durol	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045006
Mary Escobar-Duprey	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045007
Marcia Featherston	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045008
Devon Flint	Manual Refund Submitted	\$22.00	
		\$22.00	CT 25045009
Alondra Garcia	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25045010
Ryan Gay	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25045011
Rae Gibbs	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045012
Javier Gutierrez	Manual Refund Submitted	\$412.00	
		\$412.00	CT 25045013
Karlenn Hernandez	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25045014
Michaela Hicks	Manual Refund Submitted	\$198.00	
		\$198.00	CT 25045015
Anabel Jimenez Orozco	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25045016
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$351.00	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2023 to 10/31/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$351.00	CT 25045017
Zachariah Johnson	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25045018
Ruby Lettenberger	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045019
Isabel Lopez	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25045020
Frankie Macias	Manual Refund Submitted	\$5.00	
		\$5.00	CT 25045021
Andrea Manderscheid	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045022
German Marin	Manual Refund Submitted	\$1,737.00	
		\$1,737.00	CT 25045023
Sophia Martin-Straw	Manual Refund Submitted	\$838.00	
		\$838.00	CT 25045024
John Miles	Manual Refund Submitted	\$1,044.00	
		\$1,044.00	CT 25045025
Gabriela Morales-Maldonado	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25045026
Julian Ojeda	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25045027
Riley Real	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045028
Linda Rickett	Manual Refund Submitted	\$143.00	
		\$143.00	CT 25045029
Athena Ronquillo	Manual Refund Submitted	\$3,655.00	
		\$3,655.00	CT 25045030
Deborah Ruiz	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045031
Christopher Sapey	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045032
Roxanna Vargas	Manual Refund Submitted	\$3,629.00	
		\$3,629.00	CT 25045033
Ixtla Vazquez Rosales	Manual Refund Submitted	\$435.00	
		\$435.00	CT 25045034
Jeanette Weatherall	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045035
Erick Youngern	Manual Refund Submitted	\$1.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$1.00	CT 25045036
Maria Arvizu-Rodriguez	PREPAY MEALS 10.12-13.23	\$5,000.00	
		\$5,000.00	CT 25045037
CalPERS 457 Plan	Payroll Deduction 9.29.23	\$2,500.00	
		\$2,500.00	CT 25045038
City of Lompoc	Commercial Light Electric 7.1.2023 - 6.30.2024	\$35,520.69	
		\$35,520.69	CT 25045039
City Of Santa Maria	Water Services and Disposal Site- SM Campus	\$5,869.07	
	Water Services and Disposal Site- LVC	\$1,398.23	
	Water Services and Disposal Site- SM Campus	\$14,022.01	
	Water Services and Disposal Site- LVC	\$3,340.56	
	Water Services and Disposal Site- SM Campus	\$3,799.08	
	Water Services and Disposal Site- LVC	\$905.08	
	Water Services and Disposal Site- SM Campus	\$595.32	
	Water Services and Disposal Site- LVC	\$141.83	
	Water Services and Disposal Site- SM Campus	\$5,060.42	
	Water Services and Disposal Site- LVC	\$1,205.58	
	Water Services and Disposal Site- SM Campus	\$203.98	
	Water Services and Disposal Site- LVC	\$48.59	
	Water Services and Disposal Site- SM Campus	\$3,610.30	
	Water Services and Disposal Site- LVC	\$860.11	
	Water Services and Disposal Site- SM Campus	\$5,708.01	
	Water Services and Disposal Site- LVC	\$1,359.86	
	Water Services and Disposal Site- SM Campus	\$127.96	
	Water Services and Disposal Site- LVC	\$30.48	
	Water Services and Disposal Site- SM Campus	\$195.05	
	Water Services and Disposal Site- LVC	\$46.47	
	Water Services and Disposal Site- SM Campus	\$366.00	
	Water Services and Disposal Site- LVC	\$87.19	
	Water Services and Disposal Site- SM Campus	\$1,133.77	
	Water Services and Disposal Site- LVC	\$270.10	
		\$50,385.05	CT 25045040
	Disposal Site Landfill- Community Services	\$364.19	
		\$364.19	CT 25045041
Comcast Cable	Comcast Monthly Recurring Costs	\$174.65	
		\$174.65	CT 25045042
Digital West Networks, Inc	Telephone Service 7/1/23-6/30/24- SM Campus	\$4,170.81	
	Telephone Service 7/1/23 - 6/30/24- LVC	\$1,762.85	
	Telephone Service 7/1/23- 6/30/24- Community Svcs	\$1,483.41	
		\$7,417.07	CT 25045043
Dee Dee Escalante-Ramirez	Open Mileage 9.5,22.23	\$0.00	
	Open Mileage 9.5,22.23	\$43.36	
		\$43.36	CT 25045044
Samuel Ferguson	FINGERPRINT REIMBURSEMENT	\$30.00	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2023 to 10/31/2023
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Vendor Name	Description	Amount	Warrant
		\$30.00	CT 25045045
Got You Cover'd Inc.	Tables, chairs, and linens for Cal Poly Research	\$1,081.92	
		\$1,081.92	CT 25045046
Jeffery Hall	Open Mileage 9.21,28.23	\$73.36	
		\$73.36	CT 25045047
Jeene Khaykham	Open Mileage 9.6,11,13,20,25,27.23	\$106.63	
		\$106.63	CT 25045048
Knorr Systems International	Registration for Jacob Weekly Bakersfield, CA	\$475.00	
	Registration Perez, Salvador Bakersfield, CA	\$475.00	
		\$950.00	CT 25045049
LeeAnne McNulty	DEIA in Action San Diego, CA	\$106.64	
		\$106.64	CT 25045050
Alma Miranda	Open Mileage 9.5-19.23	\$81.48	
	Open Mileage 9.5-19.23	\$0.00	
		\$81.48	CT 25045051
Christina Nunez	Prepay 80% of out of pocket	\$1,335.00	
		\$1,335.00	CT 25045052
Greg Pensa	DEIA institute San Diego, CA	\$1,238.41	
		\$1,238.41	CT 25045053
Patricia Prado-Rios	Open Mileage 9.5-29.23	\$116.59	
		\$116.59	CT 25045054
Maria Ramirez-Camacho	Open Mileage 9.1,7,11.23	\$18.08	
		\$18.08	CT 25045055
Julia Raybould-Rodgers	Prepay out of pocket	\$1,335.00	
		\$1,335.00	CT 25045056
Christine Reed	MESA Directors Training Sacramento, CA	\$1,219.64	
		\$1,219.64	CT 25045057
Righetti High School Football	Full-page Ad Outside Back Cover RHS 2023 Football	\$600.00	
	Renewal of Field Banner to Hang in Warrior Stadium	\$500.00	
		\$1,100.00	CT 25045058
Patricia Rodriguez Gallardo	Counselor Conf. Anaheim CA	\$203.88	
		\$203.88	CT 25045059
Adrienne Sandvik	PREPAY OUT OF POCKET 10.26-28.23	\$668.00	
		\$668.00	CT 25045060
Julia Sokolovska	Open Mileage 9.3,20,29.23	\$62.49	
		\$62.49	CT 25045061
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$1,662.21	
	Gas Supply 7.1.2023-6.30.2024	\$340.45	
		\$2,002.66	CT 25045062
Alyssa Stovall	Open Mileage 9.14,22.23	\$183.27	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2023 to 10/31/2023

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$183.27	CT 25045063
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$3,263.39	
		\$3,263.39	CT 25045064
Kevin Walthers	CEOCCC Board Meeting Sacramento, Ca	\$747.97	
		\$747.97	CT 25045065
Jacob Weekly	Aquatic Operator Cert. Bakersfield, CA	\$63.33	
		\$63.33	CT 25045066
4imprint Inc.	AHC Etched Pocket Drawstring Sportpacks (Blue)	\$2,011.88	
	Freight	\$165.81	
		\$2,177.69	CT 25045067
Adamski Moroski Madden Cumberland & Green LLP	Legal Representation - Ground	\$2,964.00	
		\$2,964.00	CT 25045068
Advantage Design Group	Service contract for online orientation set-up	\$68,475.00	
		\$68,475.00	CT 25045069
AHC Foundation	Fiscal 2022 -23 FDTN Adv Salary Rmb	\$7,336.75	
		\$7,336.75	CT 25045070
	Hancock Honors Tickets for MESA Faculty & Students	\$1,500.00	
		\$1,500.00	CT 25045071
	FY 2023-2024 AHC Foundation Support	\$233,555.00	
		\$233,555.00	CT 25045072
Amazon	Instructional Supplies FCS	\$116.33	
	Office Supplies For Fire Program	\$74.47	
	Supplies For Baseball 09.20.23-05.31.24	\$1,083.43	
	Nurse Pocket Watch	(\$38.60)	
	Xerox B230 Black Toner	(\$183.77)	
	1 inch binders	\$61.53	
	3 inch binders	\$50.46	
	9 volt batteries	\$14.13	
	XL gloves	\$69.56	
	Bright purple paper	\$19.02	
	Dry Erase Clipboard	\$16.19	
	Plastic Expansion Discs	\$27.19	
	AA Batteries	\$16.70	
	50 mini sticky note pads	\$15.21	
	.7mm pens	\$19.31	
	Hanging File Folder	\$32.58	
	Medium Gloves	\$330.38	
	Large Gloves	\$69.56	
	Bright blue paper	\$17.66	
	C batteries	\$12.19	
	D batteries	\$19.56	
	Envelope moistener	\$9.98	
	Black Expo Dry Erase Marker	\$65.71	
	AAA Batteries	\$16.24	

Allan Hancock College
Warrant Register

Check Dates from 10/1/2023 to 10/31/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Discbound Hole Punch	\$54.15	
	Nurse Pocket Watch	\$38.60	
	Xerox B230 Black Toner	\$183.77	
	Cleaning Duster Air	\$51.64	
	5 inch binder	\$32.39	
	Assorted Color Expo Dry Erase Marker	\$42.72	
	Large Post-It Pads	\$103.31	
	Lysol wipes	\$32.56	
	Office Supplies for EMS Program	\$62.76	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$766.39	
	Instructional Supplies for Fire Academy:	\$195.74	
	MT Instructional Supplies, 7.1.23-5.31.24	\$77.58	
	Office/Operational Supplies: 07/01/23 - 05/31/24	\$130.31	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$270.21	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	\$457.70	
	Office supplies for Dept 8.28.23-5.31.24	\$94.59	
	Office operational supplies 7.5.23 to 5.31.24	\$144.10	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$556.77	
	Instructional Supplies: 9/18/2023 - 5/31/2024	(\$10.24)	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$107.15	
	LVC Library books 9.14.23 - 5.31.24	\$434.77	
	Instructional Supplies for Fire Academy:	\$44.92	
	Keurig K-Elite Single-Serve K-Cup Pod Coffee Maker	\$150.02	
	Instructional Supplies for FCS:	\$61.96	
	Office Supplies; VALID 8-10-2023 TO 5-31-2024	\$53.27	
	Supplies for Basic Needs Hygiene Products,	\$1,663.22	
		\$7,735.38	CT 25045073
Amazon Web Services, Inc	Amazon Web Services (AWS) Estimated Usage	\$2,234.81	
		\$2,234.81	CT 25045074
American Business Machines	Maintenance for Canon IR C5030 Copier	\$85.58	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$5.04	
	Copier Maintenance for Canon IR Advanced 4225	\$13.64	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$34.69	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$17.34	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$17.34	
	\$173.63	CT 25045075	
American Fidelity Assurance Co	INSURANCE PREMIUMS SEPT 2023	\$28,979.97	
		\$28,979.97	CT 25045076
American Star Tours, Inc.	Bus Service - AHC Fall Baseball on 9-29-23	\$2,775.00	
	Bus Service - AHC Football Team on 9-30-23	\$3,750.00	
		\$6,525.00	CT 25045077
Atlas Copco Compressors LLC	Annual Service on Dental Air Compressor - Parts	\$7,328.55	
	Labor Charges	\$1,050.00	
	Truck-Travel Ibr-hazmat	\$1,122.07	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$9,500.62	CT 25045078
B&H Photo Video	Dell Thunderbolt Dock WD22TB4/REG #DELLWD22TB4	\$869.85	
	Shipping fee	\$14.15	
	Dell LAT5440/i5-1335U/16GB/512GB/W11P/14"/REG	\$16,745.11	
	E-waste fee	\$60.00	
	Anywhere 30 Bay Basic Charging Cart/Reg #ANAC30Q	\$982.89	
	Shipping fee	\$240.85	
	Panasonic Short Throw Laser Projector PT-TMZ400U	\$3,893.79	
		\$22,806.64	CT 25045079
Biomedical Models LLC	Male Muscle Figure. Model #AS 1.	\$6,162.26	
	Shipping and handling	\$277.30	
		\$6,439.56	CT 25045080
Janeal Blue	Reimbursement for Costco water for ongoing	\$38.97	
		\$38.97	CT 25045081
Bremer Auto Parts	Operational Supplies for Fire Academy	\$108.08	
		\$108.08	CT 25045082
Cal State Auto Parts	Auto Supplies, 07-01-23 thru 05-31-24	\$42.73	
	Auto Supplies, 07-01-23 thru 05-31-24	\$27.02	
	Auto Supplies, 07-01-23 thru 05-31-24	\$61.45	
	Auto Supplies, 07-01-23 thru 05-31-24	\$594.86	
	Auto Supplies, 07-01-23 thru 05-31-24	\$74.51	
	Auto Supplies, 07-01-23 thru 05-31-24	\$12.03	
	Auto Supplies, 07-01-23 thru 05-31-24	(\$136.61)	
	Auto Supplies, 07-01-23 thru 05-31-24	\$186.47	
	Auto Supplies, 07-01-23 thru 05-31-24	(\$17.40)	
	Auto Supplies, 07-01-23 thru 05-31-24	\$80.18	
	Parts for Patrol Vehicles 07.01.2023 through	\$11.17	
	Parts for Patrol Vehicles 07.01.2023 through	\$41.22	
		\$977.63	CT 25045083
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	
		\$184.85	CT 25045084
Campus Marketing Specialists	Custom Shoe Charms with Full-Color Imprint per	\$2,360.00	
	Set Up Fee	\$45.00	
	Shipping Fee	\$136.83	
		\$2,541.83	CT 25045085
City Motors Towing Inc	Transport 2 vehicles from AHC Auto Lab to AHC	\$303.75	
		\$303.75	CT 25045086
City Of Santa Maria	Baseball Elks Field Rental Permit #R13329	\$383.50	
		\$383.50	CT 25045087
Community Playthings	J930 - Bench Glider CAL 133 Blue Parts per quote	\$226.20	
	Woodcrest Chairs 12", Item #J712 per Quote #81328	\$6,960.00	
		\$7,186.20	CT 25045088
Creation Engine Inc	Sketch Up Pro Software 2023 1yr License Renewal	\$1,110.00	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$1,110.00	CT 25045089
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-23 thru 6-30-24	\$65.32	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	\$11.00	
		\$76.32	CT 25045090
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$27.00	
	FUEL SURCHARGE	\$3.52	
	HOT COLD WATER STAND RENTAL	\$11.00	
		\$41.52	CT 25045091
	Bottled Water Delivery, 7-01-23 thru 6-30-24	\$57.77	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	\$11.00	
		\$68.77	CT 25045092
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$49.63	
		\$49.63	CT 25045093
Dahl Air Conditioning Inc	Labor & Materials to Repair Mechanical Room Piping	\$4,880.00	
		\$4,880.00	CT 25045094
Alexandra De Jounge	REIMBURSEMENT FOR CONTRACT EMPLOYEE PARKING	\$40.00	
		\$40.00	CT 25045095
Downs Government Affairs, LLC	Services for consortium project 7/1/2023-6/30/2024	\$2,000.00	
		\$2,000.00	CT 25045096
Angelica Eulloqui	Reimbursement for Food at E5 Welcome Back Mixer on	\$19.98	
	Reimbursement for Supplies for E5 Welcome Back	\$14.12	
		\$34.10	CT 25045097
Eyemed Vision Care	INSURANCE PREMIUMS OCT 2023	\$654.68	
	INSURANCE PREMIUMS OCT 2023	\$4,050.32	
		\$4,705.00	CT 25045098
Facilities Planning And Consulting Services	Facilities Related Consulting Services for	\$3,315.00	
		\$3,315.00	CT 25045099
Farm Supply Company	Sodium Bicarbonate, 50 lb., SKU: 121202.	\$1,130.57	
		\$1,130.57	CT 25045100
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-23 thru 5-31-24	(\$1,225.88)	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$1,225.88	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$120.75	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$926.61	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$5.26	
		\$1,052.62	CT 25045101
Fisher Scientific Co Llc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$39.86	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$66.46	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$57.58	
		\$163.90	CT 25045102

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Foodbank Of Santa Barbara County	Food for Food Share- Fall Semester 2023	\$349.13	
		\$349.13	CT 25045103
	Food for Food Share- Fall Semester 2023	\$98.18	
		\$98.18	CT 25045104
John Gerrity	Reimbursement for connector and cable tie	\$35.70	
		\$35.70	CT 25045105
Go-Box LLC	Go-Box Chrome-Single-Domain Shipping	\$1,530.16	
		\$22.64	
		\$1,552.80	CT 25045106
GotSafety, LLC	Monthly Consultation Fees from 7-1-23 to 6-31-24	\$1,150.00	
		\$1,150.00	CT 25045107
Grainger Inc.	Maintenance Supplies, 07-01-23 thru 05-31-24	\$396.15	
		\$322.88	
		\$181.46	
		\$900.49	CT 25045108
Hardy Diagnostics	Instructional Supplies for Biology labs	\$293.89	
		\$293.89	CT 25045109
Ashley Harney	TUITION REIMBURSEMENT 10/02/2023	\$546.60	
		\$546.60	CT 25045110
Health Services Assoc Ca Comm Colleges	2023-24 Regular (Voting) Membership Dues for Alex	\$150.00	
		2023-24 Associate (Non-Voting) Membership Dues for	\$200.00
		\$350.00	CT 25045111
Henry Schein Inc	Water Pump, Item #31606212. Order#44451346SQ	\$849.03	
		\$849.03	CT 25045112
Horizon Mechanical Contractors of CA	Bldg. N Boiler Testing and Tune-up	\$780.00	
		Travel (2 Trips)	\$1,170.00
		\$1,950.00	CT 25045113
Idealliance	G7 Expert Recertification	\$319.00	
		\$319.00	
		\$638.00	CT 25045114
Intermountain Lock And Security Supply	Cylinder, SCH20-740XP-C245-626	\$2,153.25	
		Cylinder, SCH20-740XP-C124-626	\$776.07
		Key and Lock Supplies, 07-01-23 thru 5-31-24	\$219.15
		\$3,148.47	CT 25045115
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee	\$530.22	
		\$530.22	CT 25045116
IRS ACS Support	PAYROLL DEDUCTION 10/06/2023	\$193.38	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$193.38	CT 25045117
JAMF Software, LLC	EDU-NC Jamf Pro iOS - 100-9999	\$386.40	
		\$386.40	CT 25045118
Kaplan North America LLC	Kaplan package with live review	\$12,420.00	
		\$12,420.00	CT 25045119
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	\$8,400.00	
	Onsite DSA Project Inspections for the Contruction	\$9,450.00	
		\$17,850.00	CT 25045120
Kone Inc	Elevators Service Agreement, 7-1-23 thru 6-30-24	\$4,204.41	
		\$4,204.41	CT 25045121
Life-Assist Inc	Saline Flush Pre-Filled Syringe, 10ml	\$63.00	
	PROTECTIV IV Catheter, 20 GA x 1.25"	\$137.75	
		\$200.75	CT 25045122
Linde Gas & Equipment Inc.	Carbon Dioxide Liquid, 07-01-23 thru 06-30-24	\$408.10	
		\$408.10	CT 25045123
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
		\$25.00	CT 25045124
Lowes	Instructional Supplies	\$237.87	
		\$237.87	CT 25045125
McKesson Medical Surgical Inc	CONDOM ONE GLOW PLEASURE ITEM # 1095196	\$238.65	
	Afluria 2023 Quad Flu Vaccine Item# 1202891	\$1,341.76	
		\$1,580.41	CT 25045126
Media All Stars Inc.	Full-page Ad Inside Front Cover Santa Maria HS	\$1,000.00	
		\$1,000.00	CT 25045127
Metropolitan Life Insurance Co	INSURANCE PREMIUMS SEPT 2023	\$6,946.17	
		\$6,946.17	CT 25045128
Mini Therapy Horses	WELLNESS EVENT 2-MINI THERAPY HORSES	\$1,700.00	
		\$1,700.00	CT 25045129
Mission Linen Supply	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$39.98	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$39.98	
	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
		\$136.21	CT 25045130
Mr Pool Man	Supplies per Invoice 75533	\$223.70	
	Sodium Bicarb, 50# per Invoice 75537	\$211.79	
	Calcium Chloride per Invoice 75540	\$173.78	
		\$609.27	CT 25045131
Niles Biological	Instructional supplies for Biology labs	\$42.90	
	Instructional supplies for Biology labs	\$61.25	

Allan Hancock College

Warrant Register

Check Dates from 10/1/2023 to 10/31/2023

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$104.15	CT 25045132
ODP Business Solutions LLC	Office Supplies for General Counseling	\$571.47	
	Office Supplies for General Counseling	\$18.39	
	Office Supplies for General Counseling	\$19.47	
	"Books 4 Bulldogs" School Supplies for Students	\$3,331.18	
	Office supplies for EOPS department ending	\$121.29	
	Instructional supplies 9/12/2023 - 5/31/2024	\$17.39	
	Office supplies for EOPS department ending	\$60.38	
	Office Supplies 07-01-2023 thru 05-31-2024	\$126.16	
	Office Supplies For Community Education	(\$330.74)	
	Hammermill® Great White 30 Copier Paper, Letter	\$493.19	
	Quartet® Premium Glass Board Dry-Erase Markers,	\$41.31	
	Office Supplies 7-1-23 to 6-30-24	\$25.12	
	Office Supplies 7-1-23 to 6-30-24	\$65.22	
	Office supplies for VPSS office;	\$13.78	
	Office Supplies: 7/25/23 - 5/31/24.	\$30.69	
	Office Supplies: 7/25/23 - 5/31/24.	\$54.36	
	Office Supplies 7-1-23 to 6-30-24	\$33.14	
		\$4,691.80	CT 25045133
Oracle America Inc	Three Year Service Contract 2637071 Total Value	\$571.14	
	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	
	Tuning Pack - Named User Plus Perpetual FULL	\$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	\$187.27	
	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 25045134
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 10/06/2023	\$936.25	
		\$936.25	CT 25045135
Parts-People.com, Inc	Dell 4-Cell 54Wh Laptop Battery V6W33	\$299.85	
	Dell 6-Cell 97Wh Laptop Battery 6GTPY	\$149.95	
		\$449.80	CT 25045136
Joseph Payne	Piano Tuning Repair 7/05/2023-5/30/2024	\$1,250.00	
		\$1,250.00	CT 25045137
Premier Water Management, LLC	Monthly Water Treatment, Lompoc Campus	\$246.20	
	Monthly Water Treatment, Santa Maria Campus	\$197.90	
		\$444.10	CT 25045138

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-23 thru 05-31-24	\$4,325.43	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$3,522.46	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$384.78	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$287.22	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$135.07	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$1,478.55	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$14.32	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$107.38	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$556.93	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$32.63	
		\$10,844.77	CT 25045139
Proquest Llc	LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$331.58	
		\$331.58	CT 25045140
Putterman Athletics LLC	GFC Vinyl Floor Tape per Quote QU08234 Shipping Charge	\$876.56	
		\$128.45	
		\$1,005.01	CT 25045141
R&M Diesel Service & Towing LLC	R M Diesel Parts for Truck Driving Class RM Labor for Truck Driving Class R M Diesel Parts for Truck Driving Class	\$609.85	
		\$295.17	
		\$118.05	
		\$1,023.07	CT 25045142
Ricky Rantz	Reimbursement: remote presentation clicker for MAC	\$80.78	
		\$80.78	CT 25045143
Rays Auto Parts	Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24 Parts-Supplies, 07-01-23 thru 5-31-24	\$50.18	
		\$38.50	
		\$35.87	
		\$17.98	
		\$77.75	
		\$36.96	
		\$60.05	
		\$12.99	
		\$330.28	CT 25045144
Christine Reed	Reimbursement for food supplies PD 700	\$80.50	
		\$80.50	CT 25045145
Amy Rice	Reimbursement for CA Registered Veterinary	\$225.00	
		\$225.00	CT 25045146
Rosetta Stone Ltd Inc	Rosetta Stone Catalyst (Bronze) Fixed-Term Site	\$18,000.00	
		\$18,000.00	CT 25045147
RR Donnelley	Blue Laser Check Stock MPR3BL (2,000/carton) Shipping Estimate	\$847.27	
		\$165.91	
		\$1,013.18	CT 25045148
Adrienne Sandvik	Reimbursement for Quizlet Plus Subscription for	\$35.99	
		\$35.99	CT 25045149
Santa Maria Times	Monthly Online Big Ad July 2023-June 2024	\$1,000.00	

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Vendor Name	Description	Amount	Warrant
		\$1,000.00	CT 25045150
Save Rite Medical.Com LLC	I.V. Administration Set, DEHP-Free, 1 Y-Site, Shipping & Handling	\$81.00 \$9.99	
		\$90.99	CT 25045151
ServerSupply.com, Inc	HPE Aruba 6000 12-Port CX Network Switch R8N89A	\$666.09	
		\$666.09	CT 25045152
Craig Shafer	Voice recording and creation of MP 3 file monthly Voice recording and creation of MP3 file	\$100.00 \$100.00	
		\$200.00	CT 25045153
Signs Of Success Inc	Labor to remove old wrap from Police trailer.	\$2,695.00	
		\$2,695.00	CT 25045154
Smart & Final	Instructional Supplies for Biology labs Instructional Supplies for Biology labs Lunch Locker for School Year 2023-2024 Lunch Locker for School Year 2023-2024 Lunch Locker for School Year 2023-2024 To cover supplies for Outreach Events -2023-2024. To cover food for Outreach Events 2023-2024. Snacks, Beverages, & Party Supplies for Men's Snacks, Beverages, & Party Supplies for Men's	\$12.16 \$23.95 \$806.16 \$876.18 \$519.36 \$102.67 \$471.09 \$530.51 \$248.75	
		\$3,590.83	CT 25045155
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24 Food Purchase for Culinary Arts: 9/12/23 - 6/30/24 Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$392.38 (\$3.06) (\$3.99)	
		\$385.33	CT 25045156
Sport & Cycle Team Athletics Inc	A4 Men's Reversible Practice Jerseys, B-Ball, Shipping Charge A4 Men's Reversible Practice Jerseys, Item #NF1270 Shipping Charge	\$565.28 \$43.14 \$565.28 \$43.14	
		\$1,216.84	CT 25045157
Swimoutlet.com	Sporti Mesh Bag - Blue, Product Code: 20450-001,	\$932.54	
		\$932.54	CT 25045158
Testa Catering	Catering Order for PCPA Stagecraft Grand Opening Catering for Breakfast for Financial Aid "All-In"	\$1,888.59 \$1,583.24	
		\$3,471.83	CT 25045159
Testa's Campus Cuisine	Food Cards for EOPS Students Quote #116	\$40,000.00	
		\$40,000.00	CT 25045160
Texas Life Insurance Co.	INSURANCE PREMIUMS SEPTEMBER 2023	\$9,763.97	
		\$9,763.97	CT 25045161
The J Carroll Corporation	Next Level CVC Crew - Item # 6210, Next Level CVC Crew - Item # 6210, Next Level CVC Crew - 3XL Item #6210 Next Level Unisex Cotton Tee - Item #3600	\$147.69 \$754.88 \$20.09 \$48.64	

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Vendor Name	Description	Amount	Warrant
The J Carroll Corporation	Next Level Unisex Cotton Tee - Item #3600	\$162.15	
	Next Level Unisex Cotton Tee Size 3XL - Item #360	\$20.03	
	XXL Fees	\$13.05	
	Add Services Fee	\$21.75	
	Add Services Fee	\$21.76	
	Next Level LS Tee - Long Sleeve Tees Item #3601	\$1,218.09	
	Next Level LS Tee - Long Sleeve Tees Item #3601	\$281.10	
	XXL Fees	\$10.87	
		\$2,720.10	CT 25045162
Uline Inc	SLIP RESISTANT MAT - BLACK,	\$337.13	
	SLIP RESISTANT MAT - BLACK,	\$85.91	
	Shipping/Handling	\$88.88	
		\$511.92	CT 25045163
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$1,118.99	
		\$1,118.99	CT 25045164
United Rentals, Inc	10800478 - VERTICAL Lift 12 ELEC SELF PROPELLED	\$462.19	
	Rental Protection	\$63.75	
		\$525.94	CT 25045165
Virtual Vri	TypeWell services	\$15,329.00	
	Monthly Technology Fee	\$25.00	
		\$15,354.00	CT 25045166
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$740.00	
		\$740.00	CT 25045167
Wex Bank	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$127.30	
	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$99.80	
		\$227.10	CT 25045168
Yankee Book Peddler Inc	BOOKS FOR SM LIBRARY, 9-12-23 to 5-31-24	\$3,056.15	
		\$3,056.15	CT 25045169
Jazmine Balaam	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045170
Elijah Bradshaw	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25045171
Julian Castillo Serna	Manual Refund Submitted	\$216.00	
		\$216.00	CT 25045172
Thomas Cline	Manual Refund Submitted	\$164.00	
		\$164.00	CT 25045173
Azariah Eastman	Manual Refund Submitted	\$703.00	
		\$703.00	CT 25045174
Daniel Gonzalez	Manual Refund Submitted	\$2,342.00	
		\$2,342.00	CT 25045175
Jose Hernandez	Manual Refund Submitted	\$50.00	

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Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25045176
Steve Hernandez	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25045177
Adam Jackson	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25045178
Diego Jimenez Quintero	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25045179
Jacob Lopez	Manual Refund Submitted	\$55.00	
		\$55.00	CT 25045180
Kaleb Mack	Manual Refund Submitted	\$29.50	
		\$29.50	CT 25045181
Sophia Martin-Straw	Manual Refund Submitted	\$3,698.00	
		\$3,698.00	CT 25045182
Jacob Montalvo	Manual Refund Submitted	\$276.00	
		\$276.00	CT 25045183
Diana Paz	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25045184
Andreayulisa Salazar Lua	Manual Refund Submitted	\$925.00	
		\$925.00	CT 25045185
Mario Verduzco	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25045186
Lydia Wolf	Manual Refund Submitted	\$847.00	
		\$847.00	CT 25045187
Shamar Arriola-Walls	Open Mileage 8.10-31.23	\$49.39	
		\$49.39	CT 25045188
Michael Bernal	Open Mileage 9.1-29.23	\$340.60	
	Open Mileage 9.1-29.23	\$340.60	
		\$681.20	CT 25045189
Catherine Bianchi	Scenario management Course Sacramento, CA	\$1,283.27	
		\$1,283.27	CT 25045190
Audrey Brice	Open Mileage 8.9-22.23	\$128.31	
		\$128.31	CT 25045191
Robert Bryant	Open Mileage 9.5-28.23	\$230.17	
		\$230.17	CT 25045192
Karina Burgos	Open Mileage 8.15-31.23	\$102.70	
		\$102.70	CT 25045193
Andrea Cabanas	Open Mileage 9.5-10.4.23	\$264.88	
		\$264.88	CT 25045194
City of Lompoc	Water Services 7.1.2023 - 6.30.2024	\$6,599.67	

**Allan Hancock College
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Vendor Name	Description	Amount	Warrant
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$619.80	
		\$7,219.47	CT 25045195
	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$1,533.06	
		\$1,533.06	CT 25045196
Comcast Cable	Comcast Monthly Recurring Costs	\$225.65	
		\$225.65	CT 25045197
Constellation Newenergy Inc	Electricity Services 7.1.2023 - 6.30.2024	\$73,239.31	
	Electricity Services 7.1.2023 - 6.30.2024	\$12,965.15	
		\$86,204.46	CT 25045198
Phillip Cordero	Open Mileage 8.11-31.23	\$96.29	
		\$96.29	CT 25045199
CSU Fresno Association Inc	Dining Hall Lunch 11.03.23 Bracket, Fresno, Ca	\$514.22	
		\$514.22	CT 25045200
Jaquelina De Jesus Placido	Open Mileage 8.17-29.23	\$77.81	
		\$77.81	CT 25045201
Cynthia Diaz	Prepay meals 10.21.23	\$3,192.00	
		\$3,192.00	CT 25045202
Christopher Eachus	Prepay Meals 10.20-22.23	\$350.00	
		\$350.00	CT 25045203
Fresno Courtyard by Marriott	Prepay Lodging Bracket 11.02.23 Fresno, Ca	\$4,410.09	
		\$4,410.09	CT 25045204
Emily Garcia	Prepay meals 10.12-14.23 Long Beach, Ca	\$2,035.00	
		\$2,035.00	CT 25045205
Danielle Gilbert	Open Mileage 8.10-31.23	\$196.50	
		\$196.50	CT 25045206
Raul Gonzalez	Open Mileage 8.7-18.23	\$71.13	
		\$71.13	CT 25045207
Christine Grelck	Open Mileage 9.19.23	\$34.06	
		\$34.06	CT 25045208
Jensen Jeung	Open Mileage 9.7-28.23	\$231.08	
		\$231.08	CT 25045209
Yaneli Juarez-Garcilazo	Open Mileage 8.15-24.23	\$19.65	
		\$19.65	CT 25045210
Andria Keiser	Prepay expected out of pocket Oakland, CA	\$972.00	
		\$972.00	CT 25045211
Thomas Lamica	CA workfork Fall Leadership Conf. Monterey, CA	\$598.25	
		\$598.25	CT 25045212
Frankie Maldonado	Open Mileage 9.7-28.23	\$149.86	
	Open Mileage 9.7-28.23	\$71.92	

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Vendor Name	Description	Amount	Warrant
		\$221.78	CT 25045213
Lisa Marsalek	Open Mileage 8.22,31,9.19.23	\$102.57	
		\$102.57	CT 25045214
Fabian Mendoza	NextUp Conf. Sacramento, CA	\$552.36	
		\$552.36	CT 25045215
Maraitzel Moreno Gutierrez	Open Mileage 8.7-30.23	\$24.89	
		\$24.89	CT 25045216
Emma Morse	Open Mileage 8.14-31.23	\$90.78	
		\$90.78	CT 25045217
Yolanda Neponuceno	Open Mileage 8.11-30.23	\$66.81	
		\$66.81	CT 25045218
Diana Perez	Counselor Training Anaheim, CA	\$649.11	
		\$649.11	CT 25045219
Ladan Rahbar	Open Mileage 8.10-31.23	\$70.28	
		\$70.28	CT 25045220
Lucia Ramos Zamora	Open Mileage 8.10-29.23	\$84.30	
		\$84.30	CT 25045221
Christine Reed	SM Flight Museum Santa Maria, Ca	\$58.13	
		\$58.13	CT 25045222
Luz Sahagun	CalPERS Educational Forum LA, CA	\$1,291.16	
		\$1,291.16	CT 25045223
SISC III	INSURANCE PREMIUMS OCT 2023	\$533,709.00	
		\$533,709.00	CT 25045224
Julia Sokolovska	CCEMC Dual Enrollment Summit La Jolla, CA	\$472.16	
		\$472.16	CT 25045225
Kristy Soriano	Open Mileage 8.10-31.23	\$61.31	
		\$61.31	CT 25045226
Bruna Souza Santos	Open Mileage 8.18-30.23	\$54.50	
		\$54.50	CT 25045227
Specialty Constructors Services Inc	Renovation of the Santa Maria Children's Center	\$5,023.60	
	Renovation of the Santa Maria Children's Center	\$21,636.25	
		\$26,659.85	CT 25045228
Christopher Sprecher	Open Mileage 9.6-27.23	\$131.52	
		\$131.52	CT 25045229
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$11.25	
		\$11.25	CT 25045230
	Long Distance and Toll Free Service Charges	\$1.14	

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Vendor Name	Description	Amount	Warrant
		\$1.14	CT 25045231
Esther Zamora	Open Mileage 7.3-31.23	\$45.46	
	Open Mileage 8.1-31.23	\$45.46	
		\$90.92	CT 25045232
Gladis Zavala	Open Mileage 8.01.23	\$15.65	
		\$15.65	CT 25045233
4imprint Inc.	Supplies for Various Outreach Events 07-07-23 thru	\$2,576.90	
		\$2,576.90	CT 25045234
Accessible Information Management LLC	5 Year License (1001-1100 students). Quote dated	\$39,846.40	
		\$39,846.40	CT 25045235
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,737.50	
		\$2,737.50	CT 25045236
Akeso Occupational Health	TB, Xray, Medical-Physicals 7-1-23 to 6-30-24	\$1,905.00	
		\$1,905.00	CT 25045237
Roshelle Allen	Professional consulting services for budget	\$1,067.00	
		\$1,067.00	CT 25045238
Amazon	Instructional Supplies 9-15-23 to 5-31-24	\$675.75	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$84.00	
	Instructional Supplies 07/06/23-05/31/24	\$143.67	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$197.63	
	MT Instructional Supplies, 7.1.23-5.31.24	\$193.09	
	Physics supplies Sept 7, 2023 - May 31, 2024	\$365.32	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$43.95	
	Instructional Supplies 9-15-23 to 5-31-24	\$76.24	
	Office Supplies 07-11-23 to 05-31-24	\$175.11	
	Office operational supplies 7.5.23 to 5.31.24	\$133.34	
	MT Instructional Supplies, 7.1.23-5.31.24	\$231.27	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$52.81	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	\$27.13	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$439.89	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$39.88	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$500.65	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$203.26	
	Office-Operational Supplies 07-06-23 to 05-31-24	\$149.74	
	Office-Operational Supplies 07-06-23 to 05-31-24	\$664.08	
	Office-Operational Supplies 07-06-23 to 05-31-24	\$46.88	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$534.74	
	Office Supplies; VALID 8-10-2023 TO 5-31-2024	\$54.23	
	Office Supplies for Community Education	\$115.25	
		\$5,147.91	CT 25045239
American Assn Of Comm Colleges	INSTITUTIONAL MEMBERSHIP JAN-DEC 2024	\$13,171.00	

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Vendor Name	Description	Amount	Warrant
		\$13,171.00	CT 25045240
American Business Machines	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$24.14	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$4.03	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$4.03	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$4.03	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$4.03	
		\$40.26	CT 25045241
American Industrial Supply	Operational Supplies for Fire Academy	\$63.55	
		\$63.55	CT 25045242
American Medical Response West	ALS Standby September 2, 2023 Quote dated 8/1/2023	\$1,337.56	
	ALS Standby September 23, 2023	\$1,337.56	
		\$2,675.12	CT 25045243
American Star Tours, Inc.	Bus Service - AHC Men's Soccer Team on 10-3-23	\$2,890.00	
	Bus Services - AHC Fall Baseball on 10-6-23	\$2,715.00	
		\$5,605.00	CT 25045244
Aqua Systems Inc	Aqua Brt Bleach 5 GA, Invoice dated 9/11/23	\$116.30	
	Premium Power Surge 5 GA	\$210.92	
	Aqua Clean Diamond 5 GA	\$206.52	
	Fuel Surcharge	\$9.09	
		\$542.83	CT 25045245
Aramark	Towel Service for PSTC Programs	\$44.61	
	Towel Service for PSTC Programs	\$44.62	
		\$89.23	CT 25045246
Assessment Technologies Institute Llc	PN Comprehensive Predictor 2023 LVN to RN students	\$2,485.00	
	TEAS 7 Computer test for all new RN class	\$3,500.00	
		\$5,985.00	CT 25045247
BMI Supply	ETC Color Source #67-80328	\$1,506.18	
	ETC S4 Lens Tube #38-110024	\$288.19	
	ETC S4 Lens Tube #38-110029	\$288.19	
	Shipping Charges - California	\$44.98	
		\$2,127.54	CT 25045248
Bremer Auto Parts	Operational Supplies for Fire Academy	\$150.38	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$42.66	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$864.55	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$10.85	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$9.23	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$98.48	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$30.98	
	Parts for Truck Driving Class	\$59.09	
	Parts for Truck Driving Class	\$64.95	
	Parts for Truck Driving Class	\$58.86	
	Parts for Truck Driving Class	\$591.43	

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Vendor Name	Description	Amount	Warrant
		\$1,981.46	CT 25045249
Burnham Insurance Services	ACA Consulting July 1, 2023 - June 30, 2024	\$3,250.00	
		\$3,250.00	CT 25045250
Citrin Cooperman Advisors LLC	Services to build out Microsoft Intune POC per SOW	\$2,587.50	
		\$2,587.50	CT 25045251
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$33.21	
		\$33.21	CT 25045252
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		\$100.00	CT 25045253
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$159.55	
		\$159.55	CT 25045254
DiaMedical USA Equipment LLC	Demo Dose Ceftriaxon 1g powder 10mL	\$303.41	
	Demo Dose Insulin Glargin Lants 100units/mL 10mL	\$12.33	
		\$315.74	CT 25045255
Efren's Santa Maria Mexican Restaurant	Food Purchase for UTC Workshop: Cal State Fresno	\$146.32	
		\$146.32	CT 25045256
Ellucian CampusLogic Inc	CampusLogic Student Forms License. Term: 10/01/23	\$49,600.00	
		\$49,600.00	CT 25045257
Fatte's Pizza of Santa Maria	Food Purchase for UTC Workshop: "Transfer Success Delivery Fee	\$44.42	
		\$6.00	
	Food Purchase for UTC Workshop: "CSU Application Delivery Fee	\$66.32	
		\$6.00	
		\$122.74	CT 25045258
Federal Express Corp	Mailings for Acct #1104-8488	\$11.55	
		\$11.55	CT 25045259
Gregory Fields	Consultation Services - Oversee Recruitment and	\$3,000.00	
		\$3,000.00	CT 25045260
Five Star Rain Gutters	Remove and Install Rain Gutter on Bldg. O-200 per	\$2,760.00	
		\$2,760.00	CT 25045261
Follett Heg - Ahc Bookstore	Becoming a Helper textbook for HUSV 101 Fall 2023	\$3,552.86	
		\$3,552.86	CT 25045262
	Fall Semester Book Vouchers for EOPS Students	\$33,200.65	
		\$33,200.65	CT 25045263
	Textbooks/Supplies for Phoenix Scholars Students	\$735.07	
		\$735.07	CT 25045264
	Library Course Reserves (Textbooks)	\$854.27	

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Vendor Name	Description	Amount	Warrant
		\$854.27	CT 25045265
Follett Heg - Ahc Bookstore	Textbooks for Rising Scholars Students	\$4,038.27	
		\$4,038.27	CT 25045266
	CTE Library Books	\$231.09	
		\$231.09	CT 25045267
	Book Voucher for NextUp Students Ending 10/13/23	\$5,681.55	
		\$5,681.55	CT 25045268
	Culturally Responsive Curriculum Resources for	\$38.06	
		\$38.06	CT 25045269
Foodbank Of Santa Barbara County	Food for Food Share- Fall Semester 2023	\$552.86	
		\$552.86	CT 25045270
	Food for Food Share- Fall Semester 2023	\$985.61	
		\$985.61	CT 25045271
Galls Llc	Street Pro Gear Bag - BG006 Black. Quote #24127309	\$2,004.81	
		\$2,004.81	CT 25045272
Grainger Inc.	#3WRP3 Floor Drill Press, Quote QTE2458411276	\$1,092.01	
	#3WRN9 Band Saw: 13 1/2 in Throat Dp Vertical	\$2,378.71	
		\$3,470.72	CT 25045273
Greenvale Tree Co	Tree Trimming per Estimate 16787	\$4,550.00	
		\$4,550.00	CT 25045274
Hardy Diagnostics	Instructional Supplies for Biology labs	\$33.47	
	Instructional Supplies for Biology labs	\$179.58	
		\$213.05	CT 25045275
Lisa Hernandez	Reimbursement for food items for LE Adv. Committee	\$57.90	
		\$57.90	CT 25045276
Instructure, Inc	IMPACT STANDARD IMPLEMENTATION SERVICES	\$3,725.00	
		\$3,725.00	CT 25045277
J B Dewar	Fuel for the AHC Community Ed Truck Driving Class	\$790.92	
	Fuel for the AHC-Community Ed Truck Driving Class	\$646.10	
		\$1,437.02	CT 25045278
Andria Keiser	Reimbursement for food for Faculty PD 9-29-23,	\$525.16	
		\$525.16	CT 25045279
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$450.23	
		\$450.23	CT 25045280
Lakeshore Learning Materials	Children's Center supplies per Quote# 97532	\$30.11	
	Children's Center supplies per Quote# 97532	\$175.48	
	Hands-On Multiplication Division Kit. Item #LC166.	\$41.31	
		\$246.90	CT 25045281
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	\$238.60	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$238.60	CT 25045282
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$75.00	
	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
		\$273.00	CT 25045283
Lowes	Supplies per Invoice 901200	\$66.46	
	Supplies per Invoice 901264	\$113.67	
		\$180.13	CT 25045284
M & M Restaurant Supply	Red Flex Hose	\$16.31	
	Blue Flex Hose	\$16.31	
	Clear Flex Hose	\$13.60	
		\$46.22	CT 25045285
Magnatag Visible Systems	Month to Month 38" x 106" Modular Month Magnetic Shipping	\$2,006.44	
		\$501.50	
		\$2,507.94	CT 25045286
McKesson Medical Surgical Inc	Saline Posiflush Syringe 10ML	\$79.10	
	Laceration Tray	\$242.78	
	Sodium Chloride.9%ml vial	\$51.16	
	Urine test strip analyzer kit	\$259.58	
	Pap Smear Collection Kit	\$33.32	
		\$665.94	CT 25045287
Meketa Investment Group, Inc	2022-2023 Investment Consulting Services Fees	\$1,900.05	
	2022-2023 Investment Consulting Services Fees	\$1,946.89	
	2022-2023 Investment Consulting Services Fees	\$1,964.18	
	2022-2023 Investment Consulting Services Fees	\$1,935.84	
		\$7,746.96	CT 25045288
Fabian Mendoza	ACADEMIC DEG BEYOND ASSOC CRN 92583	\$1,500.00	
		\$1,500.00	CT 25045289
Mission Linen Supply	Laundry Services for Autobody Program	\$21.65	
	Laundry Services for Auto Tech Program	\$34.60	
		\$56.25	CT 25045290
Jon Nichols	Reimbursement for Safety Boots: Order #RP1060824	\$160.95	
		\$160.95	CT 25045291
OAHS Spartatroniks Robotics Boosters	Changing the Odds Sponsorship 2023-24	\$1,000.00	
		\$1,000.00	CT 25045292
ODP Business Solutions LLC	Office supplies 8-11-2023 thru 5-31-24	\$176.95	
	Office Supplies For Community Education	\$329.09	
	Instructional Supplies for EMS	(\$76.60)	
	Instructional Supplies for EMS	\$76.98	
	Office supplies 8-11-2023 thru 5-31-24	(\$3.00)	
	Instructional Supplies 7/10/2023 - 5/31/2024	\$497.69	
	Instructional Supplies 7/10/2023 - 5/31/2024	\$58.20	
	"Books 4 Bulldogs" School Supplies for Students	\$2,295.75	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$3,355.06	CT 25045293
Old Town Shirt Factory	Embroidery Aquatics Spike Logo Inv#230381	\$269.16	
		\$269.16	CT 25045294
Holly Pankonin	Reimbursement for Cups & Crumbs breakfast and Reimbursement for water - Costco 9/28/2023	\$132.80 \$5.99	
		\$138.79	CT 25045295
PARS Public Agency Retirement	PAYROLL DEDUCTION 10/10/2023	\$9,184.17	
		\$9,184.17	CT 25045296
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 10/10/2023	\$166.55	
		\$166.55	CT 25045297
Peacekeeper Products International Llc	Rubber Grip Replacement, Item #520.	\$84.83	
		\$84.83	CT 25045298
Point Of Action	AHC Veteran Success Center Polo - Large AHC Veteran Success Center Polo - XL AHC Veterans Success Center Polo - 2XL Setup Fee	\$171.80 \$85.90 \$90.04 \$25.00	
		\$372.74	CT 25045299
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		\$747.77	CT 25045300
Powerstride Battery Co Inc	Battery, Ramcar AM31A-9. Invoice 85899 Lead-Acid Battery Recycling Act	\$273.11 \$4.00	
		\$277.11	CT 25045301
PPG Architectural Finishes Inc	Paint Supplies, 07-01-23 thru 05-31-24 Paint Supplies, 07-01-23 thru 05-31-24	\$50.30 \$169.63	
		\$219.93	CT 25045302
Proquest Llc	LIBRARY BOOKS, 9-12-23 TO 5-31-24 LIBRARY BOOKS, 9-12-23 TO 5-31-24 LIBRARY BOOKS, 9-12-23 TO 5-31-24 LIBRARY BOOKS, 9-12-23 TO 5-31-24 LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$439.49 \$1,760.16 \$1,323.37 \$279.12 \$1,429.56	
		\$5,231.70	CT 25045303
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-23 thru 6-30-24	\$1,995.75	
		\$1,995.75	CT 25045304
Christine Reed	Reimbursement for food for Industry Coach Meet &	\$117.36	
		\$117.36	CT 25045305
Riddell All American	CAM LOC Housing Quote#20224655 Speedflex Thumbscrew SF Threaded Valve Retainer Cap Black SF Chinstrap NC HC Cam MD Combo Black Freight And Handling	\$85.91 \$26.10 \$15.23 \$96.57 \$31.40	

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Warrant Register**

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Vendor Name	Description	Amount	Warrant
		\$255.21	CT 25045306
Santa Maria Country Club	QUIGLEY CUP GOLF TOURNAMENT SPONSORSHIP	\$1,000.00	
		\$1,000.00	CT 25045307
Santa Maria Valley Chamber of Commerce	Reimbursement of a portion of fees to rent sound	\$2,200.00	
		\$2,200.00	CT 25045308
Save Mart Supermarkets	Food Supplies for Children Center7-1-23 to 6-30-24	(\$49.83)	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$494.39	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$332.58	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$454.66	
		\$1,231.80	CT 25045309
Science Outside LLC	Environmental Science Lab Manual (3rd Edition)	\$299.00	
		\$299.00	CT 25045310
Summer Serpas	Conduct Window into Corequisite Instruction	\$6,000.00	
		\$6,000.00	CT 25045311
SHI International Corp	Ortronics Ez Patch Cat6 Cable 5 Foot 50-Pack Box	\$598.13	
	Tripp Lite 7-Outlet Surge Protector 7Ft SUPER7	\$478.50	
	Tripp Lite 7-Outlet Surge Protector 15Ft	\$522.00	
	StarTech Desk Mount Monitor Arm ARMPIVOTE2	\$274.05	
		\$1,872.68	CT 25045312
Sierra Bravo Enterprises, LLC	Bus Transportation for Juan Pacifico Ontiveros	\$5,400.00	
		\$5,400.00	CT 25045313
SLO Pest And Termite	Pest Control Services, 07-01-23 thru 06-30-24	\$120.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$125.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$75.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$85.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$80.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$110.00	
		\$595.00	CT 25045314
SLO Safe Ride	Bus Service - AHC Women's Soccer on 9-26-23	\$2,675.05	
	Bus Service - AHC Women's Soccer on 9-19-23	\$2,752.58	
	Bus Service to College Corps Launch Party in San	\$336.00	
	Bus Service to College Corps Launch Party in San	\$1,264.00	
	Fuel Surcharge	\$11.93	
	Fuel Surcharge	\$3.17	
		\$7,042.73	CT 25045315
Smart & Final	To cover supplies for Outreach Events -2023-2024.	\$5.85	
	To cover food for Outreach Events 2023-2024.	\$57.37	
	Snacks, Beverages, & Party Supplies for Men's	\$59.55	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$38.97	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$38.97	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$38.97	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$38.96	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$38.97	
	Lunch Locker for School Year 2023-2024	\$455.02	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Smart & Final	Lunch Locker for School Year 2023-2024	\$472.99	
	Snacks, Beverages, & Party Supplies for Men's	\$6.90	
	Snacks, Beverages, & Party Supplies for Men's	\$151.11	
	Food supplies for Convocation meeting & field	\$228.53	
		\$1,632.16	CT 25045316
	Food for childrens center 7-1-23 to 6-30-24	\$107.86	
	Food for childrens center 7-1-23 to 6-30-24	\$82.40	
	Food for childrens center 7-1-23 to 6-30-24	\$93.48	
		\$283.74	CT 25045317
		Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$319.45
		\$319.45	CT 25045318
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$826.43	
		\$826.43	CT 25045319
Sport & Cycle Team Athletics Inc	Schutt F7 VTD Collegiate Helmet W/ Face Guard,	\$891.73	
	Schutt F7 XL Size Fee	\$52.18	
	Shipping Charge	\$48.15	
	Wilson M's Evo Nxt Basketball, "Buy 12 Get 1 Free	\$1,252.67	
	Shipping Charge	\$133.16	
	Wilson W's Evo Nxt Basketball, "Buy 12 Get 1 Free	\$1,252.67	
	Shipping Charge	\$133.16	
	\$3,763.72	CT 25045320	
Subway	Food Purchase for UTC Workshop: Transfer Success	\$211.21	
		\$211.21	CT 25045321
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$123.84	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$460.76	
		\$584.60	CT 25045322
Testa's Campus Cuisine	Food Voucher Gift Cards for CalWORKs Students	\$2,500.00	
		\$2,500.00	CT 25045323
Juanita Tuan	Reimbursement for Costco Pizzas purchased for EOPS	\$97.38	
		\$97.38	CT 25045324
Uline Inc	Bindery Supplies, Lamination	\$866.92	
		\$866.92	CT 25045325
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$246.99	
		\$246.99	CT 25045326
United Refrigeration Inc	HVAC Supplies, 07-01-23 thru 05-31-24	\$29.91	
	HVAC Supplies, 07-01-23 thru 05-31-24	\$25.53	
	Raypak Float Switch per Invoice 92761972	\$386.06	
	Freight Charges	\$29.35	
	Parts per Invoice 92878573	\$71.68	
	\$542.53	CT 25045327	
Urbane Cafe	Food Purchase for UTC Workshop: Increasing your	\$499.43	
	Gratuity	\$51.94	
	Delivery Fee	\$20.00	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$571.37	CT 25045328
US Bank Corporate Payment System	SEP 25, 2023 US BANK STMT	\$22,941.63	
		\$22,941.63	CT 25045329
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,814.46	
	Cost-Reimbursement Subaward Agreement for	\$4,166.22	
		\$5,980.68	CT 25045330
Vernier Software	Cuvettes for Colorimeter #CUV. Quote# 1096935-000.	\$202.53	
	Shipping	\$16.01	
		\$218.54	CT 25045331
Yankee Book Peddler Inc	LVC Library books 9.14.23 - 5.31.24	\$784.63	
		\$784.63	CT 25045332
Maria Antonio	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25045333
Margarita Ayala	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25045334
Miriam Barajas	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25045335
Mauro Bonal Diaz	Manual Refund Submitted	\$26.00	
		\$26.00	CT 25045336
Hugo Calderon	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25045337
Guadalupe Ceja Sotelo	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045338
Liana Chung	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045339
Juan Cruz	Manual Refund Submitted	\$70.00	
		\$70.00	CT 25045340
Miriam Cruz	Manual Refund Submitted	\$70.00	
		\$70.00	CT 25045341
Vanessa Delgadillo	Manual Refund Submitted	\$59.73	
		\$59.73	CT 25045342
Juan Espinoza	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045343
Anayelis Garcia Bitervo	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045344
Karla Gonzalez Calderon	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045345
Fermina Izazaga	Manual Refund Submitted	\$50.00	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$50.00	CT 25045346
Luzmaria Jimenez Sanchez	Manual Refund Submitted	\$396.00	
		\$396.00	CT 25045347
Jael Johnson Aguirre	Manual Refund Submitted	\$897.00	
		\$897.00	CT 25045348
Brayan Lopez	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25045349
Adriana Lopez Morelos	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25045350
Adela Moreno	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045351
Cecilia Nava Moreno	Manual Refund Submitted	\$130.00	
		\$130.00	CT 25045352
Aura Rangel Fermin	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045353
Pedro Torres Hernandez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045354
Ashley Brackett	Prepay meals 11.2-3.23 Bakersfield-Fresno, CA	\$4,350.00	
		\$4,350.00	CT 25045355
Ricardo Cano	Open Mileage 9.21.23	\$7.21	
		\$7.21	CT 25045356
City of Lompoc	Sanitary Landfill Fees 7.1.2023 - 6.30.2024	\$97.50	
		\$97.50	CT 25045357
Constellation Newenergy Inc	Electricity Services 7.1.2023 - 6.30.2024	\$3.83	
	Electricity Services 7.1.2023 - 6.30.2024	\$0.68	
		\$4.51	CT 25045358
	Electricity Services 7.1.2023 - 6.30.2024	\$47.23	
	Electricity Services 7.1.2023 - 6.30.2024	\$8.36	
		\$55.59	CT 25045359
Gregory DeLeon	Open Mileage 10.10.23	\$33.41	
		\$33.41	CT 25045360
Andressa Duran	Foster Care PD Sacramento, Ca	\$602.18	
		\$602.18	CT 25045361
Gemma Garcia Bautista	Open Mileage 9.21.23	\$32.88	
		\$32.88	CT 25045362
Lisa Marsalek	CAPED Convention Monterey, CA	\$1,620.41	
		\$1,620.41	CT 25045363
Melinda Martinez	Open Mileage 7.01-9.30.23	\$10.61	
	Open Mileage 7.01-9.30.23	\$9.37	

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Vendor Name	Description	Amount	Warrant
		\$19.98	CT 25045364
Juan Medina	Open Mileage 9.4-23.23	\$83.84	
		\$83.84	CT 25045365
Geraldine Montoya	Open Mileage 9.26.23	\$5.90	
		\$5.90	CT 25045366
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$19.45	
	Electricity Services 7/1/2023 - 6/30/2024	\$5.17	
		\$24.62	CT 25045367
	Electricity Services 7.1.2023- 6.30.2024	\$34.52	
	Electricity Services 7/1/2023 - 6/30/2024	\$9.18	
		\$43.70	CT 25045368
	Electricity Services 7.1.2023- 6.30.2024	\$2,098.70	
	Electricity Services 7/1/2023 - 6/30/2024	\$557.88	
		\$2,656.58	CT 25045369
	Electricity Services 7.1.2023- 6.30.2024	\$482.47	
	Electricity Services 7/1/2023 - 6/30/2024	\$124.03	
		\$606.50	CT 25045370
Lucerito Salgado Olivera	Open Mileage 9.6-27.23	\$12.45	
		\$12.45	CT 25045371
Scholarship Foundation of Santa Barbara	Return Scholarship 22-23 Fall Spr see att. list	\$46,437.00	
		\$46,437.00	CT 25045372
Andrew Specht	ACCT Conf. Las Vegas, NV	\$164.41	
		\$164.41	CT 25045373
Kevin Walthers	Open Mileage 7.01-9.30.23	\$829.69	
		\$829.69	CT 25045374
Jeremy Wirth	Open Mileage 8.11,8.25,9.11.23	\$94.32	
		\$94.32	CT 25045375
Esther Zamora	Open Mileage 9.6-26.23	\$35.37	
		\$35.37	CT 25045376
19six Architects	Construction Documents	\$1,392.50	
	DSA Approval	\$850.00	
	Construction Documents	\$712.50	
	DSA Approval	\$850.00	
	Amendment #1 to Include Additional Scope as well	\$7,900.00	
	Amendment #6 to Provide Additional Services during	\$2,970.00	
	Construction Documents	\$1,392.50	
	Construction Documents	\$712.50	
	C.O. #1: Additional Services for Design, Coordi-	\$4,280.00	
	Construction Administration	\$3,267.50	
		\$24,327.50	CT 25045377

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Vendor Name	Description	Amount	Warrant
AHC Foundation	HANCOCK HONORS EVENT - REIMBURSEMENT	\$5,045.00	CT 25045378
	HANCOCK HONORS EVENT - REIMBURSEMENT	\$800.00	
		\$5,845.00	
Airgas Usa Llc	Operational supplies for LE Veh.7-06-23 to 5-31-24	\$201.04	CT 25045379
		\$201.04	
Akeso Occupational Health	TB, Xray, Medical-Physicals 7-1-23 to 6-30-24	\$720.00	CT 25045380
		\$720.00	
Amazon	Office operational supplies 7.5.23 to 5.31.24	\$22.65	CT 25045381
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$15.20	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$1,666.05	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$29.38	
	Student Materials 07-06-23 to 05-31-24	\$309.30	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	(\$31.17)	
	LVC Library books 9.14.23 - 5.31.24	\$222.85	
	MT Instructional Supplies, 7.1.23-5.31.24	\$61.78	
	Supplies for Success Teams 8-11-2023 to 5-31-2024	\$277.17	
	Misc. Supplies for Center 7-1-23 to 5-31-24	\$740.34	
	LVC Library books 9.14.23 - 5.31.24	\$414.99	
	\$3,728.54		
American Building Automation Inc	USB-K Kit per Invoice CM230W16	\$271.88	CT 25045382
	Shipping-Handling Charges	\$12.50	
		\$284.38	
American Business Machines	Campuswide Copier Maintenance 7.01.2023 to	\$74.34	CT 25045383
		\$74.34	
Aramark	Towel Service for PSTC Programs	\$44.61	CT 25045384
	Towel Service for PSTC Programs	\$44.62	
		\$89.23	
Bad Axe Prints LLC	Graduation Stoles for Nursing Program for RN	\$2,194.20	CT 25045385
		\$2,194.20	
Banner Fire Equipment Inc	2.5 Repair Kit, Composite Ball (8925)	\$327.12	CT 25045386
	3/3.5" Valve Repair Kit, Composite Ball	\$234.67	
	Shipping and Handling Inbound- Parts	\$35.39	
		\$597.18	
Ca Schools Dental Coalition	INSURANCE PREMIUMS OCT 2023	\$58,858.00	CT 25045387
		\$58,858.00	
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$5,819.96	CT 25045388
		\$5,819.96	
California Electric Supply	Electrical-Lighting Supplies, 07-01-23 thru	\$12.27	
	Electrical-Lighting Supplies, 07-01-23 thru	\$137.34	
	Electrical-Lighting Supplies, 07-01-23 thru	\$273.17	
	Sensor per Invoice 7826-1109491	\$119.82	
	Supplies per Invoice 7826-1113233	\$123.01	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$665.61	CT 25045389
Canon Financial Services Inc	Campus Graphics Canon Duplo Lease	\$980.73	
	Campus Graphics Copiers Lease	\$3,917.15	
	Campus Graphics Copier Maintenance	\$16,416.01	
		\$21,313.89	CT 25045390
Carmel & Naccasha LLP	Investigative Services Invoice #50518	\$142.50	
		\$142.50	CT 25045391
Carolina Biological	Instructional Supplies for Biology labs	\$1,459.63	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$32.93	
		\$1,492.56	CT 25045392
Carr's Boot Shop	Safety boots for employees 7-1-23 to 5-31-24	\$217.49	
	Safety boots for employees 7-1-23 to 5-31-24	\$221.84	
	Safety boots for employees 7-1-23 to 5-31-24	\$225.00	
	Safety boots for employees 7-1-23 to 5-31-24	\$210.42	
		\$874.75	CT 25045393
Central Coast Truck Center	2016 Freightliner Cascadia, Stock #380366	\$32,939.12	
	Title Fee for 2016 Freightliner Cascadia	\$25.00	
	Document Fee for 2016 Freightliner Cascadia	\$85.00	
		\$33,049.12	CT 25045394
Centro de Latino Services	Live Scan - DOJ and Rolling Fee. Invoice #1001.	\$60.00	
	Live Scan - DOJ and Rolling Fee. Invoice #1001.	\$20.00	
		\$80.00	CT 25045395
Circle In Inc	Virtual Student Learning Community License (yr 2)	\$26,930.00	
	Annual Support Fee	\$3,500.00	
		\$30,430.00	CT 25045396
City Of Lompoc Transit	COLT Bus Passes for EOPS Students	\$450.00	
		\$450.00	CT 25045397
Coachcomm Llc	CoachComm Cobalt Plus Add-on Single Ear, Item	\$2,718.75	
	Freight Charge	\$50.00	
		\$2,768.75	CT 25045398
Column Software PBC	Legal advertising in the Santa Maria Times for the	\$594.51	
		\$594.51	CT 25045399
Cyber Copy Inc	Online posting of bid documents for Demolition of	\$64.00	
		\$64.00	CT 25045400
Dominic Dal Bello	Reimbursement for food for Python programming	\$728.54	
		\$728.54	CT 25045401
Dovelewis Animal Hospital	atDove Subscription: July 23, 2023 - July 23, 2024	\$517.50	
		\$517.50	CT 25045402
Edu Business Solutions	40000 - Migration Services: Deployed to Hosted	\$0.00	
	13010 - Print Shop Pro Manager - Hosted	\$2,376.50	
	13101 - Print Shop Pro Webdesk - Hosted	\$1,746.50	
	13015 - Template Builder Module - Hosted	\$906.50	

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Edu Business Solutions	13014 - Document Convert Module - Hosted	\$906.50	CT 25045403
	13012 - Directory Integration Module - Hosted	\$906.50	
		\$6,842.50	
Edwards Construction Group, Inc	Construction for Service Site Development for the	\$206,245.13	CT 25045404
		\$206,245.13	
Angelica Eulloqui	Reimbursement for food for E5 Meeting on 9/22/23	\$40.16	CT 25045405
		\$40.16	
Fatte's Pizza of Santa Maria	Food Purchase for Architecture 160 Student	\$67.40	CT 25045406
	Food Purchase for National Tutor Appreciation Week	\$152.39	
	Food Purchase for UTC Fall 2023 Workshop: UC	\$69.03	
	Service Fee	\$6.00	
		\$294.82	
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2023-May 31, 2024	\$363.11	CT 25045407
	Science Lab Supplies July 1, 2023-May 31, 2024	\$288.72	
		\$651.83	
Flinn Scientific Inc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$250.56	CT 25045408
		\$250.56	
Foodbank Of Santa Barbara County	Food for Food Share- Fall Semester 2023	\$142.50	CT 25045409
		\$142.50	
	Food for Food Share- Fall Semester 2023	\$245.67	CT 25045410
		\$245.67	
Grainger Inc.	Maintenance Supplies, 10-01-23 thru 05-31-24	\$72.75	CT 25045411
	Maintenance Supplies, 10-01-23 thru 05-31-24	\$80.22	
	Arc Flash Jacket and Bib Kit, Navy, Size L	\$715.76	
		\$868.73	
Hardy Diagnostics	Science Lab Supplies July 1, 2023-May 31, 2024	\$162.91	CT 25045412
	Science Lab Supplies July 1, 2023-May 31, 2024	\$75.33	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$91.73	
		\$329.97	
Elaine Healy	Reimbursement for food purchase to celebrate	\$109.73	CT 25045413
		\$109.73	
Home Depot	Operational Supplies 07-06-23 to 05-31-24	\$528.13	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$61.06	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$15.94	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$100.61	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$316.27	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$21.11	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$353.01	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$57.04	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$113.62	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$26.06	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$28.20	

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Vendor Name	Description	Amount	Warrant
Home Depot	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$420.86	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$10.83	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$338.15	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$84.30	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$108.71	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$94.50	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$192.39	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$374.00	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$97.84	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$86.89	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$200.63	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$12.33	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$27.17	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$12.92	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$32.56	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$14.36	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$25.50	
	Operational Supplies for Fire Academy	\$27.25	
	Operational Supplies for Fire Academy	\$69.31	
	Operational Supplies for Fire Academy	\$11.79	
	Instructional Supplies for Fire Academy	\$36.87	
	Instructional Supplies for Fire Academy	\$36.86	
	Instructional Supplies for Fire Academy	\$17.30	
	Instructional Supplies for Fire Academy	\$17.31	
	Instructional Supplies for WLDT 8.1.23-5.31.24	\$354.22	
	Instructional Supplies for WLDT 8.1.23-5.31.24	\$203.34	
	Cordless Blower, Ryobi per Invoice 1615594	\$430.65	
	Braided Water Line	\$19.55	
	Refrigerator, Fridgidaire, 13.9 cu. ft.	\$650.33	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$28.80	
		\$5,658.57	
House Sanitary Supply, Inc.	Duo-Sweep Angel Blue w/hn Flagged-	\$28.77	
	New BarTurk Towel 25lbs - AA- A06325	\$77.48	
	Sani-Wipes No Rinse Multi Surface-	\$50.00	
	LR GALAXY 40x48 Black 22m 150cs	\$32.45	
	Nitrile P/F 4mil Larg Blue 100/bx-	\$35.82	
	Dustpan Lobby GCS-Jumbo Debris Black -	\$22.88	
	JIFFI -CUTTER Box Cutter 1 12BXcs - LG-CSO-091460-	\$13.76	
	Aerosol Air Fresher Cou Linen 10oz.-	\$68.75	
	Transportation Charge-	\$4.97	
	Aerosol Lavender Disinfectant CS Deodorant Plus-	\$60.82	
	\$395.70		CT 25045415
Intermountain Lock And Security Supply	ADA Closer, LCN1461-RW/PA-AL per Inv. 3796866	\$322.32	
	XP Heavy Duty Closer, LCN4040XP-HEDA-AL-RH	\$536.00	
	Pro-Lok Repair Service, Quote 4397765	\$372.19	
	\$1,230.51		CT 25045416
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$26.43	
	Office Supplies - Paper, Wideformat and Bindery	\$421.08	

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Vendor Name	Description	Amount	Warrant
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$3,784.48	
	Office Supplies - Paper, Wideformat and Bindery	\$180.57	
	Office Supplies - Paper, Wideformat and Bindery	\$311.12	
	Office Supplies - Paper, Wideformat and Bindery	\$411.99	
	Office Supplies - Paper, Wideformat and Bindery	\$287.25	
	Office Supplies - Paper, Wideformat and Bindery	\$3,181.75	
		\$8,604.67	CT 25045417
Lure Creative Design Inc	Inside Front Cover Ad in 2024-25 Buellton	\$2,995.00	
	\$2,995.00	CT 25045418	
Metlife Small Market	INSURANCE PREMIUMS SEP 2023	\$7,006.73	
	\$7,006.73	CT 25045419	
Mission Linen Supply	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
		\$56.25	CT 25045420
Mizuno USA	Samurai Womens Box Set, 13-14, White	\$282.75	
	F6-BT HLMT Solid-ADT W/FP Mask Royal, 5- S/MD,	\$247.41	
	Shipping Charge	\$36.34	
		\$566.50	CT 25045421
ODP Business Solutions LLC	Office Supplies from 7-1-23 to 5-31-24	\$41.41	
	Office Supplies from 7-1-23 to 5-31-24	\$138.85	
	Office Supplies 07/06/23-05/31/24	\$73.68	
	Office Supplies for University Transfer Center	\$170.73	
	Instructional Supplies: 9/27/23 - 5/31/24	\$476.31	
	Operational Supplies for office and outreach	\$19.48	
	Operational Supplies for office and outreach	\$142.71	
	Operational Supplies for office and outreach	\$451.83	
	Office Supplies: 7/25/23 - 5/31/24.	\$42.40	
	Office Supplies for General Counseling	\$299.64	
	HP 80A Black Toner Cartridge, Item #385702	\$168.32	
		\$2,025.36	CT 25045422
Pacific Medical Inc	Sully Shoulder Stabilizer MD #11-0525-3	\$155.91	
	Sully Shoulder Support L #11-0525-4	\$155.91	
	Anchor Shoulder Brace Lg Right #502195	\$134.40	
	Anchor Shoulder Brace 2X Left #502187	\$144.37	
		\$590.59	CT 25045423
Pharmedix	Prescription Medication July 1 2023 - May 31 2024	\$273.50	
	Prescription Medication July 1 2023 - May 31 2024	\$167.58	
		\$441.08	CT 25045424
Pioneer Athletics	Paint per INV895597	\$5,010.17	
	Shipping and Handling	\$404.84	
	Paint, Brite Stripe Old Gold per INV 897324	\$563.60	
		\$5,978.61	CT 25045425
Postmaster	Deposit to Periodical Permit #6445	\$15,000.00	
	\$15,000.00	CT 25045426	

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Vendor Name	Description	Amount	Warrant
PPG Architectural Finishes Inc	Paint Supplies, 07-01-23 thru 05-31-24	\$27.50	
	Paint Supplies per Invoice 812304056931	\$165.81	
		\$193.31	CT 25045427
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-23 thru 05-31-24	\$158.45	
		\$158.45	CT 25045428
Proquest Llc	LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$303.18	
		\$303.18	CT 25045429
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$379.51	
	R M Diesel Parts for Truck Driving Class	\$121.36	
		\$500.87	CT 25045430
Rays Auto Parts	Parts-Supplies, 07-01-23 thru 5-31-24	\$17.91	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$5.97	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$34.76	
		\$58.64	CT 25045431
Stephanie Robb	Reimbursement for prizes for Hispanic Heritage	\$45.00	
		\$45.00	CT 25045432
Roebbelen Construction Management Services	Construction Management Services throughout	\$710.00	
	Extended Services per Proposal dated 8/01/23	\$39,737.50	
		\$40,447.50	CT 25045433
SHI International Corp	C2G 6ft USB C to USB A Cable 28832	\$163.13	
	C2G 10Ft USB C to USB A Cable 28833	\$184.88	
	C2G 3M USB A to USB B Cable 28103	\$54.38	
	Ortronics Ez Patch Cat6 Cable 7 Foot 50-Pack Box	\$679.69	
	Poly Voyager 4245 Office Phone Headset 214700-01	\$891.75	
	C2G USB C to USB B 12Ft Cable 28859	\$121.80	
	StarTech USB C to USB B Cable 6Ft USB2CB2M	\$34.80	
	APC Battery Cartridge RBC57	\$380.63	
	Crucial DDR4 32GB RAM Kit CT2K16G4SFRA32A	\$504.51	
	Dell 24-Inch LED Monitor P2422H	\$2,561.57	
	E-Waste Fee Dell Monitors	\$60.00	
	Ortronics Cat6 Patch Cable 9Ft Orange MC609-03	\$43.50	
	Ortronics Cat6 Patch Cable 9Ft Blue MC609-06	\$456.75	
	C2G Compression BNC-Type RG6 Connector 41126	\$59.81	
		\$6,197.20	CT 25045434
SLO Safe Ride	Bus Service - AHC Women's Soccer Team on 10-06-23	\$2,618.74	
		\$2,618.74	CT 25045435
Smart & Final	Snacks for students in the	\$182.48	
	Snacks for students in the	\$182.48	
	Snacks, Beverages, & Party Supplies for Men's	\$685.64	
	Snacks, Beverages, & Party Supplies for Men's	\$22.88	
	Snacks, Beverages, & Party Supplies for Men's	\$272.20	
	Snacks, Beverages, & Party Supplies for Men's	(\$28.27)	
	Instructional Supplies for Biology labs	(\$13.79)	
	Snacks for UTC workshop and open house 9/12/2023	(\$6.56)	

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Vendor Name	Description	Amount	Warrant
		\$1,297.06	CT 25045436
Smart & Final	Food for childrens center 7-1-23 to 6-30-24	\$59.97	
	Food for childrens center 7-1-23 to 6-30-24	\$213.86	
	Food for childrens center 7-1-23 to 6-30-24	\$255.98	
		\$529.81	CT 25045437
Smooth Transportation Inc	Guadalupe Flyer bus passes for EOPS students (for	\$500.00	
	Guadalupe Flyer bus passes for EOPS students (for	\$2,000.00	
		\$2,500.00	CT 25045438
St. Joseph High School	PROGRAM AD - SHREK THE MUSICAL 2023	\$600.00	
		\$600.00	CT 25045439
Strata Information Group	DBA and ODS Consulting Services per SOW191-DBA2324	\$5,120.00	
	DBA and ODS Consulting Services per SOW191-DBA2324	\$6,920.00	
	Extension of Consultation Services and Support for	\$1,443.75	
	Functional Technical Support for Degree Works,	\$1,120.00	
	Functional Technical Support for Degree Works,	\$920.00	
		\$15,523.75	CT 25045440
Bridget Tate	Reimbursement for Safety Boots. Timberland Online	\$134.06	
		\$134.06	CT 25045441
The Shack of Lompoc, Inc.	Graduation Pins for LVNs - Allan Hancock College	\$304.12	
	Graduation Pins for RNs - Allan Hancock College	\$399.70	
		\$703.82	CT 25045442
William Turini	OER Criminal Evidence textbook peer review -	\$600.00	
		\$600.00	CT 25045443
Uline Inc	Plaza Bench- Brown, 8'	\$1,577.01	
	Shipping/Handling	\$95.75	
		\$1,672.76	CT 25045444
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS NOVEMBER 2023	\$853.37	
		\$853.37	CT 25045445
United Site Services Of California Inc	Portable Toilets for Home Football Games	\$925.48	
		\$925.48	CT 25045446
Espie Valenzuela	Reimbursement for Postage- Related to	\$9.45	
		\$9.45	CT 25045447
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	\$5,693.44	
		\$5,693.44	CT 25045448
Vital Records Control	Confidential 32 Gal Bin, Picked up and Shredded	\$95.00	
	Confidential Records Shredding 7-1-23 - 6-30-24	\$102.66	
		\$197.66	CT 25045449
Yankee Book Peddler Inc	BOOKS FOR SM LIBRARY, 9-12-23 to 5-31-24	\$1,637.68	

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Vendor Name	Description	Amount	Warrant
		\$1,637.68	CT 25045450
Alma Rosa Briseno	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045451
Angel Cardenas	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25045452
Shelby Gordon	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25045453
Tobyn Jory	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25045454
Tyler Kelly	Manual Refund Submitted	\$802.00	
		\$802.00	CT 25045455
Ruben Ortiz	Manual Refund Submitted	\$1,182.00	
		\$1,182.00	CT 25045456
Reina Rodriguez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045457
Oscar Santiago Lopez	Manual Refund Submitted	\$50.00	
		\$50.00	CT 25045458
Nina Song	Manual Refund Submitted	\$143.00	
		\$143.00	CT 25045459
Jennifer Valdovinos	Manual Refund Submitted	\$46.00	
	Manual Refund Submitted	\$138.00	
		\$184.00	CT 25045460
Roxanna Vargas	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25045461
Stefanie Aye	ACHRO Conf. San Diego, CA	\$415.34	
		\$415.34	CT 25045462
Karina Burgos	Open Mileage 9.1-29.23	\$170.30	
		\$170.30	CT 25045463
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC Base Rent Lease	\$25,183.00	
	Monthly utilities expenses for 2023-2024	\$4,562.82	
	Monthly utilities expenses for 2023-2024	\$5,054.63	
		\$34,800.45	CT 25045464
Comcast Cable	Comcast Monthly Recurring Costs	\$237.29	
		\$237.29	CT 25045465
Phillip Cordero	Open Mileage 9.1-21.23	\$89.87	
		\$89.87	CT 25045466
Amy Coronado	Open Mileage 9.27.23	\$2.49	
		\$2.49	CT 25045467
Jaquelina De Jesus Placido	Open Mileage 9.5-28.23	\$129.69	

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Vendor Name	Description	Amount	Warrant
		\$129.69	CT 25045468
Alejandra Enciso	ACCT Conf. Las Vegas, NV	\$953.51	
		\$953.51	CT 25045469
Institute Of Beauty Culture Inc	Agreement for Cosmetology Training	\$50,402.40	
	DSL Line Fees July 1, 2023-January 31, 2024	\$246.40	
	Agreement for Cosmetology Training	\$33,601.60	
		\$84,250.40	CT 25045470
Yaneli Juarez-Garcilazo	Open Mileage 9.1-28.23	\$66.81	
		\$66.81	CT 25045471
Steven Marshall	Prepay out of pocket 80% 11.5-8.23	\$533.00	
		\$533.00	CT 25045472
Christopher McGuinness	Undergraduate Symposium San Luis Obispo, Ca	\$60.20	
		\$60.20	CT 25045473
Emma Morse	Open Mileage 9.6-28.23	\$110.96	
		\$110.96	CT 25045474
Yolanda Neponuceno	Open Mileage 9.01-30.23	\$120.26	
		\$120.26	CT 25045475
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$68,062.73	
	Electricity Services 7/1/2023 - 6/30/2024	\$18,092.62	
		\$86,155.35	CT 25045476
	Electricity Services 7.1.2023- 6.30.2024	\$365.98	
	Electricity Services 7/1/2023 - 6/30/2024	\$97.28	
		\$463.26	CT 25045477
Ladan Rahbar	Open Mileage 9.1-29.23	\$88.43	
		\$88.43	CT 25045478
Oscar Ramirez Mejia	Open Mileage 9.1-29.23	\$47.75	
		\$47.75	CT 25045479
Lucia Ramos Zamora	Open Mileage 9.01-29.23	\$77.03	
		\$77.03	CT 25045480
Jessica Rodriguez Martinez	Open Mileage 9.1-27.23	\$76.77	
	Open Mileage 8.10-26.23	\$51.75	
		\$128.52	CT 25045481
Jaahziel Rua Bustamante	Open Mileage 9.1-29.23	\$118.03	
		\$118.03	CT 25045482
Scott Machinery	Kent KTM-3VSF CNC Knee Mill with Millpwr G2	\$195,920.76	
	Kent KTM-3VSF CNC Knee Mill with Millpwr G2	\$41,504.24	
		\$237,425.00	CT 25045483
Keli Seyfert	Open Mileage 10.17.23	\$12.97	
		\$12.97	CT 25045484

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Vendor Name	Description	Amount	Warrant
Genevieve Siwabessy	SCCO Symposium San Francisco, CA	\$454.15	CT 25045485
		\$454.15	
Kristy Soriano	Open Mileage 9.1-29.23	\$126.81	CT 25045486
		\$126.81	
Ricardo Soto	FINGERPRINT REIMBURSEMENT	\$62.00	CT 25045487
		\$62.00	
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$8,361.97	CT 25045488
	Gas Supply 7.1.2023-6.30.2024	\$1,727.28	
		\$10,089.25	
	Gas Supply 7.1.2023 - 6.30.2024	\$108.51	
	Gas Supply 7.1.2023-6.30.2024	\$22.42	
		\$130.93	CT 25045489
Bridget Tate	Prepay Meals 80% 11.5-8.23	\$132.40	CT 25045490
		\$132.40	
Verizon Wireless	Unlimited Data Plan- 2 Devices 7/1/23-6/30/24	\$76.02	CT 25045491
		\$76.02	
	Cell Phone Service Fees for Facilities Dept.	\$576.39	CT 25045492
	Verizon annual plan charges for Student Navigators	\$174.04	
		\$750.43	
	Cellphone Service from 7-1-23 to 6-30-24	\$534.54	CT 25045493
		\$534.54	
	iPhone SE Monthly Charges for 4 Outreach	\$207.80	CT 25045494
	iPhone SE Monthly Charges for 3 Outreach	\$157.53	
		\$365.33	
Monthly Charges for 7/1/23-6/30/24	\$76.02	CT 25045495	
	\$76.02		
Unlimited mobile broadband plan Account 742517785-	\$38.01	CT 25045496	
	\$38.01		
Kevin Walthers	ACCT Conf Las Vegas, NV	\$753.18	CT 25045497
		\$753.18	
Hilda Zacarias	ACCT Conf. Las Vegas, NV	\$1,431.67	CT 25045498
		\$1,431.67	
4imprint Inc.	Micro Sticky Book-Item#9950-S- Invoice#25973869	\$3,501.75	CT 25045499
	Set up Charge -Item#9950-S	\$65.25	
	Freight -Item#9950-S	\$228.40	
	5-Prong Highlighter-Item#6622	\$2,218.50	
	Set Up Charge- Item#6622	\$59.81	
	Freight- Item#6622	\$238.05	
	Souvenir Sticky Note- 3x4- 25 Sheets - Item#2375-	\$957.00	
	Freight- Item#2375-25	\$127.79	
	\$7,396.55		

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Vendor Name	Description	Amount	Warrant
ACS Exams Institute	Organic Chem Exams, #OR23	\$56.00	CT 25045500
	Organic Chem Study Guide, #ORSG	\$30.00	
	Shipping	\$20.00	
		\$106.00	
Action Target Inc	Visible Scoring Zone IPSC PAPE #IPSC-P-SHBR	\$1,381.13	CT 25045501
	FREIGHT	\$469.47	
		\$1,850.60	
AHC Foundation	Food for College Advancement F2023 Staff Retreat	\$501.70	CT 25045502
	Facility Rental for Fall 2023 College Advancement	\$273.68	
		\$775.38	
Amazon	Office Supplies for 07-01-23 thru 05-31-24	\$216.38	CT 25045503
	LVC Library books 9.14.23 - 5.31.24	\$276.10	
	Misc. Supplies for Center 7-1-23 to 5-31-24	\$115.24	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$66.40	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$26.13	
	Office Supplies 07-11-23 to 05-31-24	\$29.46	
	Office Supplies 07-11-23 to 05-31-24	\$42.40	
	Front Desk Office Supplies;	\$111.90	
	Instructional Supplies, July 1, 2023-May 31, 2024	\$55.97	
	MEDICAL SUPPLIES: 07/01/23 - 05/31/24	\$114.21	
	Office/Operational Supplies: 07/01/23 - 05/31/24	\$129.19	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$38.45	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$28.46	
	Foaincore 20 Pieces White Nurse Hat Headband for	\$120.69	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$489.14	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$220.59	
	Instructional Supplies for EMS Academy	\$86.95	
	Instructional Supplies for EMS Academy	\$262.34	
	STUDENT MATERIALS 07-13-23 TO 05-31-24	\$306.52	
	Streamlight 69264 TLR-1 HL 1000-Lumen Weapon Light	\$3,376.40	
	Office-Operational Supplies 07-06-23 to 05-31-24	\$260.73	
	Instructional supplies 07-06-23 to 05-31-24	\$138.39	
	Multifunctional squat rack with LAT Pull home gym	\$1,087.49	
	Instructional Supplies 07/06/23-05/31/24	\$196.80	
	Office supplies for Dept 8.28.23-5.31.24	\$83.62	
	Operational Supplies for Guided Pathways,	\$31.47	
	Instructional Supplies for Biology labs	\$48.90	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$17.48	
	Operational Supplies: 10/6/23 - 5/31/24	\$58.82	
	Supplies for Success Teams 8-11-2023 to 5-31-2024	\$169.19	
Instructional Supplies 9/28/2023-5/31/2024	\$59.76		
		\$8,265.57	
American Business Machines	Staple Cartridge P1 (Corner- 30 Sheets) - Booklet	\$81.56	CT 25045504
		\$81.56	
American Industrial Supply	OPERATIONAL SUPPLIES 07-11-23 TO 05-31-24	\$26.01	CT 25045505
		\$26.01	
American Star Tours, Inc.	Bus Services - AHC Fall Baseball on 10-17-23	\$1,875.00	

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
American Star Tours, Inc.	Bus Service - AHC Men's Soccer Team on 10-17-23	\$2,310.00	
	Bus Service - AHC Basketball on 10-20 and 10-21	\$4,650.00	
	Bus Service - AHC Football Team on 10-21-23	\$3,750.00	
	Bus Service - AHC Men's Soccer Team on 10-10-23	\$2,499.00	
		\$15,084.00	CT 25045506
Aquapulse Chemicals	Hydrochloric Acid 15% per Invoice 2310004694	\$735.80	
	Energy-Fuel Charge	\$54.13	
	Aqua-Chlor 12.5% per Invoice 2310004733	\$2,349.00	
	Energy-Fuel Charge	\$172.80	
		\$3,311.73	CT 25045507
B & B Steel & Supply	Instructional Supplies for WLDT 9.1.23-5.31.24	\$2,786.94	
		\$2,786.94	CT 25045508
B&H Photo Video	Chief Short Throw Projector Mount WM240S	\$1,115.73	
		\$1,115.73	CT 25045509
Bowls On The Go	Food Purchase for the Financial Wellness Workshop	\$280.80	
	Food Purchase for the Immigration-Impacted Student	\$421.20	
		\$702.00	CT 25045510
Ashley Brackett	Reimbursement for registration costs to the 2023	\$143.50	
		\$143.50	CT 25045511
Bremer Auto Parts	Operational Supplies for Fire Academy	\$24.14	
	Operational Supplies for EMS Academy	\$32.15	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$995.18	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$398.78	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$33.05	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$78.28	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$250.43	
	Operational Supplies for Fire Academy	\$8.61	
		\$1,820.62	CT 25045512
Cal State Auto Parts	Auto Supplies, 07-01-23 thru 05-31-24	\$82.45	
		\$82.45	CT 25045513
Cal-Coast Machinery, Inc.	Parts-Supplies per Invoice 852675	\$73.12	
	Parts per Invoice 852049	\$26.22	
	Parts per Invoice 858968	\$93.37	
		\$192.71	CT 25045514
Califitness Equipment Expert	Annual Fitness Equipment Prevention Maintenance	\$400.00	
		\$400.00	CT 25045515
California Department of Industrial Relations	Permit to Operate Conveyance 110229	\$225.00	
	Permit to Operate Conveyance 110230	\$225.00	
		\$450.00	CT 25045516
California Electric Supply	Electrical-Lighting Supplies, 07-01-23 thru	\$165.09	
	Electrical-Lighting Supplies, 07-01-23 thru	\$158.98	
		\$324.07	CT 25045517

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Camarenas Tire	Tires for LE Vehicles 07-06-23 to 05-31-24	\$177.50	
		\$177.50	CT 25045518
Capitol Advisors Group LLC	2023-24 CONSULTING AND ADVOCACY	\$2,000.00	
		\$2,000.00	CT 25045519
Carolina Biological	Instructional Supplies for Biology labs	\$117.01	
		\$117.01	CT 25045520
CDW Government Inc	Spectrum 32-Inch Freedom One Elift Door, Mfg. Part	\$6,467.58	
		\$6,467.58	CT 25045521
City Of Santa Maria	Pool Maintenance Services - Allan Hancock College	\$2,218.62	
		\$2,218.62	CT 25045522
	Santa Maria Regional Transit- Student ADA Bus	\$900.00	
		\$900.00	CT 25045523
Computerland Of Silicon Valley	Defender for Endpoint P2 for Shared Devices	\$900.00	
	Azure Prepayment for usage	\$1,760.00	
	Azure Prepayment for usage	\$880.00	
		\$3,540.00	CT 25045524
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$114.19	
	Instructional Supplies for Auto Body Technology	\$281.16	
		\$395.35	CT 25045525
Earth Systems Pacific	Estimate Cost for Soil and Material Special	\$631.00	
	Estimate Cost for Soil and Material Special	\$75.00	
	Report Preparation and Project Supervision	\$75.00	
	Concrete Sampling and Testing	\$3,480.00	
		\$4,261.00	CT 25045526
Efren's Santa Maria Mexican Restaurant	Food Purchase for UTC Undocumented Transfer	\$203.34	
		\$203.34	CT 25045527
Kim Ensing	Reimbursement for food purchase for AHC Non-	\$283.55	
		\$283.55	CT 25045528
Catherine Farley	Reimbursement for food purchased for Campus PD	\$304.01	
		\$304.01	CT 25045529
Federal Express Corp	Mailings for Acct #1104-8488	\$40.21	
		\$40.21	CT 25045530
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-23 thru 5-31-24	\$19.91	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$165.12	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$116.91	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$16.23	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$67.91	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$244.17	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$199.66	
	Parts per Invoice 0819913	\$556.94	
	Faucet per Invoice 0837391	\$716.92	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-23 thru 5-31-24	\$359.55	
	Plumbing Supplies, 07-01-23 thru 5-31-24	\$28.36	
		\$2,491.68	CT 25045531
Fisher Scientific Co Llc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$227.05	
		\$227.05	CT 25045532
Flinn Scientific Inc	Science Lab Supplies July 1, 2023-May 31, 2024	\$249.79	
		\$249.79	CT 25045533
Foodbank Of Santa Barbara County	Food for Food Share- Fall Semester 2023	\$1,003.42	
		\$1,003.42	CT 25045534
	Food for Food Share- Fall Semester 2023	\$1,217.56	
		\$1,217.56	CT 25045535
Galls Llc	Women's Taclite Pro Pant, Item #TR642 BLK 16 REG	\$63.08	
	Shipping	\$8.95	
		\$72.03	CT 25045536
Global CTI Group, Inc	Installation + Pro-Services	\$4,450.00	
		\$4,450.00	CT 25045537
Hardy Diagnostics	Instructional Supplies for Biology labs	\$190.51	
		\$190.51	CT 25045538
Historic Santa Maria Inn	HOTEL STAY - JOHN HETTS	\$210.56	
	HOTEL STAY - ANDREW MARTINEZ	\$105.28	
		\$315.84	CT 25045539
J.E. Halliday Sales Inc	Office Supplies - Envelope Press Toner and Parts	\$1,317.96	
		\$1,317.96	CT 25045540
Amalia Jimenez Chavez	Reimbursement for snacks provided to Faculty at	\$180.64	
		\$180.64	CT 25045541
Just for Kix LLC	Mock Neck Sleeveless Two-Tone Tunic Dress:	\$164.97	
	Mock Neck Sleeveless Two Tone Tunic Dress:	\$274.95	
	Mock Neck Sleeveless Two Tone Tunic Dress:	\$274.95	
	Mock Neck Sleeveless Two Tone Tunic Dress	\$164.97	
	Long Sleeve Sequin Performance Crop Top	\$127.96	
	Long Sleeve Sequin Performance Crop Top	\$127.96	
	Long Sleeve Sequin Performance Crop Top	\$95.97	
	Black Cargo Pant	\$139.96	
	Black Cargo Pant	\$139.96	
	Black Cargo Pant	\$104.97	
	Black Cargo Pant	\$69.98	
	Long Sleeve Sequin Mesh Biketard	\$119.98	
	Long Sleeve Sequin Mesh Biketard	\$239.96	
	Long Sleeve Sequin Mesh Biketard	\$239.96	
	Long Sleeve Sequin Mesh Biketard	\$119.98	
	Long Sleeve Sequin Mesh Biketard	\$59.99	
MoveU Leap Jacket	\$199.95		
MoveU Leap Jacket	\$199.95		

Allan Hancock College
Warrant Register

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Vendor Name	Description	Amount	Warrant
Just for Kix LLC	MoveU Leap Jacket	\$119.97	
	MoveU Leap Jacket	\$39.99	
	4 Inch Metallic Pom	\$329.70	
	4 Inch Metallic Pom	\$329.70	
	Clear Rhinestone Earring	\$269.70	
	RHINESTONE HEADBAND	\$109.89	
	Garment Bag	\$449.85	
	RHINESTONE HEADBAND	\$19.98	
		\$4,535.15	CT 25045542
Kenco Construction Services, Inc	Duration of Project Extension #2: 9/01/23-10/31/23	\$3,780.00	
		\$3,780.00	CT 25045543
Koehler Plumbing Inc	Backflow Device Test and Reports (4)	\$250.00	
	Flow Test	\$187.50	
	Backflow Device Test and Report (41)	\$2,100.00	
	Fire Hydrant Flow Test, Santa Maria Campus	\$150.00	
		\$2,687.50	CT 25045544
Erin Krier	Reimbursement for AG 161 supplies	\$412.88	
		\$412.88	CT 25045545
Krueger International Inc	700 Series Cabinet, 4-Shelves, 36Wx18Dx77-17/32H	\$1,133.60	
	700 Series Cabinet, 1-Shelf, 36Wx18Dx33-1/8H	\$662.94	
	700 Series Laminate Top for Side-by-Side Unit,	\$211.29	
		\$2,007.83	CT 25045546
Liebert Cassidy Whitmore	Professional Legal Services: 7-1-23 - 6-30-24	\$1,066.50	
	Professional Legal Services: 7-1-23 - 6-30-24	\$118.50	
		\$1,185.00	CT 25045547
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	\$1,394.10	
		\$1,394.10	CT 25045548
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
		\$124.00	CT 25045549
Ronald Lovell	Reimbursement for food purchases for Culinary Arts	\$662.98	
		\$662.98	CT 25045550
Frankie Maldonado	Reimbursement for Pride Alliance supplies for	\$7.65	
		\$7.65	CT 25045551
Maya Restaurant	Food Purchase for Counseling Staff PD: Light	\$292.75	
		\$292.75	CT 25045552
MFAC, LLC	Custom Discus Cage Net M1250 Knotless, 42x25.	\$973.31	
	Shipping Charge	\$79.00	
		\$1,052.31	CT 25045553
Mission Linen Supply	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$39.98	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$39.98	
	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$136.21	CT 25045554
Monterey Peninsula College	Cost-Reimbursement Subaward Agreement for	\$30,619.38	
		\$30,619.38	CT 25045555
Mr Pool Man	Telescoping Pole, 4-8 ft.	\$26.05	
		\$26.05	CT 25045556
Noble Power Equipment	Supplies for AHC Grounds Dept. 7-1-23 thru 5-31-24	\$14.32	
	Supplies for AHC Grounds Dept. 7-1-23 thru 5-31-24	\$622.03	
	Supplies for AHC Grounds Dept. 7-1-23 thru 5-31-24	\$171.74	
		\$808.09	CT 25045557
Nothing Bundt Cakes	Nothing Bundt Cakes: Bundtinis for Military	\$189.00	
		\$189.00	CT 25045558
ODP Business Solutions LLC	Office Supplies for University Transfer Center	\$9.23	
	Office Supplies for University Transfer Center	\$15.32	
	Office Supplies for University Transfer Center	\$93.23	
	Operational Supplies for office and outreach	\$39.14	
	HP 148A toner	\$243.58	
	HP 89X Toner	\$272.54	
	Office Supplies 07-01-2023 thru 05-31-2024	\$134.46	
	Office Supplies 07-01-2023 thru 05-31-2024	\$201.11	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	(\$36.82)	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$68.63	
	Office Supplies 7-1-23 thru 5-31-24	\$153.50	
	Office Supplies: 7/25/23 - 5/31/24.	\$69.18	
	Office Supplies for University Transfer Center	\$50.19	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 TO 5-31-2024	\$291.42	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 to 5-31-2024	\$79.35	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 to 5-31-2024	\$14.78	
	Office Supplies 07/06/23-05/31/24	\$186.29	
	Office Supplies 07/06/23-05/31/24	\$85.24	
	Office Supplies for General Counseling	\$43.22	
	Office Supplies for General Counseling	\$308.24	
	Office Supplies for General Counseling	\$103.90	
	Office Supplies (10/11/2023 - 5/31/2024)	\$157.91	
	Avery® Easy Peel® Clear Full-Sheet Labels, 8665,	\$74.99	
	Lorell 12" Quiet Wall Clock	\$220.68	
		\$2,879.31	CT 25045559
Diana Perez	Reimbursement for Canva subscription 08/04/23 -	\$14.99	
	Reimbursement for Canva subscription 09/04/23 -	\$14.99	
		\$29.98	CT 25045560
Postmaster	BULK MAIL POSTAGE PERMIT 45	\$92.98	
		\$92.98	CT 25045561
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$762.90	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$76.08	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$298.20	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$1,746.70	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		\$2,883.88	CT 25045562
Proquest Llc	LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$131.24	
	LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$62.79	
		\$194.03	CT 25045563
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$1,560.20	
	RM Diesel Parts for Truck Driving Class	\$1,681.86	
		\$3,242.06	CT 25045564
Rays Auto Parts	Parts-Supplies, 07-01-23 thru 5-31-24	\$46.50	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$72.58	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$30.98	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$69.58	
		\$219.64	CT 25045565
Amy Rice	Reimbursement for Teaching Slides for VT 304.	\$365.73	
		\$365.73	CT 25045566
Save Mart Supermarkets	Food Supplies for Children Center7-1-23 to 6-30-24	\$543.95	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$322.12	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$416.22	
	Food Supplies for Children Center7-1-23 to 6-30-24	\$434.59	
		\$1,716.88	CT 25045567
Service Star	Cleaning Services for R1	\$945.00	
	Cleaning Services for R1	\$270.00	
	Cleaning Services for R1	\$225.00	
	Cleaning Services for R1	\$450.00	
		\$1,890.00	CT 25045568
SHI International Corp	Ortronics Cat6 Patch Cable 9Ft Orange MC609-03	\$304.50	
		\$304.50	CT 25045569
Smart & Final	Lunch Locker for School Year 2023-2024	\$803.21	
	Lunch Locker for School Year 2023-2024	\$611.73	
	Bulldog Bites- Food Supplies Fall 2023	\$817.92	
	Snacks, Beverages, & Party Supplies for Men's	\$176.58	
	Snacks, Beverages, & Party Supplies for Men's	\$179.25	
	Snacks for UTC workshop and open house 9/12/2023	\$53.82	
	To cover supplies for Outreach Events -2023-2024.	\$17.39	
	To cover food for Outreach Events 2023-2024.	\$398.79	
	Lunch Locker for School Year 2023-2024	\$639.07	
		\$3,697.76	CT 25045570
	Food for childrens center 7-1-23 to 6-30-24	\$138.63	
	Food for childrens center 7-1-23 to 6-30-24	\$299.85	
	Food for childrens center 7-1-23 to 6-30-24	\$81.78	
	Food for childrens center 7-1-23 to 6-30-24	\$260.69	
	Food for childrens center 7-1-23 to 6-30-24	\$120.02	
		\$900.97	CT 25045571
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	(\$202.43)	
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$320.67	

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Vendor Name	Description	Amount	Warrant
		\$118.24	CT 25045572
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$317.20	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$129.47	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$551.38	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$342.56	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$95.93	
		\$1,436.54	CT 25045573
Sousa Tire Service	Tire Recycling for LE Veh. 07-06-23 to 05-31-24	\$34.00	
	Service Call per Invoice 74163	\$35.00	
	Tires, Toyo Open Country HT	\$417.60	
	State Tax Recycle Fee	\$3.50	
	Tire Disposal Fee	\$32.00	
		\$522.10	CT 25045574
Sport & Cycle Team Athletics Inc	Kwik Goal Official Corner Flags, Set of 4 #6B504.	\$173.99	
	Shipping Charge	\$42.16	
		\$216.15	CT 25045575
Sysco Food Services Of Ventura	Food Supplies Children's Center 7-1-23 to 6-30-24	(\$53.89)	
	Food Supplies Children's Center 7-1-23 to 6-30-24	\$982.50	
		\$928.61	CT 25045576
Testa Catering	Coffee Station for Career Carnival 10/13/23.	\$489.38	
	Operations Fee	\$48.93	
		\$538.31	CT 25045577
Kristy Treur	Reimbursement for Virtual HAZWOPER Refresher	\$150.00	
		\$150.00	CT 25045578
TSI Inc	Instructional Supplies for ENVT 10/01/23 - 5/31/24	\$188.76	
		\$188.76	CT 25045579
United Black Student Unions of CA	2024 SPONSORSHIP FOR TWO STUDENT REGISTRATION FEES	\$1,000.00	
		\$1,000.00	CT 25045580
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$30.00	
		\$30.00	CT 25045581
United Refrigeration Inc	Daikin Wall Mount FTX30NVJU	\$827.70	
	Daikin Inverter Unit RX30NMVJUA	\$2,269.63	
	Duraguard Insulation 14X12X50ISL-C	\$105.42	
	Duraguard Insulation 58X12X50ISL-C	\$204.60	
	IRP Cush-A-Block Rooftop CBN1S	\$62.05	
	Portals Plus Deck Mate 81040	\$46.96	
	Mini Split Wire MSW14450	\$57.18	
	NRP HVAC 6FT Whip N63126	\$24.47	
	30AMP Fusible Disconnect WPDSF30	\$35.16	
	Fusetron Class RK5 (10) FRNR20	\$19.79	
	HVAC Supplies, 07-01-23 thru 05-31-24	\$117.03	
	HVAC Supplies, 07-01-23 thru 05-31-24	\$66.25	

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Warrant Register**

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Vendor Name	Description	Amount	Warrant
United Refrigeration Inc	HVAC Supplies, 07-01-23 thru 05-31-24	\$435.00	
	HVAC Supplies, 07-01-23 thru 05-31-24	\$474.98	
		\$4,746.22	CT 25045582
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-23 thru 6-30-24	\$580.50	
	Portable Toilets for Home Football Games	\$925.48	
		\$1,505.98	CT 25045583
Urbane Cafe	Food Purchase for students and attendees at the Delivery Fee	\$2,936.25	
		\$20.00	
		\$2,956.25	CT 25045584
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	\$600.41	
		\$600.41	CT 25045585
Jill Vink	Reimbursement for AG 125 Supplies	\$59.26	
		\$59.26	CT 25045586
VWR International	Instructional Supplies for Biology labs	\$37.24	
	Instructional Supplies for Biology labs	\$116.28	
		\$153.52	CT 25045587
Western Propane Service	Propane for Culinary Arts: 9/05/23 - 6/30/24	\$47.82	
		\$47.82	CT 25045588
Wex Bank	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$148.32	
	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$93.53	
		\$241.85	CT 25045589
White Clouds Inc	Bulldog Metal Letters: Includes Base with Up Custom Pallets for Shipping	\$18,610.00	
		\$425.00	
		\$19,035.00	CT 25045590
Wrenchers	HDS-14, 14,000LBS Capacity / Four Post Lift /	\$6,928.78	
	RJ7W 7,000 LBS Capacity / Rolling Bridge Jack /	\$3,648.30	
	Rolling Jack Air Line Kit HD -9/12/14 #5174009	\$226.22	
	Factory Installation	\$1,535.00	
		\$12,338.30	CT 25045591
Tessa Benedict	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25045592
Isaiah Canas	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25045593
Ernesto Cruz	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25045594
Luciano Delibertis	Manual Refund Submitted	\$851.50	
		\$851.50	CT 25045595
Marco Dominguez Garcia	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25045596
Jessica Fraire	Manual Refund Submitted	\$74.00	

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Vendor Name	Description	Amount	Warrant
		\$74.00	CT 25045597
Susana Garcia	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25045598
Paul Jordan	Manual Refund Submitted	\$33.23	
		\$33.23	CT 25045599
Patricia Lopez	Manual Refund Submitted	\$435.00	
		\$435.00	CT 25045600

Warrant Register

Check Dates from 10/1/2023 to 10/31/2023
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$2,891,715.64
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$41,306.52
Total for Capital Outlay Project Fund 9441	\$546,397.26
Total for General Obligation Bond Fund 9447	\$120,388.62
Total for Dental Self-Insurance Fund 9461	\$58,858.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$7,746.96
Total for Student Body Center Fee Trust Fund 9473	\$0.00

Allan Hancock College

Warrant Register

Check Dates from 10/1/2023 to 10/31/2023

Bank Code: RC

Vendor Name	Description	Amount	Warrant
Cristopher Zarate Amezcua	REIMBURSE DUP DIRECT DEP REVERSAL	\$1,819.17	
		\$1,819.17	RC 40000248

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
October-23	
ACRONYMS	
4imprint	NO ACRONYM
19six Architects	Nineteen Six Architects (Formerly PMSM)
ACS Exams Institute	American Chemical Society
AHC Foundation	Allan Hancock College Foundation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
B&B Steel	NO ACRONYM
B&H Photo	NO ACRONYM
BMI Supply	Broadcast Music Inc Supply
CDW Government Inc	Computer Discount Warehouse Government Inc
CSU Fresno Association Inc	California State University Fresno Association Inc
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
Global CTI Group, Inc	Global Computer Telephony Integration Group, Inc
IPS Group Inc	International Parking Systems Inc
IRS ACS Support	Internal Revenue Service Automated Collection System Support
JAMF Software, LLC	Just Another Management Framework Software, LLC
J B DEWAR	NO ACRONYM
J.E. Halliday Sales Inc.	NO ACRONYM
M&M Restaurant Supply	NO ACRONYM
MFAC LLC	M-F Athletic Company, LLC
OAHS Spartatroniks	Orcutt Academy High School Spartatroniks Robotics Boosters
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
PARS	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PBC	Public Benefit Corporation
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service & Towing LLC	NO ACRONYM
RR Donnelley	Richard Robert Donnelley
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
TSI Inc	Thermo-Systems Inc
The J Carroll Corporation	The Joshua Carroll Corporation
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)
WEX Bank	Wright Express Financial Services Corp

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Authorization to Utilize the Downey Unified School District Bid No. 23/24-11, Agreement No. 1695400 to Purchase Computer Equipment and Accessories from Apple, Inc.	Item Number: 12.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

This request is for authorization to utilize the Downey Unified School District Bid No. 23/24-11, Agreement No. 1695400 to purchase computer equipment and accessories from Apple, Inc. 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 contract term shall be effective until June 30, 2024, and may be renewed for an additional two successive twelve (12) month periods.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve authorization to utilize the Downey Unified School District Bid No. 23/24-11, Agreement No. 1695400 to purchase computer equipment and accessories from Apple, Inc.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**Piggyback Consent Form ("Consent Form") to the
Apple Direct Customer Agreement
between
Downey Unified School District and Apple Inc. ("Apple")**

	Customer	Apple
Name of Institution:	Allan Hancock Joint Community College District	Apple Inc.
Address:	800 S. College Drive	One Apple Park Way,
City, State, Zip:	Santa Maria, CA 93454	Cupertino, California 95014

Dear Customer,

Thank you for your recent purchase order. After an initial review, we have determined that you do not have a contract with Apple; however, you are an eligible purchaser under the purchase agreement identified below ("Agreement") and attached to this Consent Form.

Name of Agreements	Apple Direct Customer Agreement
Agreement Number	1695400
Bid/Contract Number	Bid No. 23/24-11
Purchaser	Downey Unified School District
Date of Agreements	October 6, 2023

Apple may process your current and future purchase orders under the Agreements provided that you execute this Consent Form. If for some reason the Agreement is not attached to this Consent Form, please immediately request it prior to executing this Consent Form. Apple advises Customer to review all the terms and conditions of the Agreement prior to executing this Consent Form.

By executing this Consent Form, Customer agrees to be bound by the terms and conditions of the Agreements. Customer further agrees that it shall be responsible and liable for any purchases made under the Agreement and for any of its actions or inactions pursuant to the terms and conditions of the Agreement.

This Consent Form will terminate upon termination or expiration of the Agreement. Apple may terminate this Consent Form at any time without cause (i.e. for any or no reason) upon thirty (30) days' written notice to Customer. Apple also may terminate this Consent Form immediately upon written notice to Customer, if Customer breaches or fails to perform any terms and conditions of the Agreement or this Consent Form.

Please complete and execute this Consent Form and return it to eaccountteam@apple.com. Please note that if we do not receive this Consent Form, your purchase order will not be processed.

If you have any questions or comments regarding this Consent Form, please email contracts@apple.com.

Regards,
WW Contracts
Apple Inc.

CUSTOMER

Authorized Signature

Director, Business Services

Title

Laura Becker

Name

Date: 11/30/2023

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Acceptance of Grant Approved and Review of Grant Proposal Submitted	Item Number: 12.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND**Acceptance of Grants Approved**

Institutional Grants has been notified of funding for the following grant in the amount of \$8,500.

1. CASCADE III (\$8,500)

The college has been awarded \$8,500.00 in funding to partner with El Camino Community College District, for the Student Internship/Faculty Externship of the Governor's Office Department of Defense, California Advanced Supply Chain Analysis & Diversification Effort (CACADE) grant. The funding is designated for two college students to participate in internships to develop skills for regional employment.

No matching funds are required. The project period is November 01, 2023 to October 31, 2024. (Submitted by Thomas Lamica and John Garrity)

FISCAL IMPACT

1. CASCADE III (\$8,500)

RECOMMENDATION

Staff recommends the board of trustees accept this contract for a total of \$8,500 in restricted funds to the district and review the grant proposal as submitted.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Review of Grant Proposal Submitted

Institutional Grants has submitted the following grant application for a total of \$38,520 in requested funds.

1. Arthur Rupe Foundation (\$38,520)

The college applied for funding from the Arthur Rupe Foundation, to support CNA 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 01, 2024 to June 30, 2025. (Submitted by Thomas Lamica and Mary Pat Nelson)

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 12

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 2023-2024 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 2023**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSEING		
Hernandez, David	Assigned	COUN	Counseling – SM	.008
		ENGLISH		
Romo, Alina	20520	ENGL 103	Critical Thinking & Composition	.021
		MATHEMATICS		
Astacio Rivera, Jaime	20763	MATH 123	Elementary Statistics	.003
		SOCIOLOGY		
Restrepo, Alberto	20062	SOC 101	Intro to Sociology	.200
Restrepo, Alberto	20066	SOC 120	Race and Ethnic Relations	.200
Restrepo, Alberto	20684	SOC 101	Intro to Sociology	.200

PART-TIME FACULTY ASSIGNMENTS - CREDIT
FALL 2023

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		EMERGENCY MEDICAL SERVICE		
Lopez, Santino	20570	EMS 301	EMS Academy 1A (EMT)	.018
		EMERGENCY MEDICAL SERVICE PARAMEDIC		
Pollack, Uri	21637	EMSP 333	Paramedic Theory 2	.104
Pollack, Uri	21638	EMSP 334	Paramedic Laboratory 2	.048
		LAW ENFORCEMENT		
Abbas, Hank	20875	LE 322	Basic Law Enforcement Academy	.021
Bianchi, Catherine	20875	LE 322	Basic Law Enforcement Academy	.160
Burns, Jeremy	20875	LE 322	Basic Law Enforcement Academy	.074
Camarena, Juan	20875	LE 322	Basic Law Enforcement Academy	.066
Cazares, Rocio	20875	LE 322	Basic Law Enforcement Academy	.066
Culver, David	20875	LE 322	Basic Law Enforcement Academy	.037
Dickel, Jason	20875	LE 322	Basic Law Enforcement Academy	.081
Garrett, William	20875	LE 322	Basic Law Enforcement Academy	.114
Greene, Jeffrey	20875	LE 322	Basic Law Enforcement Academy	.037
Huddle, Kevin	20875	LE 322	Basic Law Enforcement Academy	.037
Kuhl, Perry	20875	LE 322	Basic Law Enforcement Academy	.037
Magana, Jorge	20875	LE 322	Basic Law Enforcement Academy	.135
Martinez, Michael	20875	LE 322	Basic Law Enforcement Academy	.074
McDonald, Jeffrey	20875	LE 322	Basic Law Enforcement Academy	.015
Miller, Deandre	20875	LE 322	Basic Law Enforcement Academy	.015
Miller, Steven	20875	LE 322	Basic Law Enforcement Academy	.074
Neumann, Timothy	20875	LE 322	Basic Law Enforcement Academy	.067
Olmstead, Brian	20875	LE 322	Basic Law Enforcement Academy	.067
Reid, Robert	20875	LE 322	Basic Law Enforcement Academy	.135
Rivera, Lisa	20875	LE 322	Basic Law Enforcement Academy	.015
Siegel, Kimberly	20875	LE 322	Basic Law Enforcement Academy	.038
Smith, Ryan	20875	LE 322	Basic Law Enforcement Academy	.050
Valadez, David	20875	LE 322	Basic Law Enforcement Academy	.015
Vasquez, Frank	20875	LE 322	Basic Law Enforcement Academy	.143
Vega, Woodrow	20875	LE 322	Basic Law Enforcement Academy	.050

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
WINTER 2024**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ART		
Hood, John	30100	ART 101	Art Appreciation	.212
		COUNSLEING		
Hernandez, David	Assigned	COUN	Counseling EOPS program	.015
Marsalek, Lisa	Assigned	COUN	Counseling/LAP	.063
Tuan, Juanita	Assigned	COUN	Counseling EOPS Program	.070
		EMERGENCY MEDICAL SERVICES		
Roehl, Susan	30002	EMS 300	Intro to Emergency Medical Services	.067
Roehl, Susan	30092	EMS 309	PHTLS	.067

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
WINTER 2024**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
COUNSELING				
Francis, Elisha	Assigned	COUN	Counseling/SM – Other	.013
Francis, Elisha	Assigned	COUN	Counseling – SM	.052
Garcia, Beverly	Assigned	COUN	Counseling/SM – Other	.004
Garcia, Beverly	Assigned	COUN	Counseling – SM	.015
Garcia, Beverly	Assigned	COUN	EOPS Program Counseling – Other	.013
Garcia, Beverly	Assigned	COUN	Counseling EOPS Program	.051
Janiam, Gunyalat	Assigned	COUN	Counseling/SM – Other	.015
Janiam, Gunyalat	Assigned	COUN	Counseling – SM	.061
Machado, Michelle	Assigned	COUN	Counseling/SM – Other	.001
Machado, Michelle	Assigned	COUN	Counseling – SM	.005
Machado, Michelle	Assigned	COUN	EOPS Program Counseling – Other	.011
Machado, Michelle	Assigned	COUN	Counseling EOPS Program	.044
Pina, Laura	Assigned	COUN	Counseling/SM – Other	.009
Pina, Laura	Assigned	COUN	Counseling – SM	.035
Wright-Morgan, Christina	Assigned	COUN	Counseling/SM – Other	.008
Wright-Morgan, Christina	Assigned	COUN	Counseling – SM	.034
Wright-Morgan, Christina	Assigned	COUN	EOPS Program Counseling – Other	.003
Wright-Morgan, Christina	Assigned	COUN	Counseling EOPS Program	.010
ETHNIC STUDIES				
Botelho, Kaitlyn	30098	ES 120	Chicano History	.212
LAW ENFORCEMENT				
Alexander, Eric	30093	LE 330	Core Custody Academy	.083
Bianchi, Catherine	30093	LE 330	Core Custody Academy	.088
Camarena, Juan	30093	LE 330	Core Custody Academy	.127
Cazares, Rocio	30093	LE 330	Core Custody Academy	.033
Consorti, Nicholas	30093	LE 330	Core Custody Academy	.046
Gotschall, Christopher	30093	LE 330	Core Custody Academy	.033
Hieatt, Jay	30093	LE 330	Core Custody Academy	.017
Lopez, Joe	30093	LE 330	Core Custody Academy	.033
Magana, Jorge	30093	LE 330	Core Custody Academy	.033
Miller, Steven	30093	LE 330	Core Custody Academy	.033
Rauchhaus, Kristina	30093	LE 330	Core Custody Academy	.017
Sorenson, Gregory	30093	LE 330	Core Custody Academy	.033
Waits, Jared	30093	LE 330	Core Custody Academy	.042
Wolf, William	30093	LE 330	Core Custody Academy	.027

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

INSTRUCTOR District Funded	ASSIGNMENT	DOLLAR AMOUNT
Appel, Jeffrey	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Arvizu-Rodriguez, Maria	Compensation for fall 2023 Student Services Council co-chair. Daily prorated amount of \$497.12 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$1,988.48
Arvizu-Rodriguez, Maria	Stipend of \$500 per academic year, per Program Review MOU: UTC Counseling for the 2023-2024 academic year, splitting assignment with another faculty (8/14/23 - 12/7/23).	\$250.00
Aye, Tyson	Compensation for fall 2023 Facilities Council co-chair. Daily prorated amount of \$600.80 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$2,403.20
Aye, Tyson	Organization and operation of men's basketball camp for the youth. Basketball instruction on non-duty days (7/31/23 - 08/03/23).	\$1,128.72
Bierly, Gary	Compensation for fall 2023 Budget Council co-chair. Daily prorated amount of \$650.44 for 3 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$1,951.32
Botelho, Kaitlyn	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Brackett, Ashley	Stipend of \$500 per academic year, per Program Review MOU: UTC Counseling for the 2023-2024 academic year, splitting assignment with another faculty (8/14/23 - 12/7/23).	\$250.00
Brunet, Melanie Guido	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Buck, Vincent	To provide not-for-credit training via contract education (10/27/23).	\$512.24
Buckarma, Chad	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Cazares, Rocio	To provide not-for-credit training via contract education. Covered 6 EVOC (11/7/23 - 11/8/23).	\$1,194.24
Cazares, Rocio	To provide not-for-credit training via contract education. Ventura County Probation (11/14/23).	\$597.12
Chaudhari, Rajni	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Cohn, Kellye	Library coordination duties due to vacancy mid-semester (10/23/23 - 12/7/23).	\$3,799.33
Conrad, Alexandria	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
D'Atri, Maria	Curriculum review and proposal, reviewed existing HOEC sewing curriculum, and developed proposals for curriculum updates (10/21/23 - 10/13/23).	\$87.70
Derry, Jody	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Dockstader, David	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/3/23).	\$606.72
Dockstader, David	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/17/23).	\$303.36
Dockstader, David	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/14/23).	\$303.36
Dockstader, David	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/27/23).	\$252.80
Dockstader, David	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/30/23).	\$252.80
Fox, Alicia	Instruct students in the BIO 189 cadaver dissection class for 2023, pending approval of new curriculum to establish a class (8/28/23 - 12/7/23).	\$1,132.80
Gabel, Mary Jo	Curriculum review and proposal. Faculty reviewed existing HOEC sewing curriculum and developed proposals for curriculum updates (8/21/23 - 10/13/23).	\$94.08
Garrett, William	To provide not-for-credit training via contract education. Covered 6 (11/7/23 - 11/8/23).	\$1,183.68
Garrett, William	To provide not-for-credit training via contract education. Ventura County Probation (11/14/23 - 11/16/23).	\$1,775.52
Gloeckner, Robin	To provide not-for-credit training via contract education (11/17/23).	\$591.84
Huddle, Kevin	To provide not-for-credit training via contract education. Covered 6 EVOC (11/7/23 - 11/8/23).	\$1,392.16
Hughes, Michael	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Huk, Peter	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Janatsch, Bruce	Employee assisted with Diablo Canyon live fire training. Diablo Canyon will reimburse for all expenses incurred from this training (11/29/23).	\$303.00
Jeung, Jensen	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Johnson, Kathy	To provide not-for-credit training and coordination via contract education (11/17/23).	\$219.92
Jorstad, Robert	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Kelly, Linda	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Lowery, Herod	Traveled and recommendation of equipment purchase for truck driving program (11/19/23 - 11/20/23).	\$489.65
Madrigal, Hector	To provide not-for-credit training via contract education. Ventura County Probation (11/14/23).	\$668.40
Magana, Jorge	To provide not-for-credit training via contract education. Ventura County Probation (11/13/23 - 11/16-23).	\$2,274.88
Magana, Jorge	To provide not-for-credit training via contract education. Covered 6 EVOC (11/7/23 - 11/8/23).	\$1,137.44
Marszalkowski, Paul	Piano accompanist for rehearsals during November/December voice concerts (11/20/23 - 12/7/23).	\$274.32
Martinez, Alison	Non-instructional: winter 2024 LE321/322 coordination duties for LE program duties (1/8/24 - 1/9/24).	\$941.76
Martinez, Alison	Non-instructional: spring 2024 LE321/322 coordination duties for LE academy program, scheduling, recruit counseling evaluations, surveys, and instructor evaluations (1/16/24 - 6/5/24).	\$14,286.36
Martinez, Merari	Assisting/Instructing students with DMV exam prep and Class A driving exam (10/27/23).	\$650.97
Martinez, Merari	Assisting/Instructing students with DMV exam prep and Class A driving exam (11/13/23).	\$289.32
Maxson, Shavaun	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
McNeil, Daniel	Per Program Review MOU: stipend of \$500 for the 2023-2024 academic year for completing the sociology yearly planning update and innovative scheduling core topic report, splitting assignment with another faculty (1/22/24 - 5/22/24).	\$250.00
Meza, Ryan	Attended the 30-hour training distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Miller, Mark	Per Article 13.5 of the part-time faculty contract, stipend for serving as evaluator for a part-time faculty evaluation Phillip Johnson (11/17/23).	\$200.00
Miller, Steven	To provide not-for-credit training via contract education. Covered 6 (11/7/23 - 11/8/23).	\$1,273.44

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Neumann, Tim	To provide not-for-credit training via contract education. Academy instructor certification course (10/23/23 - 10/27/23).	\$3,314.40
Noyes, Cecilia	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Patrick, Fred	Recruitment for assistant director, Information Technology: meetings, screening, interviews, and deliberations (6/6/23 - 7/7/23).	\$900.00
Perez, Benjamin	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Raybould-Rodgers, Julia	Compensation for fall 2023 Student Learning Council co-chair. Daily prorated amount of \$591.66 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$2,366.64
Read, James	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00
Reid, Robert	To provide not-for-credit training via contract education. Ventura County Probation (11/13/23 - 11/16/23).	\$2,424.00
Restrepo, Alberto	Per Program Review MOU: stipend of \$500 for the 2023-2024 academic year for completing the Sociology yearly planning update and innovative scheduling core topic report, splitting assignment with another faculty (1/22/24 - 5/22/24).	\$250.00
Restrepo, Alberto	Compensation for fall 2023 College Council co-chair. Daily prorated amount of \$664.72 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$1,994.16
Rivera, Lisa	To provide not-for-credit training via contract education. ARCON (11/7/23).	\$307.36
Roepke, Thesa	Compensation for fall 2023 Human Resources Council co-chair. Daily prorated amount of \$610.74 for 4 days. Payment based on full-time faculty agreement 16.7.1.b (8/14/23 - 12/7/23).	\$2,242.96
Scovil, Tracy	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Segura, Monique	Attended the 30-hour distance education training, per agreement, part-time faculty who attend the training will receive \$60/hourly rate (8/14/23 - 11/3/23).	\$1,800.00
Smiley, Michael	New paramedic program team, assisting with coordination of accreditation (10/16/23 - 10/18/23).	\$280.83

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Smiley, Michael	To provide not-for-credit training via contract education. Academy Instructor Certification Course (10/23/23 - 10/27/23).	\$2,219.40
Vasquez, Frank	To provide not-for-credit training via contract education. Ventura County Probation (11/15/23).	\$662.88
Wambolt, Lilia	Stipend for part-time faculty evaluation per Article 13.5.1, observation of David Dockstader, Merari Martinez, and Tania Ortega (11/1/23 - 11/9/23).	\$600.00
Wambolt, Lilia	Stipend for part-time faculty evaluation per Article 13.5.1, observation of H. Lowery (11/1/23 - 11/9/23).	\$200.00
Webb, Tim	Attended the 30-hour distance education training (8/14/23 - 11/3/23).	\$1,800.00

Grant Funded

Astacio, Jaime	Study sessions for students during Study-A-Thon event (11/29/23 - 11/30/23).	\$420.00
Ayres, Amanda	Hancock Academy 2023 "Intro to Equitable Courses" Professional Development series (10/13/23 - 11/10/23).	\$649.92
Becerra-Valencia, Lynn	Co-coordinator for the Beyond Incarceration: Great Education Learning Community and weekly BIGE-LC study session to support students with technology gaps, extra support for students who need it the most (8/14/23 - 12/1/23).	\$1,920.00
Becerra-Valencia, Lynn	Culturally Inclusive & Humanizing Organizational Assessment (11/3/23).	\$300.00
Brunet, Melanie	To assist students in the writing center during Study-A-Thon (11/30/23 - 12/5/23).	\$1,140.00
Brunet, Melanie	To provide asynchronous tutoring for writing center paper submission program (10/6/23 - 10/26/23).	\$240.00
Eachus, Chris	Embedded services professional development, incorporate Title V policies into syllabus, additional requirements have been provided via e-mail (10/13/23 - 11/10/23).	\$720.00
Eachus, Chris	Study sessions for students during Study-A-Thon event (11/29/23 - 12/5/23).	\$900.00
Eachus, Chris	Culturally Responsive faculty professional development (9/1/23).	\$180.00
Freeland, Clint	Men's support group meetings, planning, organizing, setting up group speakers, research, tracking participation and recruitment (8/14/23 - 12/7/23).	\$1,920.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Garcia, Katherine	Professional development training related to FERPA, discuss student registration for spring 2024 and answer faculty questions (9/26/23).	\$49.49
Gazga Gomez, Ana	Tutor for the Study-A-Thon event (11/28/23 - 12/5/23).	\$1,800.00
Geraghty, Sian	Hancock Academy 2023 "Intro to Equitable Courses" Professional Development series (10/13/23 - 11/10/23).	\$720.00
Halderman, Anthony	Asynchronous tutoring for writing center paper submission program (10/8/23 - 10/29/23).	\$112.78
Healy, Elaine	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$300.00
Hernandez, David	Met with Industrial Technology students as part of Guided Pathways to discuss certificates, degrees, and the possibility of transferring to a four-year university (11/1/23 - 11/2/23).	\$360.00
Hidinger, Matthew	Assist students in the writing center during Study-A-Thon (11/28/23).	\$266.60
Hughes, Katie	Review and modification of curriculum to be more culturally responsive (11/03/23).	\$201.55
Hughes, Michael	Create and facilitate the chemistry "Boot Camp" (9/1/23 - 12/7/23).	\$2,400.00
Huk, Peter	Reviewed and modified curriculum to be more culturally responsive (9/12/23 - 11/6/23).	\$2,608.00
Kopcrak, Anna	Study sessions for students during Study-A-Thon event (11/28/23 - 12/5/23).	\$240.00
Lombard, Amanda	Tasks and responsibilities with respect to Title V Hancock Academy course facilitation and management (8/18/23 - 12/30/23).	\$790.92
Mahon, Richard	Assist students in the writing center during Study-A-Thon (12/4/23).	\$219.48
Manalo, Lauro	Participation in Culturally Inclusive & Humanizing Organizational Assessment (11/3/23).	\$300.00
Maxson, Shavaun	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$300.00
Maxson, Shavaun	Culturally Responsive curriculum modification (9/15/23 - 11/17/23).	\$2,400.00
McMahon, Michael	Assist students in the writing center during Study-A-Thon (11/28/23 - 12/5/23).	\$1,216.80
McMahon, Michael	Asynchronous tutoring for writing center paper submission program (10/21/23 - 10/28/23).	\$91.26
Meza, Ryan	Assist students in the writing center during Study-A-Thon (11/30/23).	\$228.60

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Meza, Ryan	Asynchronous tutoring for writing center paper submission program (10/5/23 - 10/14/23).	\$68.58
Meza, Ryan	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$228.60
Moret, Jeanine	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$304.20
Moretti, Alicia	Assist students in the writing center during Study-A-Thon (11/29/23 - 12/2/23).	\$563.58
Olmeda, Sharaya	Innovation Project - Bound Together: Bound Together will create and support workshops, scheduling, marketing, outreach, cross-department in-reach, day-of-event preparation (9/1/23 - 12/30/23).	\$2,340.00
Romo, Alina	Attended the Culturally Inclusive & Humanizing Organizational Assessment pilot (11/3/23).	\$300.00
Ruiz, Melissa	Training for NESL faculty on the registration and admission process, and strategies for enhancing/increasing student retention and success in the NESL program (9/29/23).	\$72.16
Scarffe, Jessica	Culturally Responsive professional development (9/1/23 - 11/17/23).	\$360.00
Scovil, Tracy	Participation in the Hancock Academy Fall 2023 "Intro to Equitable Courses" Professional Development series (10/13/23 - 11/10/23).	\$627.96
Scovil, Tracy	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$281.95
Segura, Monique L.	Participation in the Hancock Academy Fall 2023 "Intro to Equitable Courses" Professional Development series (10/13/23 - 11/10/23).	\$730.08
Speiser, Robert	Assist students in the writing center during Study-A-Thon (11/28/23 - 12/5/23).	\$632.04
Suarez, Hedy	Tutor for the Study-A-Thon event (11/29/23 - 12/4/23).	\$197.96
Vernon, Sherman	Review and modification of a second course to be more culturally responsive (10/2/23 - 10/21/23).	\$2,608.00
Vernon, Sherman	Review and modification of curriculum to be more culturally responsive (11/3/23).	\$326.00

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Approval of Appointment of Department Chairs of various faculty for academic years 2024-2025 and 2025-2026	Item Number: 12.E.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND

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

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM OF OFFICE</u>
Benjamin Britten	Counseling	Benjamin Britten was elected to serve a term of two years, for the academic years 2024-2025 and 2025-2026.
Roger Hall	Social and Behavioral Sciences	Roger Hall was elected to serve a term of two years, for the academic years 2024-2025 and 2025-2026.
John Hood	Fine Arts	John Hood was elected to serve a term of two years, for the academic years 2024-2025 and 2025-2026.
Christina Nuñez	English	Christina Nunez was elected to serve a term of two years, for the academic years 2024-2025 and 2025-2026.

FISCAL IMPACT

The estimated cost to the unrestricted general fund is approximately \$55,908 for the 2024-2025 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the department chair appointments of Benjamin Britten, Fine Arts; Roger Hall, Social and Behavioral Sciences; John Hood, Fine Arts, and Christina Nuñez, English, for the terms stated.

Administrator Initiating Item: Robert Curry	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Adoption of additions and changes in the Academic Policy and Planning Committee Curriculum Summary	Item Number: 12.F.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 10

BACKGROUND

The curriculum report for the period November 2, 2023 to November 16, 2023, 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 education instructional modality, and modified/new programs.

FISCAL IMPACT

The estimated cost for additional library materials for new and modified curricula will be determined at a later date for inclusion in the 2024-2025 fiscal year budget.

RECOMMENDATION

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

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

December 19, 2023

For the period November 2, 2023, to November 16, 2023

Larry Manalo Jr, Committee Chairperson

Dave DeGroot, Vice Chair/Technical Review Committee Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Ricardo Navarette, Counseling

Kacie Wills, English

Shane Anderson, Fine Arts

Paul LeSage, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Loren Bradbury, Industrial Technology

Andria Keiser, Languages & Communication

Vacant, Academic/Student Services

Brian Youngblood, Life and Physical Sciences

Chris Eachus, Mathematical Sciences

Susan Roehl, Public Safety

Alexandria Conrad, Social & Behavioral Sciences

Vacant, Associated Student Body Government

Josie Cabanas and Luis Martinez, Admissions & Records Representative (non-voting)

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

Susie Kopecky, Library Ex-officio (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

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

Deborah Pirman, 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 summer/fall 2024, unless otherwise noted*

New Credit Courses

Prefix & Number	Course Title & Justification	Units
AG 116	Intro to Precision Agriculture Justification: This course will fulfill a core requirement of a forthcoming certificate in Precision Agriculture. It will provide additional specific skills in Precision Agriculture.	3.0
AG 190	Ag Production Enterprise, fall-winter Justification: The incorporation of a credit Agricultural Enterprise course into existing agricultural pathways will increase the sustainability of the valuable living laboratory at the student farm. Every semester, students from across disciplines can register for this capstone class and utilize their skills, knowledge, and leadership abilities to bridge academic proficiency and practical application of that knowledge.	2.0
AG 191	Ag Production Enterprise, spring As above.	2.0
AG 192	Ag Production Enterprise, summer As above.	2.0
ARCH 101	Principles of Environmental Design Justification: This course offers an introduction to the complex interplay between individuals, society, and the designed and built environment, with a focus on its implications for natural resource consumption, identity, behavior, community development, and human health, safety, and general well-being. Explores the role of design from various perspectives, including those of architects, engineers, governing bodies, and individual users. Focuses on sustainability and social equity, promoting active participation in community planning and design from a social and environmental standpoint.	3.0
BIOL 175	Cadaver Lab I Prerequisite: BIOL 124 with a grade of A or better and/or permission of the instructor.	1.0
BIOL 176	Cadaver Lab II Prerequisite: BIOL 175.	1.0
ELD 533	Advanced Writing Justification: The course serves ELD students who need instruction in basic essay writing before taking ENGL 101 and non-transfer students who want to improve their writing skills.	3.0
ENVT 111	Introduction to Environmental Health Laboratory Justification: This laboratory course will supplement the Introduction to Environmental Health and Safety (ENVT 101) course.	1.0
LE 432	Probation Academy Justification: The demand was based on discussion with law enforcement agencies that employ probation officers and their need to fill positions over the next 5-10 years and beyond.	14.0

PE 147	Intermediate Strength and Flexibility Justification: A new course to accommodate students who are ready for intermediate level strength and flexibility.	3.0
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New Noncredit Courses

Prefix & Number	Course Title & Justification	Units
AJN 7149	Work Experience Education Justification: Provide noncredit paid/unpaid work experience opportunities in Administration of Justice.	60-120
NURX 7149	Work Experience Education Justification: Provide noncredit paid/unpaid work experience opportunities in Health Sciences.	60-150

New Programs

Department	Program Title & Justification	Units
Life & Physical Sciences	Agricultural Science Associate in Science Justification: A significant number of students who select Agricultural Science as their major intend to transfer to Cal Poly State University, San Luis Obispo. The Agricultural Science pathway at Cal Poly is a very attractive program with diverse opportunities for students wishing to pursue career goals. Cal Poly has intentionally done several outreaches with AHC students over the past few years to have AHC agricultural science students transfer into their program. The coursework in the existing AHC AS in Agricultural Science was selected to best prepare students for workforce preparation and transfer to most CSUs, but for those students wishing to transfer to Cal Poly, the courses do not align well. Students who wish to earn AS Agricultural Science and transfer must take courses for the local associate degree in addition to CSU transfer requirements. This new degree will allow students the appropriate course options to both earn an AS and meet the Cal Poly transfer requirements. The local AS Agricultural Science will be renamed to AS Agriculture.	21
Life & Physical Sciences	Vineyard and Winery Administration Life & Physical Sciences Certificate of Accomplishment Justification: Student requests for online courses and certificates. Similar certificates are very expensive in other institutions. The students must be wait-listed.	15

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle. Any changes will be effective summer/fall 2024.

Credit Course Review

Prefix & Number	Course Title & Justification	Units
HIST 107	US History to 1877 Justification: Update text and course attributes.	3.0
HIST 108	US History from 1877 to Present Justification: Update text and course attributes.	3.0
HIST 118	US History Justification: Update text and course attributes.	3.0
HIST 119	History of California Justification: Update text and course attributes.	3.0
PHIL 102	Existence & Reality Justification: Update text and course attributes.	3.0
PHIL 105	Ethics Justification: Update text, course attributes, and distance education.	3.0

REPRESENTATIVE TEXT CHANGE

This section lists courses with changes to representative texts or materials. Effective summer/fall 2024.

Prefix & Number	Course Title & Justification
HIST 107	US History to 1877
HIST 108	US History from 1877 to Present
HIST 118	US History
HIST 119	History of California
PHIL 102	Existence & Reality
PHIL 105	Ethics

MODIFICATIONS

Course and programs listed here have been modified. Effective summer/fall 2024.

Modified Credit Courses

Prefix & Number	Course Title & Justification	Units
ART 108	Design 1 on the Computer Justification: Update course learning outcomes to align with ART 110, and support CSU articulation.	3.0
BIOL 150	Cellular Biology Justification: Change CHEM prerequisite from CHEM 150 to CHEM 120. This allows more students to start courses for the Biology major in their first year. It aligns with the prerequisites for this course at other institutions such as Cuesta College.	5.0
DANC 104	Dancing for the Camera Justification: Add text, assignments, and multicultural influence language.	2.0

DANC 147	Folklórico Dance History Justification: The course will meet the local need and fulfill UC/CSU transfer credits. Request: AHC GE Category 3 Humanities Request: Multicultural Gender Studies.	3.0
DANC 148	Folklórico Concert Production Justification: Add accent mark on the course name. Remove ENGL 514 as an advisory.	3.0
ENVT 101	Intro to Environmental Health & Safety Justification: Update catalog description and course content.	3.0
GEOL 114	Oceanography Justification: Delete 1 hour lab and lab content. No net changes in total number of units.	3.0
GRPH 108	Design 1 on the Computer Justification: Update course learning outcomes to align with ART 110 and articulate with CSU.	3.0

Modified Programs

Department	Program Title & Justification	Units
Fine Arts	Ballet Folklórico Certificate of Achievement Justification: Update to reflect changes in DANC 147 and DANC 148.	16
Fine Arts	Dance Associate in Arts Justification: To align with the four-year institution's bachelor's degree and AA Dance degree.	29
Fine Arts	Dance Certificate of Achievement Justification: The program is being modified to better help students receive their certificates. Units and core courses were modified.	18-19
Fine Arts	Two-Dimensional Studio Art Certificate of Achievement Justification: Remove ART 121. Add ART 107.	18
Industrial Technology	Architectural Technology Associate in Science Justification: The Associate in Science degree was created to meet the needs of students interested in transferring to a university. In addition, the AS degree program was created to meet the needs of industry professionals through the provision of courses in architectural practice, building codes, construction materials and methods, digital tools in architecture, computer-aided drafting, computer-aided design, and building information modeling.	38
Industrial Technology	Architectural Technology Certificate of Achievement Justification: This proposal is needed due to the change in the California Code of Regulations requiring programs of 16 units or more to be a "certificate of achievement" requiring Chancellor's	23

	Office Approval. This proposal will be submitted as a "new program" to the state inventory.	
Industrial Technology	Environmental Health & Safety Associate in Science Justification: The changes are based on the Program Vitality and Advisory Committee recommendations.	37
Life & Physical Sciences	Veterinary Technology Certificate of Achievement Justification: Veterinary Science Advisory Committee recommendations: Add courses as selected units. (1) VT 102 Introduction to Animal Feeding and Nutrition and (2) VT 308 Introductory Clinical Laboratory Techniques. These courses will fill the gaps in the current program. Also, the advisory committee and faculty expressed concerns about the lack of work experience for certain students in the program. Add CWE credit option to include their work experience as part of the Vet Tech program and to encourage students who do not have work experience to start getting that exposure while enrolled in the program. The program modification adds an elective category with these three options from which students must select. The certificate will now be 23 units rather than 20 units to complete.	23

REQUEST FOR AHC GE, CSU GE (Including Ethnic Studies), IGETC, MCGS, and/or Health & Wellness

This section lists courses newly offering distance education modality. Effective summer/fall 2024.

Prefix & Number	Course Title	GE/Transfer Request
DANC 147	Folklórico Dance History	AHC GE Category 3 Humanities Multicultural Gender Studies.
ENVT 101	Intro to Environmental Health & Safety Justification: Update catalog description and course content.	AHC GE Category 1 Natural Sciences. CSU GE B1. Physical Sciences. AHC Health & Wellness Area 2 Health Education or First Aid Safety (lecture-based courses)

NEW AND MODIFIED REQUISITES

Prefix & Number	Course Title	Requisites
AG 116	Intro to Precision Agriculture	Advisory: GEOG 155
BIOL 150	Cellular Biology	NEW. Prerequisite: CHEM 120
BIOL 175	Cadaver Lab I	Prerequisite: BIOL 124 with a grade of A or better and/or permission of the instructor.
BIOL 176	Cadaver Lab II	Prerequisite: BIOL 175.
DANC 148	Folklórico Concert Production	Remove ENGL 514 as an advisory.
ENVT 111	Introduction to Environmental Health Laboratory	Prerequisite: ENVT 101 or concurrent enrollment in ENVT 101. Need Content review Form.

OTHER COMMITTEE ACTIONS**WORK EXPERIENCE EDUCATION**

In compliance with the California Community Colleges Chancellor's Office Memo dated Aug 30, 2023 Implementation Guidance for Work Experience Education Regulations Revisions. These courses are retitled "Work Experience Education". Since there are no curricular changes and no program changes that involve discipline faculty review and expertise, the name change was deemed a clerical change. The change was vetted by the respective discipline faculty under the leadership of Dr Earl Murray Jr., Project Director. K-12 Partnerships, Cooperative Work Experience (CWE), and Career development.

Prefix & Number	Course Title	Proposed Changes
ECS 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
	<ul style="list-style-type: none"> Major Program Modification-Associate in Science *Active* Early Childhood Studies: General Major Program Modification-Associate in Science *Active* Early Childhood Studies: Program Director/Administration Emphasis Major Program Modification-Associate in Science *Active* Early Childhood Studies: Special Education Major Program Modification-Certificate of Achievement *Active* Early Childhood Studies: General Major Program Modification-Certificate of Achievement *Active* Early Childhood Studies: Special Education New Credit Program-Certificate of Achievement *Active* Early Childhood Studies: Program Director/Administration Emphasis 	
EDUC 149	Cooperative Work Experience: Occupational	Title: Work Experience Education No Program Impact Report.
FASH 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
	Program Impact: Family and Consumer Science Fashion Merchandising. Certificate of Achievement.	
FCS 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
	<ul style="list-style-type: none"> New Program-Associate in Science *Active* Family and Consumer Science: Interior Design Merchandising New Program-Certificate of Accomplishment *Active* Family and Consumer Science: Fashion Merchandising New Program-Certificate of Achievement *Active* Family and Consumer Science: Interior Design Merchandising Major Program Modification-Associate in Science *Draft* FAMILY AND CONSUMER SCIENCE: INTERIOR DESIGN MERCHANDISING 	
FSN 149	Cooperative Work Experience: Occupational	Title: Work Experience Education No Program Impact.
INTD 149	Cooperative Work Experience: Occupational	Title: Work Experience Education No Program Impact.
BUS 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
	<ul style="list-style-type: none"> Major Program Modification-Associate in Science *Active* Business: Marketing 	
CWE 149	Cooperative Work Experience OCCUPATIONAL	Prefix: WEE and Title: Work Experience Education: Occupational
	<ul style="list-style-type: none"> Major Program Modification-Associate in Science *Active* Business: Management Major Program Modification-Associate in Science *Active* Computer Business Office Technology: Word/Information Processing Major Program Modification-Associate in Science *Active* Media Arts: Graphic Design Major Program Modification-Associate in Science *Active* Paralegal Studies Major Program Modification-Associate in Science *Active* Sports Medicine Major Program Modification-Certificate of Achievement *Active* Computer Business Office Technology: Word/Information Processing Major Program Modification-Certificate of Achievement *Active* Media Arts: Graphic Design Minor Program Modification-Associate in Science *Active* Recreation Management 	

<ul style="list-style-type: none"> • Minor Program Modification-Certificate of Achievement *Active* Recreation Management • New Program-Certificate of Accomplishment *Active* Culinary Arts and Management: Baking • New Program-Certificate of Accomplishment *Active* Culinary Arts and Management: Catering and Events Management • New Program-Certificate of Accomplishment *Active* Culinary Arts and Management: Food Production Supervision • New Program-Certificate of Accomplishment *Active* Culinary Arts and Management: Food Services Production • New Program-Certificate of Achievement *Active* Culinary Arts and Management: Restaurant Management • New Program-Certificate of Achievement *Active* Paralegal Studies • New Program-Certificate of Achievement *Draft* Creative Arts Entrepreneurship (Ceramics) • Major Program Modification-Associate in Science *In Review* Recreation, Event, and Sports Management • Major Program Modification-Certificate of Accomplishment *In Review* Culinary Arts and Management: Baking • Major Program Modification-Certificate of Achievement *In Review* Veterinary Technology 		
CWE 302	Cooperative Work Experience General	Prefix: WEE & Title: Work Experience Education: General No Program Impact.
PE 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
<ul style="list-style-type: none"> • Major Program Modification-Associate in Science *Active* Sports Medicine 		
AG 149	Cooperative Work Experience: Occupation	Title: Work Experience Education
<ul style="list-style-type: none"> • Major Program Modification-Associate in Science *Active* Agribusiness: Wine Business • Major Program Modification-Associate in Science *Active* Agriculture • Major Program Modification-Certificate of Achievement *Active* Agribusiness: Wine Business • Major Program Modification-Certificate of Achievement *Active* Agriculture • Major Program Modification-Certificate of Achievement *Active* Viticulture Level 1 • New Credit Program-Certificate of Achievement *Active* Viticulture Level 2 • New Credit Program-Certificate of Achievement *Active* Viticulture Level 3 • New Program-Associate in Science *Active* Agribusiness: Viticulture • Major Program Modification-Associate in Science *In Review* Viticulture 		
AJ 149	Cooperative Work Experience	Title: Work Experience Education
<ul style="list-style-type: none"> • Minor Program Modification-Associate in Science *Active* Administration of Justice 		
EMS 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
<ul style="list-style-type: none"> • New Program-Associate in Science *Active* Emergency Medical Services • New Program-Certificate of Achievement *Active* Emergency Medical Services 		
FT 149	Cooperative Work Experience: Occupational	Title: Work Experience Education
<ul style="list-style-type: none"> • Major Program Modification-Associate in Science *Active* Wildland Fire Technology • New Program-Associate in Science *Active* Fire Technology • New Program-Certificate of Achievement *Active* Fire Technology • New Program-Certificate of Achievement *Active* Wildland Fire Technology • Major Program Modification-Associate in Science *Draft* FIRE TECHNOLOGY 		

LIBERAL ARTS PROGRAM

The Liberal Arts and Liberal Studies programs are based on the CSU GE pattern (eventually to Cal-GETC). To ensure that CSUGE courses are updated in these programs, the AP&P Committee will include a motion that all the CSUGE (Cal-GETC) approvals be included in the Liberal Arts and Liberal Studies programs. These annual Liberal Arts and Liberal Studies program modifications will be included in the catalog upon confirmation of CSUGE (Cal-GETC) approval.

- Liberal Arts: Arts and Humanities (Non-transfer). Associate in Arts.
- Liberal Arts: Arts and Humanities (Transfer). Associate in Arts.

- Liberal Arts: Mathematics and Science (Transfer). Associate in Arts.
- Liberal Arts: Social and Behavioral Sciences (Non-transfer). Associate in Arts.
- Liberal Arts: Social and Behavioral Sciences (Transfer). Associate in Arts.
- Liberal Arts: Elementary Teacher Preparation (Non-transfer). Associate in Arts.

Committee Action: A motion was made to include a committee motion on CSUGE, UC IGETC, and Cal-GETC requests to include these changes to Liberal Arts program upon approval by CSU/UC. (M/S/P: P. LeSage/ K. Wills) Yes: (8) C. Bisson, B. Darwin, L. Bradbury, S. Anderson, A. Keiser, B. Youngblood, C. Eachus, M. Nelson No: 0. Abstain: 0. (Reference: AP&P Committee Minutes: 2023-11-03).

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Approval of Equivalency Certification for Faculty	Item Number: 12.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 7

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 is the equivalency certification for a faculty member who has 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>
Frauenheim, Megan	Speech
Gutierrez Orr, Patricia	History
Horvath, Paula	Ceramics

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: 11/28/23
	Not Approved Date:

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

NAME: Megan Frauenheim	DIVISION: Academic Affairs
DEPARTMENT: Languages and Communication	DISCIPLINE: Communication Studies

■ Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

Master's degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of successful experience teaching a range of courses in the discipline of the assignment.

Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.

Bachelor's degree in the discipline or related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the assignment.

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

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

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

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

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

I meet the equivalency of completing 24 units with at least 18 of these units being upper division courses. Please see below:

BA in Communication Studies

MA in Health and Strategic Communication

Coursework in the Discipline:

Lower Division Courses Include:

3.0 COM 100 Intro to Communication Studies

3.0 COM 151 Mass Communication

3.0 COM 212 Group Communication

3.0 COM 110 Interpersonal Communication

3.0 COM 295 Intro to Research Methods in Communication

3.0 COM 101 Public Speaking

3.0 COM 210 Theories of Persuasion

3.0 COM 211 Intercultural Communication

3.0 COM 251 Issues in Mass Communication

Upper Division Courses include:

3.0 COM 372 Intro to Health Communication

3.0 COM 450 Mass Communication Theory

3.0 COM 499 Individual Study - Communication Principles

3.0 COM 490 Independent Internship in Communication Practice

3.0 COM 498 Senior Seminar – Communication

3.0 HCOM 585 Training & Consultation in Healthcare Communication

3.0 HCOM 597 Special Topics: Health and Risk Communication- Media Effects on Health

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

Signature of Candidate:


Megan Frauenheim (Nov 3, 2023 11:07 PDT)

Date:

Nov 3, 2023

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

Signature of Department Chair:


Andrea Sanders (Nov 5, 2023 21:03 PST)

Date:

Nov 5, 2023

Signature of Dean:



Date:

Nov 6, 2023

Signature of Appropriate Academic or Student Services Vice President:



Date:

Signature of Committee Chair Professional Standards Committee:



Date:

Date of Board Approval:

December 19, 2023

ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: 12/7/23
	Not Approved Date:

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

NAME: Patricia Orr Gutierrez	DIVISION: Academic Affairs
DEPARTMENT: Social and Behavioral Sciences	DISCIPLINE: History

- 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.)

In May 2018 Patricia Gutierrez Orr completed a Master of Arts in Teaching and earned a Social Studies Teaching credential from the University of San Francisco. She received a Bachelor of Arts in Latin American Studies from Swarthmore College in 2015. Her education included coursework in Latin American studies and an intensive study abroad program in Ecuador. She is fluent in Spanish, bilingual and biliterate.

Since January 2020 Patricia Gutierrez Orr has been teaching an online United States history course to approximately 100 students per term. She has also taught humanities at a charter high school in Sacramento. She has designed and implemented an original, standards-aligned curriculum and collaborated with other education specialists to provide differentiated instruction and assessments.

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

Signature of Candidate: <u>Patricia Gutierrez Orr</u> <small>Professional Standards Guidelines for CA: Board 77, 2023 10.30.23</small>	Date: Nov 27, 2023
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I have reviewed all documentation and recommend approval of regular equivalency certification.			
Signature of Department Chair: <u>Evan Stebbins</u>	Date: Nov 27, 2023	Signature of Dean: <u>Rick Fantz</u>	Date: Nov 27, 2023
Signature of Appropriate Academic or Student Services Vice President: <u>[Signature]</u>	Date:	Signature of Committee Chair Professional Standards Committee: <u>[Signature]</u>	Date:
Date of Board Approval: December 19, 2023			

ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: 12/5/23
	Not Approved Date:

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

NAME: Paula Horvath	DIVISION: Academic Affairs
DEPARTMENT: Fine Arts	DISCIPLINE: Art - Ceramics

- 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.)





The combination of my education and teaching experience qualify for the MFA equivalency.

Education - I received two bachelor's degrees from the University of California, Irvine - in English and Fine Art. In addition to UC Irvine, my education spans several community colleges and universities where I took 32 semester units of upper division art courses and 80 semester units of lower division art courses. Please see attached transcripts.

Educator - I have taught in many capacities including in both public and private school; as a workshop facilitator at a community college and other locations; and private art lessons through my home studio. My teaching experience has primarily been in art and arts education. I have developed curriculum and lesson plans and delivered content in both 2D and 3D art with an emphasis on ceramic art. I have practical experience with the range of diverse learners. The experience that most directly meets the equivalency requirement is 6 years of formal, classroom teaching including: 4 years at a public high school, and 2 years at a private high school boarding school. Please see attached employment verification letters.

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

Signature of Candidate: 	Date: 4/2/23
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I have reviewed all documentation and recommend approval of regular equivalency certification.			
Signature of Department Chair: 	Date: Nov 22, 2023	Signature of Dean: 	Date: Nov 22, 2023
Signature of Appropriate Academic or Student Services Vice President: 	Date:	Signature of Committee Chair Professional Standards Committee: 	Date:
Date of Board Approval: December 19, 2023			

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Authorization for Out-of-State Travel	Item Number: 12.H.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

BACKGROUND

Biology students, Brianna Munoz Gonzalez and Katherine Goldstein have been given the opportunity to present their California native bee research done on both campuses and a nearby reserve at the Society for Integrative and Comparative Biology annual meeting. In accordance with board policy 4300, Alicia Fox, associate professor, biology and students, Brianna Munoz Gonzalez and Katherine Goldstein are requesting approval for out-of-state travel to Seattle, WA from January 2-7, 2024.

FISCAL IMPACT

Estimated to be a maximum of \$6,584 from SEAP funds. Ms. Fox and student participants will be responsible for all remaining expenses.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for Alicia Fox, associate professor, biology and students, Brianna Munoz Gonzalez and Katherine Goldstein to attend the Society for Integrative and Comparative Biology annual meeting in Seattle, WA from January 2-7, 2024.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Approval of Employee Personnel Actions	Item Number: 12.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

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 document are recommended:

FISCAL IMPACT

The fiscal impact is included in the following pages.

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	Byard, Gregory	assistant professor, ceramics/3D art	Fine Arts	1/17/24	IV-5	10-FT	Replace Amiko Matsuo	
Fiscal Impact 2023-2024 Fiscal Year								
1	unrestricted general fund						\$	71,169.00

Faculty Members - Change of Status								
Special Note: Work reduction under California Education Code 87483 (Willie Brown Act)								
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment	
1	Nelson, Mary Pat	Voluntary Lateral Transfer	MA FT Faculty Coordinator	Health Sciences	01/22/24	N/A	N/A	Per article19.2.2
Fiscal Impact 2022-2023 Fiscal Year								
1	No fiscal impact						\$	-

Appointment of Interim-Management Employee							
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.							
Name	Assignment	Department or Division	Effective Date	Salary	Reason/Comment		
1	Mahon, Richard	interim dean, academic affairs	academic dean 3	10/23/23	7-F	During an employee leave of absence	
Fiscal Impact 2023-2024 Fiscal Years							
1	unrestricted general fund					\$	172,946.00

Classified Staff - Appointments, Transfers, and Promotions								
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment	
1	Martinez, Felicia	appointment	systems analyst	Information Technology Services	1/15/24	15-D (SS#56)	12-FT	Replace Steve Reed
2	Perez, Jazmine	appointment	student account technician	Auxiliary Accounting Services	1/3/2024	19-A	12-FT	Replace Julie Vasquez
3	Pollard, Gage	appointment	programmer analyst	Information Technology Services	1/15/24	14-D (SS#56)	12-FT	Replace Chris McMains
Fiscal Impact 2023-2034 Fiscal Year								
1	unrestricted general fund						\$	89,113.00
2	unrestricted general fund						\$	42,369.00
3	unrestricted general fund						\$	87,214.00

Classified Staff - Change of Status								
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment	
1	Zamora, Esther	increase hours	cook	Children's Center	11/01/23	19.5 hrs.	25 hrs.	To shop, prepare and cook meals
Fiscal Impact 2023-2024 Fiscal Year								
1	CA Department of Education/CACFP/Food Program						\$	19,326.00

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 2023-2026 successor agreement. The recommendations are as follows:					
Name	Assignment	Department or Division	Retroactive/ Effective Date	New Range	
1	Alcantar, Yesenia	academic load/scheduling specialist	Academic Affairs	07/01/23	34
2	Alvernaz, David	technical support specialist II	Information Technology	07/01/23	33

Reclassification of Classified Bargaining Unit Positions (Continued)						
3	Barcenas, Eunice	financial aid analyst	Financial Aid	07/01/23	30	
4	Baumann, Daniel	network and systems administrator	Information Technology	07/01/23	15-Exempt	
5	Biely, Erica	senior institutional effectiveness analyst	Institutional Effectiveness	12/20/23	10-Exempt	
6	Campoamor, Claudia	financial aid analyst	Financial Aid	07/01/23	30	
7	Cortez, Armando	senior institutional effectiveness analyst	Institutional Effectiveness	12/20/23	10-Exempt	
8	Fredericks, Christopher	technical support specialist II	Information Technology	07/01/23	33	
9	Gonzalez, Ana	program technician	Law Enforcement	07/01/23	21	
10	Hernandez, Nancy	alternative media specialist	Learning Assistance Program	07/01/23	34	
11	Hernandez, Lisa	program technician	Law Enforcement	07/01/23	21	
12	Hosley, Liam	technical support specialist I	Information Technology	07/01/23	30	
13	Karstrom, Tawnya	program technician	Health Sciences	07/01/23	21	
14	Miller, Justice	program technician	Law Enforcement	07/01/23	21	
15	Moore, Phillip	programmer analyst	Information Technology	07/01/23	15-Exempt	
16	Poole, Jarrod	technical support specialist I	Information Technology	07/01/23	30	
17	Ramsey, Jeremy	technical support specialist II	Information Technology	07/01/23	33	
18	Rice, Anna	distance education/academic support technician	Library	07/01/23	31	
19	Robertson, Jennie	academic load/scheduling specialist	Academic Affairs	07/01/23	34	
20	Robertson, Brenden	integrated services technical coordinator	Information Technology	07/01/23	7-Exempt	
21	Rust, Victor	ITS help desk specialist	Information Technology	07/01/23	30	
22	Sanchez, Josiah	technical support specialist I	Information Technology	07/01/23	30	
23	Schroff, Henry	student engagement coordinator	Student Activities	07/01/23	30	
24	Vega, Fortino	financial aid analyst	Financial Aid	07/01/23	30	
25	Velasquez, Jeffrey	server and systems administrator	Information Technology	07/01/23	15-Exempt	
26	Zuniga, Elizabeth	coordinator, campus graphics	Campus Graphics	07/01/23	32	
Fiscal Impact 2023-2024 Fiscal Year						
1	total fiscal impact				\$	198,647.67

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	Del Rio, Anderw	short-term	program specialist	10/12/23-06/30/24	\$ 24.02	Support the Phoenix Scholars Program
2	Hernandez, Jeremiah	short-term	program specialist	10/01/23-12/31/23	\$ 24.02	Support the Phoenix Scholars Program
3	Viveros, Marcela	short-term	program assistant V	01/08/24-06/30/24	\$ 26.00	To assist with Promise appeals and SEAP- related activities
4	Silva, Jessica	substitute	fiscal administrative technician	08/01/23-01/15/23	\$ 23.13	During employee leave of absence

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	Effective Dates	Stipend	
1	Connor, Dodd	assistant coach	Men's Basketball	10/15/23 - 11/30/23	\$ 2,000.00
2	Dykema, Kurt	assistant coach	Men's Basketball	10/15/23 - 11/30/23	\$ 2,300.00
3	Espinoza, Sylvester	assistant coach	Men's Basketball	10/15/23 - 11/30/23	\$ 2,000.00
4	Fermin, Amaurys	assistant coach	Men's Basketball	10/15/23 - 11/30/23	\$ 2,500.00
5	Varela, Gilbert	assistant coach	Football	11/16/23 - 12/15/23	\$ 5,820.10
Fiscal Impact 2023-2024 Fiscal Year					
unrestricted general fund				\$	14,620.10

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Approval of Revised and/or New Classified Bargaining Unit Job Descriptions	Item Number: 12.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 70

BACKGROUND

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

Job Title	Old Range	New Range
Academic Load Scheduling Specialist	33	34
Alternative Media Specialist	25	34
Career Readiness Specialist-Business Partnerships	26	26
Career Readiness Specialist-Cooperative Work Experience	26	26
Community Education Specialist	22	24
Coordinator, Campus Graphics	31	32
Distance Education-Academic Support Technology Specialist	27	31
Financial Aid Analyst	26	30
Institutional Effectiveness Analyst	29	37
Integrated Technology Services Coordinator	28	7-Exempt
ITS Help Desk Specialist	25	30
Life and Physical Sciences Lab Instructional Technician	13	20
Network and Systems Administrator	14-Exempt	15-Exempt
Program Technician	17	21
Programmer Analyst	12	15
Senior Institutional Effectiveness Analyst	32	10-Exempt
Servers and Systems Administrator	14-Exempt	15-Exempt
Student Engagement Coordinator	25	30
Systems Analyst	15-Exempt	15-Exempt
Technical Support Specialist I	25	30
Technology Support Specialist II	28	33
Web Services Specialist	14-Exempt	14-Exempt

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends that the board of trustees approve the revised and/or new classified bargaining unit job descriptions as presented.

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

Classified-Technical
Range ~~333~~4

ACADEMIC LOAD / SCHEDULING SPECIALIST

DEFINITION:

Under minimal supervision of the appropriate administrator~~associate superintendent/vice president, academic affairs,~~ the incumbent uses broad discretion to perform a wide variety of difficult, highly complex, and technical duties associated with the production of college schedules and faculty load, working in close cooperation with academic deans, student services personnel, department chairs, and program coordinators; valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position works with a great deal of independence under the minimal direction of the associate superintendent/vice president, academic affairs. The position performs highly technical duties and a variety of data entry processes often requiring complex mathematical calculations. The incumbent must possess a broad knowledge of relational databases and be specifically knowledgeable of scheduling operations and a variety of other data entry and report production operations. The incumbent provides statistical information regarding instructional programs to the office of academic affairs.

ESSENTIAL FUNCTIONS:

1. Analyzes pay and load for all faculty; calculates proportion of lecture, lab, and activity pay hours to check for accuracy.
2. Audits assignment days, hours, FTE values and ~~select~~ verifies proper budget codes for instructional and noninstructional ~~matrixes~~ matrices.
3. Develop materials, train, and assist faculty, staff, and administrators in understanding faculty load, matrices, and forms through group and one-on-one sessions.
2. —
4. Coordinates and assists in ~~monitoring~~ monitors full and part-time faculty loads, verifies hours and load for all related forms, including but not limited to faculty action forms, extra assignments, load averaging, reassigned times, pay calculation forms, etc.
- 3.5. Generates Cooperative Work Experience (CWE) pay calculation forms for departments.
6. Analyzes and generates overloads and distributes notice of assignments (NOAs) to full-time faculty. Analyzes, generates, and provides part-time NOAs to Academic Affairs staff for distribution.
4. — Works closely with Human Resources and Payroll departments to provide signed and accurate NOAs for processing, while adhering to payroll deadlines.
- 5.7. Coordinates with Information Technology Services (ITS) to develop and test faculty load and pay programs and reports to ensure contract agreement compliance.
- 6.8. Computes and enters faculty workload and pay data for courses in the academic database and catalog.
Performs work with Information Technology Services department to verify and correct load assignments and other issues as needed for the annual staff (Management Information System (MIS) submission.

9. 7. Checks and edits FTE values for extra payroll assignments processing.
8. 10. Develops and produces credit and noncredit schedule production process and timelines in conjunctions with the associate superintendent/vice president, academic affairs and presents timeline to the academic deans and appropriate administrators.
9. Performs work with upper level management to gather, input, and edit class schedule information for the production of semester, term, and summer schedules.
11. Performs work with academic deans and appropriate administrators in all process of to support credit and noncredit primary and intercession schedule development including information gathering, schedule edits, training and report productions of reports.
12. Support and process the concurrent enrollment course scheduling.
10. 13. Reconciles section contact hours for adherence to course outline of record and standard block schedule meeting times.
14. Compile and analyze information/data, input data in a variety of programs, and prepare schedules, reports and documents as required.
11. Provide data, load, and pay information for in support of faculty negotiations and special projects as requested. by the associate superintendent/vice president, academic affairs.
15. 16. Serves as back up backup to the Scheduling Specialist to process schedule change requests as needed.
17. 13. Performs other related duties as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Higher education organization, operations and policies;
- Computer operations and software applications;
- Master coding used for course requirements and state management information systems reporting;
- Complex mathematical computations;
- Methods and practices of technical record and report preparation and maintenance;
- Office organization and management, including the development and maintenance of filing systems;
- Record keeping practices and procedures.
- Collective bargaining agreement rules and regulations for faculty, as appropriate.

Demonstrated ability to:

- Interpret and apply related regulations, policies, and procedures;
- Develop and implement related policies and procedures;
- Understand faculty load/computations and regulations;
- Analyze situations accurately and adapt-adopt an effective course of action;
- Maintain current knowledge of state reporting policies as necessary;
- Work effectively and demonstrate current knowledge with computers and other forms of advanced technology;
- Manage multiple tasks and meet deadlines with frequently demanding time constraints;
- Communicate effectively both orally and in writing;

- Proofread and edit with accuracy.

Education and Experience:

A bachelor's degree in any discipline requiring emphasis in mathematics and three years of increasingly technical responsibility OR an associate of science degree in any discipline requiring an emphasis in mathematics or related subject matter and five to seven years of increasingly responsible technical and record keeping responsibility OR any combination of education and experience that is equivalent. Coursework and experience in computer programming and mathematical analysis preferred.

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.

Physical Demands:

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

Special Qualification:

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

R 7/23
R 4/21
R 12/17
R 7/12
R 5/05
~~2/12~~

ALTERNATIVE MEDIA SPECIALIST**DEFINITION:**

Under supervision of ~~the appropriate administrator Dean, Student Services,~~ this position serves as liaison between users of alternative technology and district ~~employees~~ staff to enable students with disabilities to access all district learning resources. This position requires a high level of technological skill, specific to accessible technology and accessible content creation. The position is largely responsible for assuring the district's ongoing compliance with legal obligations outlined in both federal and state law, such as the Americans with Disabilities Act of 1990 (ADA) and its amendments, Section 504 and Section 508 of the Vocational Rehabilitation Act of 1973, and Title 5 Ed Code sections relevant to Disabled Student Programs and Services (DSPS) and access. This position provides alternative technology assistance for the production of alternative print materials, distance education resources, and electronic media. The incumbent will also provide instruction to faculty and staff in the area of alternative technologies.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, will translate print, multimedia, and audiovisual materials into the alternate formats required to meet the needs of ~~students~~ persons with disabilities. The incumbent will ~~also maintain distance learning templates and~~ assist faculty in the design of accessible course content and will provide training to faculty and staff in assistive technologies for the district's distance learning resources. The incumbent in this position performs technical work necessary to ensure that the district's instructional materials and student facing content ~~web site~~ is accessible to ~~students~~ persons with disabilities. The incumbent will make recommendations for developing and/or modifying instructional material to site materials ~~so that site design and content meet web accessibility standards.~~

ESSENTIAL FUNCTIONS:

1. Translates print, multimedia and audiovisual resources into alternate formats, for example, develops Braille, KESI, PDF, and enlarged ~~materials and close captions videos.~~
- ~~1.~~2. Provide training to college personnel regarding resources for closed captioning.
- ~~2.~~3. Collaborates with Information Technology Services (ITS) to ensure ~~develop~~ web accessibility standards are met for the district's web-site and various online services.
- ~~3.~~4. Establishes and maintains effective communication among adaptive technology users, DSP&S, multimedia services, and faculty.
- ~~4.~~5. Serves as resource person and trainer for faculty and staff in the area of access technologies and assistive software.
- ~~5.~~6. Assists with the evaluation, selection, and use of adaptive technologies including computer technologies for the instructional programs of the district.
- ~~6.~~7. Monitor the installation and maintenance of adaptive technology equipment and software.

- ~~7.8.~~ Uses appropriate computer programs and modifies electronic content based on appropriate web accessibility requirements.
- ~~8.9.~~ Meets deadlines for preparing materials in accessible formats.
- ~~9.10.~~ Assists and trains faculty in the development of course materials and distance learning templates which meet accessibility standards and in the use of assistive technology.
- ~~10.~~ Follows file management and back-up procedures designed to ensure continuous operation of the district's proxy server.
11. Maintains regular contact with statewide resource centers and acts as liaison between assistive/adaptive technology program centers and district staff.
- ~~12.~~ ~~Creates and promotes a positive and supportive~~ Provide district-wide instructional support ~~eliminate~~ for students with disabilities who use adaptive technology.
- ~~12.13.~~ Assists with set up and training for technology utilized for communication access in collaboration with the DSPS/LAP Coordinator, Interpreting & Communication Services.
- ~~13.14.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Adaptive computer technology (software and hardware);
- Technology needs of persons with disabilities, for example, persons with print disabilities, vision disabilities, deaf, or who utilize communication access technologies who are vision or hearing impaired;
- Adaptive technologies commonly used by persons with disabilities (for example, e-text, Braille, closed captioning);
- Appropriate ~~S~~ software for development and maintenance of ~~I~~ internet-based distance learning instruction and for support of on-site curriculum;
- Software for development and conversion of data, graphic, sound, and video files to Web site materials;
- Web accessibility standards;
- Proper use of grammar and punctuation.

Demonstrated ability to:

- ~~Use standard programs for web site design and maintenance;~~
- Prioritize multiple tasks relating to adaptive technology needs of the district;
- Communicate effectively, both orally and in writing, and carry out written directions.

Education and Experience:

Possession of or the equivalent to an associate or higher degree related to ~~website operations and/or adaptive technologies for persons with disabilities and/or web site operations,~~ including but not limited to multimedia design, ~~or web site management,~~ print production or any equivalent combination of training and experience.

Working Conditions:

- Duties are primarily performed in an office environment at a desk or computer.
- ~~The assignment will regularly include a flexible workweek, including late afternoon and evening hours and weekend assignments at various satellite campuses.~~
- The incumbent is subject to interruptions and contact in person and on the telephone with staff.

Physical Demands:

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

Special Qualification:

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

R 7/23

R 04/15

R9/04 (range only)

2/01

CAREER READINESS SPECIALIST: BUSINESS PARTNERSHIPS**DEFINITION:**

Under the supervision of the appropriate ~~student services~~ administrator, the incumbent is responsible for a variety of outreach, clerical, technical, and student services related activities to establish a clear and defined career pathway for students from enrollment in college courses to internships and employment with local business establishments; values and promotes the mission and vision of the college

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent will perform a variety of outreach, preparatory work and planning requiring considerable judgment in the interpretation and application of policy and procedures. Public contact is extensive and requires a close working relationship with faculty, staff, administration, students, and local businesses; requiring sound judgement, tact, and excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Schedules events and conducts participant outreach, tracks program data, and prepares reports for program monitoring and compliance.
2. Coordinates student placement into areas such as employment, work-study, internships, work experience, vocational course work, supervised tutorial support, and professional service contracts.
3. Monitors student progress and program compliance; prepares reports of participant status for review by appropriate district, county, or state staff.
4. Serves as a liaison to local employers, related public service agencies, and internal and external support offices in relation to student participation in a variety of college, federal, state, and grant funded programs.
5. Participates in the identification, intake, and placement of program participant referrals.
6. Develops training materials for professional development related to job readiness, job placement, work requirement experiences, placement techniques, collecting and using labor market information.
7. Assists in the orientation of program participants in understanding program requirements and making a successful transition to the college and work environment.
8. Coordinates outreach and recruitment initiatives with appropriate entities in order to enroll the required number of participants.
9. Coordinates with the various job and career centers or business sectors to recruit and intake eligible clients; organize the recruitment, selection, enrollment, placement and the on-going support of clients or students.
10. Assists students in finding unsubsidized employment and, when required, tracks participants to ensure long-term sustainability; networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.
11. Coordinates the transition of clients or students to self-sufficiency through employment training and personalized support to overcome academic and employment barriers.
12. Networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.

13. Conducts and/or organizes specialized student or faculty workshops or individualized appointments on training for job readiness skills and academic success, such as but not limited to interviewing techniques, resume writing, cover letters, test taking skills, and study techniques.
14. ~~Supervises~~ Oversees the review, collection, and analysis of participant data ~~to be used for~~ reporting purposes to state and federal funding agencies, local collaborative agencies, and college constituency groups.
15. Monitors project budgets and prepare expenditures for approval.
16. Represents the college at meetings with various partners in the program or grant projects; serves on college committees as assigned.
17. Assists with the development of an evaluation process for project implementation, operation, and participant outcomes of project efforts.
18. Assists with student load advising requests.
- ~~17.~~19. Oversees the management of the department's Signal Vine account.
- ~~18.~~20. Assists with career and technical student organization (CTSO) advising and coordination.
- ~~19.~~21. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;
- Office management techniques and organizational skills with emphasis on records management;
- Job development and placement practices;
- Written business communications including word/information processing applications and production;
- Group presentation practices and techniques;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- Working with diverse adult learning styles;
- Needs of underrepresented/special populations.

Demonstrated Ability To:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Licenses and Certificates Required:

Possession of a valid and appropriate California driver's license.

Education and Experience

Bachelor's degree in a related field with coursework in business, political sciences, career counseling, psychology, sociology, social work, or human resources preferred OR 5 years professional work experience in job placement, career services, or business outreach, OR any equivalent combination of training and experience.

Working Conditions:

- Duties are performed primarily in an office environment, at a desk or computer.
- ~~The assignment may regularly include a flexible workweek, including late afternoon and evening hours and weekend assignments at various locations.~~
- Daily interaction and meetings with AHC Faculty, students and employers.
- Work requires travel to other offices or locations to attend meetings or conduct work.
- Travels throughout the country, region and state as needed.

Physical Demands:

- May typically sit for extended periods of time.
- Operates a computer.
- Communicates over telephone, by email, and in person.
- Regularly lifts, carries and/or move 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.

CAREER READINESS SPECIALIST: COOPERATIVE WORK EXPERIENCE**DEFINITION:**

Under supervision of the appropriate ~~student services~~ administrator, the incumbent helps to plan, organize, develop, and implement the coordination of Cooperative Work Experience (CWE) Internships program while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent performs technical duties with a considerable degree of independence and has a high frequency of contact with career and technical education (CTE) and general education students, business and industry, college staff and administrators, and the general public.

ESSENTIAL FUNCTIONS:

1. Provides information regarding the district and CWE ~~Cooperative Work Experience~~ policies, procedures, and regulations to students, staff, and employers.
2. Provides case management services for internship students while communicating with employers to solicit, receive, and update work sites and program changes.
3. Assists with on and off campus recruitments ~~with~~ for students and business and industry employers. Refers students to campus work study jobs when appropriate.
4. Interviews potential work sites and assesses student interest to determine job interests, skills and qualifications to match with employer requirements; refers applicants/students for interviews and tracks results of referrals; administer skill tests and issue certificates; and advise students and applicants concerning techniques used in applying for jobs, including preparing applications and resumes, ~~as well as grooming~~ and interview strategies.
5. Establishes new business and industry worksites. Coordinates employer and student orientations.
6. Tracks all students placed at worksites on and off AHC campuses
7. Tracks internship business and industry registered worksites and is accountable for updating all business and industry contact information and data in the system.
- ~~7.~~8. Coordinates with Academic Affairs to process pay calculation forms for CWE faculty.
- ~~8.~~9. Maintains internship job placement software, webpages and social media platforms for marketing and networking purposes.
- ~~9.~~10. Monitors and manages internship job placement program improvement activities in collaboration with AHC staff and business and industry liaisons.
- ~~10.~~11. Initiates communication between students, AHC faculty/staff and employers in securing internship work sites and student applicant pools to fill job vacancies.
- ~~11.~~12. Participates in in the planning, organizing and implementing of annual career exploration day, employer breakout sessions and regional approaches to job placement events
- ~~12.~~13. Assists in developing, maintaining, and updating career resources and services; provides general and specific internship information to students; speaks to college classes regarding internships, career and job placement services; gives workshops, high school outreach visitations, and other recruiting activities.

- ~~13.~~14. Assists students in career assessment and research, assists students with utilization of computerized career information systems Refers and matches students to appropriate internship worksites and employers.
- ~~14.~~15. Assists in reviewing and analyzing program improvement plans utilizing Strong Workforce Matrices. Evaluates and makes recommendations for needed resources and materials to be purchased for career services.
- ~~15.~~16. Coordinates internship specific career speakers in alignment with counseling services, CTE Faculty, CWE Staff and business and industry.
- ~~16.~~17. Coordinates resources and information with internship coordinators in the region to support regional internship and employment initiatives. Orders assessments and printed instructional materials, and assembles student instructional material packets.
- ~~17.~~18. Updates instructor's manual, student handbook and employer handbook for Cooperative Work Experience each semester.
- ~~18.~~19. Coordinates CTSO: Skills USA and serves as Skills Advisor, primarily serving CTE faculty and students.
- ~~19.~~20. Perform other related functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;
- Office management techniques and organizational skills with emphasis on records management;
- Job development and placement practices;
- Written business communications including word/information processing applications and production;
- Fundamentals of career and job placement assessment and interviewing;
- Occupational information resources and the job market;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- Working with diverse adult learning styles;
- Needs of underrepresented/special populations.

Demonstrated Ability to:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;

- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Licenses and Certificates Required:

- Must possess a valid California Driver's License at the time of hire.

Education and Experience:

Bachelor's degree in a related field with coursework in business, political sciences, career counseling, psychology, sociology, social work, or human resources preferred OR 5 years professional work experience in job placement, career services, or business outreach, OR any equivalent combination of training and experience.

Working Conditions:

- Duties are performed in office environments, on school campuses and at local business and industry work sites.
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent will have contact, in person, by email, or by telephone, with staff, students, business and industry liaisons and the general public.

Physical Demands:

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

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.

COMMUNITY EDUCATION SPECIALIST**DEFINITION:**

Under supervision of the ~~appropriate administrator~~ Dean, Academic Affairs, the incumbent performs para-professional and technical duties to relieve the Dean of administrative detail by overseeing the Community Education student admissions and registration operations; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent is required to make independent decisions concerning appropriate registration and admission procedures for the Community Education program. The incumbent assists the coordinators with program development, planning, and maintenance. The incumbent requires experience and expertise related to a wide variety of community college functions and operations, and has a high frequency of responsible contact with students, staff, faculty, external agencies/organizations, and the public requiring sound judgement, tact, excellent conflict resolution and communication skills.

ESSENTIAL FUNCTIONS:

1. Assists with planning, developing, scheduling, and organizing the Community Education program.
2. Reviews, proofreads, and edits the fee-based and noncredit class schedules.
3. Responds to inquiries and meets with professionals interested in teaching for the fee-based program.
4. Submits hiring paperwork for new faculty to the supervisor.
5. Works collaboratively with various departments including Admissions and Records, Cashiering, and Information Technology Services, to resolve admissions and registration issues.
6. Provides administrative support for the Community Education fee-based program including faculty payroll, budget and expense transactions, class fee calculations, and facility rentals.
7. Monitors fee-based and noncredit class enrollments and advises the Dean of low enrollment; prepares and processes cancellation paperwork. Prepares and approves exception fee-based refund requests.
8. Collaborates with the coordinator and Auxiliary Accounts department for Auxiliary Trust Account transactions including processing PCPA employees and vendor payment transactions in support of the fee-based program.
9. Coordinates with faculty and external agencies/organizations to secure off-campus classroom space. This includes serving as liaison between off-campus sites and Community Education to resolve various issues, requesting faculty access from off-campus facilities; and maintaining keys and security alarm codes.
10. Interprets and explains general district policies, practices, and procedures, and gives information related to instructional programs to the general public, faculty, staff, students, and external agencies/organizations.

11. Visits off-campus sites to review facilities for Americans with Disabilities Act (ADA) compliance, drafts or updates and submits MOUs/contracts/agreements, including certificates of insurance, for supervisor's review and approval. Under direction from the Dean, discusses rental fee cost limits with off-campus administrators.
12. Reconciles the Community Education student accounts receivable report; including researching detailed student account and registration transactions, processes manual student drops, and places student account holds.
13. Processes student enrollment verifications; resolves fee-based student registration issues and maintains and updates the registration procedure manual.
14. Assists in the development of and provides orientation for new fee-based faculty on Community Education procedures.
15. Assists with registration for special events and workshops.
16. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community Education functions, policies, procedures, and clerical operations and general college district policies;
- Office management techniques and organizational skills;
- Basic methods of supervision and training;
- Written business communications;
- Operation of a computer and assigned software;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Family Educational Rights and Privacy Act (FERPA).

Demonstrated Ability to:

- Use good judgment when interpreting and applying college regulations, policies, and procedures;
- Develop and maintain cooperative relationships with those contacted during the course of work;
- Investigate and research problems and present recommendations for solutions;
- Work independently, with minimal supervision to organize workload, establish priorities, and meet scheduled deadlines;
- Train clerical staff and student assistants;
- Operate a computer and perform difficult technical and clerical work with ~~speed, accuracy~~ and great attention to detail;
- Perform accurate mathematical calculations;
- Establish and maintain accurate and complete office records and files;
- Compose correspondence independently.

Education and Experience:

An associate of science degree in secretarial science or information processing systems or related subject matter and three years of experience at or equivalent to the level of Office Services Technician at Allan Hancock College OR equivalent to the completion of the 12th grade and four

years of increasingly responsible clerical experience OR any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates in person, by email, and 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.

Allan Hancock College
Human Resources

Classified-Technical
Range ~~31~~32

COORDINATOR, CAMPUS GRAPHICS

DEFINITION:

Under general supervision of the ~~appropriate supervisor~~Campus Graphics Supervisor, organizes and coordinates a wide range of activities in support of college wide print design and production needs, and inventory ~~and surplus control~~; promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This ~~position is a professional position~~ is characterized by technical and applied knowledge of printing and electronic pre-press processes ranging from offset press work to graphic design work and technologies as well as inventory control methods. The incumbent is required to perform with a high degree of independence, exercising good judgment and tact in working with campus personnel and in working as the leader of the design and production services team. The incumbent will be responsible for establishing and coordinating the daily work flow of campus graphics in order to meet demand

ESSENTIAL FUNCTIONS:

1. Coordinates all design and print publishing works to ensure timely and professional products.
2. Operates any or all of the following: xerographic copier equipment, laser engraver, off-set presses, paper cutter, paper folder, bindery equipment, computer-based output and copying systems, and other applicable production equipment.
3. Produces ~~or~~ prints and may install a wide variety of print ready art encompassing but not limited to booklets, brochures, bulletins, forms, letterhead, tests, handouts, and wide format posters, ~~etc.~~
4. Advises design print staff on imposition layouts appropriate for xerographic copying, as well as appropriate bindery methods of print publications.
5. Calibrates all digital devices daily or as needed.
6. Prepares and maintains records and reports relating to campus graphics, and inventory control; these could include department production records, purchases, inventory, billings, budgets, and safety and status reports.
7. Provides customer support from intake to delivery, including front desk support and design/production services as needed.
8. Attends campus wide event planning meetings to advise departments and coordinate print needs for said events.
9. Troubleshoots, prepares, and repairs digital files submitted internally and externally for design, printed and laser engraving production. This includes basic 2D and 3D support as needed.
10. Researches and makes recommendations to the Campus Graphics Supervisor regarding industry appropriate reprographics equipment, software, and operational methods and assists in the preparation of the bids and specifications to obtain such equipment.
11. Keep apprised of new technologies in the field and computer applications in the print/graphics production processes, and attend specialized training sessions designed by manufacturers of equipment used in the various processes as required.

12. Assists in managing the campus graphics operational budget.
13. Operates an electronic cash register or other device to complete various transactions; reconciles and makes deposits as needed.
14. Identifies potential copyright infringement issues within print job requests.
15. Assists in the print-in sourcing operation of campus graphics including work-flow, billing, and new customer sales.
16. Responds effectively by phone or in writing or in-person to communications from other campus employees and members of the public.
17. Assures safe operations in campus graphics including proper chemical storage, ventilation and safety guards, and train staff regarding standard safety measures.
18. Assists in the training of campus graphics staff and student workers.
19. Performs some preventive maintenance and repair tasks.
20. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A variety of complex and technical print shop operations, equipment, terminology, methods, materials, and work-flow practices;
- Scheduling and prioritization procedures;
- Maintenance and care of equipment such as offset presses, copiers, platemakers, engravers, wide format printers, and bindery tools;
- Industry standard printing materials and supplies, and printing methods;
- Computer software such as (but not limited to) Microsoft Office Professional, Adobe Photoshop, Adobe InDesign, Adobe Acrobat, and Adobe Illustrator;
- Proper English usage, vocabulary, grammar and spelling;
- Graphic design techniques and methods;
- Troubleshooting and repairing digital files for print and imaging production;
- Principles and practices of supervision and training;
- Effective customer service techniques;
- Copyright laws ;
- Safety practices and procedures;
- Hazardous materials regulations including maintenance of Safety Data Sheets (SDS)~~MSDS~~ documentation for supplies used in copying and appropriate disposal of supplies used;
- Record keeping and account billing procedures;
- Budgeting and estimating practices.

Demonstrated ability to:

- Prioritize and organize work-flow to assure quality and timely execution of the district's printing and inventory control needs;
- Analyze situations accurately and make judgements on matters pertaining to the production facility without immediate supervision;
- Keep accurate records;
- Operate and care for a variety of technical equipment and software utilized in printing operations;
- Utilize computer graphic products in the duplicating process;
- Maintain adequate inventory of supplies and parts;

- Coordinate services with campus graphics vendors;
- Research and recommend appropriate training opportunities for Campus Graphics personnel;
- Work under pressure and meet deadlines;
- Understand and carry out oral and written directions.

Education and Experience:

Any combination equivalent to a bachelor's degree in graphic communication, print management, print technology, business management, art or a closely related field and skilled experience in a variety of print shop operations including digital offset press operation, graphics, and cost estimating and billing activities with at least three years in a lead capacity, or the equivalent.

Physical Demands and Working Conditions:

- Strength: Medium lifting, carrying, pushing and/or pulling fifty (50) pounds maximum with frequent lifting, pushing, and/or carrying of objects weighing up to twenty-five pounds.
- Work requires standing for prolonged periods of time.
- ~~May work day, evening, and/or a combination of shifts per the need of the district.~~

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 7/23
R 4/17
R 3/05
3/98

Allan Hancock College
Human Resources

Classified-Technical
Range 2731

**DISTANCE EDUCATION LEARNING/ACADEMIC SUPPORT TECHNICAL
SPECIALIST**

DEFINITION:

Under supervision of the appropriate administrator ~~Dean, Academic Affairs~~, performs a wide range of ~~responsible~~ technical and clerical duties related to distance education learning and academic support systems and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under general supervision the incumbent assumes responsibility for a variety of technical tasks, including hardware/software and web-based applications for networked and stand-alone computers. Incumbents are delegated a substantial amount of administrative detail and non-routine work with a high degree of visibility and contact with faculty, staff students, and members of the public. Incumbents will be assigned responsibility for work within the learning resources area. Incumbents are expected to model good public relations and to provide instructional support to faculty and staff.

ESSENTIAL FUNCTIONS:

1. Provides ~~D~~istance ~~E~~ducation (DE) ~~learning~~-support services to faculty, staff and outside organizations such as the California Community College Chancellors Office (CCCCO) and the California Virtual Campus (CVC) students in person and ~~remotely~~electronically.
- ~~1-2.~~ Provides Learning Management System (LMS) support services to faculty, staff, and CVC for on-site classes as well as DE classes.
3. Performs technical work involved in the acquisition, maintenance, and installation of ~~college approved courseware~~LMSs-management systems
- ~~2-4.~~ Provides technical support for the Learning Tools Interoperability (LTI) and add-ons within the LMS.
- ~~3-5.~~ Compiles internal and external statistical reports and maintains billing records related to ~~DE and courses related to LMS~~distance learning.
- ~~4-6.~~ Trains faculty and staff in the use of ~~DE and course shells related to the LMS, LTI's, courseware,~~ navigating the college portal, and other online academic support resources related to ~~DE~~distance learning.
- ~~5-7.~~ Provides support to the Dean, Academic Affairs, including maintenance of program records, ~~compiles items for purchase and keeps budget records;~~ preparation of class schedule information; and serves as a liaison to faculty.
- ~~6-8.~~ Recruits, trains, and ~~oversees~~supervises student employees.
- ~~7.~~ Assists faculty and staff with ~~downloading of time-critical materials.~~
9. Assists faculty and staff with ~~web-based programs, plugins and apps with the LMS.~~
- ~~8-10.~~ Uses appropriate computer programs to assist faculty and staff with creating documents for online instruction.
- ~~9-11.~~ Maintains ~~DE~~distance learning webpages, ~~and~~ procedural and operations manuals.
- ~~10-12.~~ Researches and explores academic resources for recommendation to faculty for use in the LMS.
- ~~11-13.~~ Participates in planning, designing and maintaining ~~DE~~distance learning area to ensure a supportive, friendly, and functional service environment.
- ~~12-14.~~ Serves on campus-wide committees and attends meetings as assigned.

13.15. Performs other related work duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic operations of learning courseware management systems;
- Basic computer operations including installation and trouble-shooting of programs and equipment;
- Familiarity with internet browsers for Windows and MAC operating systems; Microsoft Office; and basic operations of academic systems, including appropriate software for academic resource needs such as Tutor Trac, Turnitin and Polaris;
- General office practices and procedures;
- Computer and online instructional techniques.

Demonstrated ability to:

- Understand and carry out oral and written directions, including the application of technical manuals for computers and computer programs;
- Perform daily routine learning management courseware maintenance;
- Operate personal computers in a network environment, and instruct others in the operation of same;
- Work supportively with students, faculty, staff and members of the community in a manner that ~~which~~ ensures successful learning;

Education/Experience

An associate degree in computer technology and/or systems and two years of distance education learning technical experience or the equivalent education, training; or experience. Two or more years of experience with operation of computers using a Windows-based environment and Microsoft Office and its applications.

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.
- May be required to travel between college campus sites.

Physical Demands:

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

Special Qualification

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

FINANCIAL AID ANALYST**DEFINITION**

Under ~~general~~ minimal supervision of the ~~appropriate administrator~~ Director, Financial Aid, to perform a variety of complex and technical duties processing financial aid applications and awarding and monitoring multiple financial aid programs; advising and educating students, staff, and the general public in matters related to applications and eligibility; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent performs technical work with a high degree of accuracy in the planning, organizing, and carrying out of multiple student financial aid programs with a considerable degree of independence thereby relieving the supervisor of a wide range of routine program administration. The incumbent is required to have an operational knowledge of federal and state regulations and guidelines to ensure program compliance and to support student learning outcomes and institutional effectiveness.

ESSENTIAL FUNCTIONS:

1. Maintains current knowledge of federal, state and institutional guidelines/regulations related to multiple financial aid and Veteran's programs and interprets and applies these regulations to determine eligibility and to maintain program integrity.
2. Assists, advises, and educates students and parents in completing applications and forms and understanding available sources of assistance including federal and state aid, Veterans Education Benefits, and scholarships.
3. Analyze student data and certify eligibility for program participation as required; interpret apply and explain complex rules, federal and state financial aid regulations, requirements and restrictions ~~Analyzes financial aid applications and determines eligibility for multiple programs and level of financial assistance.~~
4. Verifies financial and household information reported on students' applications and resolves all ~~resulting~~ conflicts utilizing resources including, but not limited to, ~~f~~ Federal and state student aid regulations, f Federal IRS tax publications, f Federal tax return transcripts and W-2 forms in order to determine an accurate needs analysis.
5. Verifies other eligibility criteria reported on students' applications and resolves resulting conflicts utilizing resources including, but not limited to, documents from the U.S. Department of Homeland Security, the Selective Service System, ~~the court orders~~ system, and Social Service agencies, social security documents, official records from county government

offices and promissory notes.

6. Evaluates academic transcripts, student education plans, and student academic history to determine year in college, unusual enrollment history and prior financial aid history that may affect students' continuing or remaining eligibility.
7. Complete the data exchange on behalf of the Financial Aid Office with state and federal agencies; including but not limited to California Student Aid Commission (CSAC), Common Origination and Disbursement (COD), National Student Loan Data Systems (NSLDS), Central Processing Systems (CPS) Online, and AmeriCorps.
8. Utilize technological messaging system for student outreach such as video and texting systems.
- ~~6.9.~~ Assist with training of staff and student workers.
10. Applies financial aid policy to determine satisfactory academic progress utilizing students' transcripts and academic history.
- ~~7.11.~~ Review and evaluate students academic progress in accordance with the College's current Satisfactory Academic Progress (SAP) policy; review, evaluate, and take action on student complaints and appeals relating to financial aid eligibility.
12. Ability to communicate new and existing programs clearly and accurately to eEnsures data fields in the financial aid delivery system are set accordingly to calculate eligibility for multiple programs and executes the process to calculate and post student awards.
- ~~8.13.~~ Analyze and compare subsequent Institutional Student Information Records (ISIR) to determine student financial aid eligibility.
- ~~9.14.~~ Explains financial aid awards, retaining eligibility, loan responsibility, and repayment obligations to students.
15. Advises students in personal budgeting.
- ~~10.16.~~ Refer students to social service agencies and community and campus resources.
- ~~11.17.~~ Provides data for preparation of state, federal, and local reports.
- ~~12.18.~~ Prepares correspondence, forms, and award notifications.
- ~~13.19.~~ Assists with the development and implementation of internal policies and procedures related to processing financial aid applications and monitoring eligibility.
- ~~14.~~ Discretionary ability to determine exceptions to policy or eligibility formulas for students with exceptional circumstances.
20. Assists with planning and conducting financial aid workshops, outreach programs and scholarship events.
- ~~15.21.~~ Provide technical expertise to other personnel, faculty, students, and the public regarding financial aid programs and services.
22. Attends conferences, meetings, and workshops to remain current with ongoing changes to Federal and state regulations.
- ~~16.23.~~ Provides phone coverage as needed and assists students, parents and staff at the front counter by answering questions during drop-in hours and zoom appointments.
- ~~17.24.~~ Performs other related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Written business communications;
- Socioeconomic conditions of area residents;
- Federal, state, and local student financial aid programs;
- Public and human relations techniques;
- Federal IRS tax policies, procedures and regulations.;

Demonstrated Ability to:

- ~~Learn, i~~Interpret, communicate, and apply complex rules, financial aid regulations, policies, guidelines, and procedures effectively;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines;
- Interview, advise, and counsel students regarding financial aid programs and their financial need;
- Communicate effectively both orally and in writing;
- ~~Analyze student financial aid needs;~~
- ~~Assist and advise students;~~
- Make arithmetical computations quickly and accurately;
- Operate a computer with speed and accuracy;
- Work with minimum supervision independently with limited direction and function effectively within a team setting;
- Understand and carry out oral and written directions.

Education and Experience:

Possession of a bachelor's degree or higher from an accredited university or college with a major in psychology, sociology, public relations, financial services or related fields and two years of increasingly responsible experience in student financial aid or areas related to financial aid or any equivalent combination of training and experience.

Working Conditions:

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

Physical Demands:

- May sit for extended periods of time.
- Operates a computer and software programs.
- Communicates over the telephone, via email, and in person.
- Ability to lift, carry, 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 7/23

R 07/2016

R 9/12

7/92

INSTITUTIONAL EFFECTIVENESS ANALYST**DEFINITION:**

Under supervision by ~~Vice President, Institutional Effectiveness~~ the appropriate administrator, this position is to provide research and analysis including statistical and empirical studies to assist in evaluation of institutional planning issues, accreditation, assessment, student success and support program, student equity, retention and other measures of institutional effectiveness while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position works under minimal supervision and performs duties requiring strong computer skills, analytical abilities, data query methods, and knowledge of data collection techniques. The incumbent will be delegated ~~administrative~~ assignments that require attention to detail and a high degree of independent action, and will relieve the director of certain day-to-day responsibilities. The incumbent will also help support college-wide planning activities, which includes establishing benchmarks, assessing key performance indicators, and presenting planning-related data to college constituencies. The incumbent may be assigned by their immediate supervisor to coordinate the workflow of the office.

ESSENTIAL FUNCTIONS:

1. Assist with the design, administration, analysis and coordination of surveys and /or focus groups ~~used to inform student learning outcomes.~~
2. Assist in collecting, analyzing, and reporting information in college publications.
3. Assist in C~~collecting~~s and reportings data for federal and state reports.
4. Develops, maintains, and accesses campus ~~databases~~ data-bases for ad-hoc and annual reports.
5. Assists in developing and facilitating use of district wide reports for program review.
- ~~5-6.~~ Provides program review assistance to faculty.
- ~~6-7.~~ Assists senior analysts in developing methodologies for use in with data gathering and analysis for enrollment management, including enrollment projections.
- ~~7-8.~~ Assists in performing required matriculation research and analysis including cut score validation, reliability, and disproportionate impact.
- ~~8-9.~~ Maintains historical information and correspondence files for current and anticipated research and planning efforts.
- ~~9-10.~~ Prepares reports from rough draft and general instruction.
- ~~10-11.~~ Composes correspondence and memoranda on routine matters.
- ~~11.~~ Assists in the design and analysis of campus surveys.
12. Participates regularly as a member of the office of institutional research and planning on committees and interacts with members to address research and/or planning needs. Supports and attends committees and councils related to institutional effectiveness as assigned.

13. Liaise with software representatives for the learning outcomes and assessment software. Ensures semester courses, rubrics and other data are in the assessment platform.
14. Provides training for faculty and staff on assessment software and processes.
- ~~13.~~15. Assists in college-wide strategic planning, including the development and monitoring of key performance indicators, and participation at college planning functions.
- ~~14.~~16. Performs office functions as needed, including answering the phone, processing incoming and outgoing mail, setting appointments, and relaying messages.
- ~~15.~~17. Assists in coordination of the work of district and categorically funded employees assigned to the institutional research and planning office when responsibility is delegated by the director/senior research analysts on projects when assigned.
- ~~16.~~18. Performs other related duties tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Research methods, data analysis, data warehousing methods, and report design;
- Computer software including Word and Excel (SQL and SPSS or SAS a plus), Tableau and other related technologies;
- Modern office practices, procedures, and equipment.

Demonstrated ability to:

- Organize and perform multiple complex tasks under tight timelines;
- Maintain professionalism in handling a high volume of work of a complex nature;
- Communicate effectively in oral and written communications;
- Interact effectively with administrators, faculty, staff and students;
- Provides analysis on assigned research projects and provide interpretation in written reports and oral presentations.

Education and Experience:

Bachelor's degree (master's preferred) in behavioral or social sciences, or educational research; and one year of professional experience in planning projects which consist of institutional, organizational, or educational research and analysis. Coursework and experience in databases, research and statistical analysis preferred.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/2023

R 7/19

R 4/15

Updated 8/11

R 9/04

Edited 2/04

R 7/00

12/96

Allan Hancock College
Human Resources

Classified-~~Exempt~~ Technical
Range ~~287~~

INTEGRATED TECHNOLOGY SERVICES TECHNICIAN-COORDINATOR

DEFINITION:

Under supervision of the ~~Technical Services Supervisor~~ appropriate administrator in Information Technology Services (ITS), this position performs skilled work in the installation, maintenance, and repair of computer data communication equipment, telephone system equipment, video security systems, computers, printers, and other related ITS equipment ~~audio-visual equipment,~~ and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, acts as the integrated technology services consultant and provides equipment and wiring installation and maintenance for the college. This position is a highly skilled working position which emphasizes a high level of technical knowledge and ability.

ESSENTIAL FUNCTIONS:

1. Primary responsibility to provide installation, maintenance and support for the District's data cabling network, copper wiring, fiber optic wiring and wireless access points.
2. Lead and/or collaborate on technology-related facilities improvement projects and/or construction work.
3. Provide installation, maintenance and support of ~~analog and IP~~ video and related security systems.
4. Provide installation of audio-visual wiring and equipment
5. Coordinate with outside agencies, contractors, and vendors for support and services of the physical data and telecommunications equipment and service to ensure compliance with District standards.
6. Create and perform work from plans, sketches, schematics, blueprints or other forms of diagrammatic representations.
7. Pulls cable through conduit, molding, walls, ceiling, attics, pull boxes, and under buildings to meet industry and district standards for cabling and cable terminations.
- ~~8. Design, engineer, fabricate and diagram telecommunication systems.~~
- ~~9. Prepare specifications for telecommunication systems.~~
- ~~10.~~8. Collaborate on the installation and configuration of fiber, routers, switches, copper cabling, and fire alarms.
- ~~11.~~9. Set up, install and program devices and equipment including digital, analog and emergency telephones, video security, and/or data communication equipment.
- ~~12.~~10. Maintain records of material, equipment and specifications; document inventory of layouts and parts lists, and inventory supplies and manuals, including updating of manuals.
- ~~13.~~11. Plan and assume responsibility for an on-going preventative maintenance program for the data center and switch closets.

- ~~14.12.~~ Plan and assume responsibility for an on-going preventative maintenance program for video security and cameras.
13. Evaluate new or replacement equipment and recommend usage.
14. Manage, review, and coordinate installations/repairs for vendor provided telephone, internet, cable TV, and fiber accounts.
15. Serve as backup for Voice over Internet Protocol (VOiP) phone systems.
16. Support ITS staff for installation, repair, and replacement of computers, printers, scanners, and other ITS equipment.
17. Collaborate, design, and implement permanent audio/visual setups for departments and programs, including projectors, projector screens, televisions, and computers for signage, meeting, training, and collaboration purposes.
18. Assist department with Purchase Orders and receiving items in Banner.
- ~~15.19.~~ Coordinate technology for campus events.
- ~~16.20.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Telephones, including electronic testing of computer-based switches;
- Telecommunications and electrical theory;
- VOiP Voice over Internet Protocol phone systems;
- Local Area and Wide Area Networks;
- Closed Circuit Television (CCTV)/Internet Protocol (IP) camera systems;
- Fiber Optic installation, troubleshoot, and repair;
- Audio/Visual equipment;
- Materials, tools and methods used in the repair and maintenance of computer, telephone, and other telecommunication equipment;
- California OSHA standards of safety;
- Telecommunication technology such as ~~as~~ VOiPT-1 and PRI circuits, data networks, enhanced 911, ~~call routing, and ground and loop start circuits.~~

Demonstrated ability to:

- Work with minimum supervision and use independent judgment;
- Use test equipment, hand tools, and other materials of the trade;
- Work from plans, specifications, and schematic drawings and charts;
- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions.

Licenses and Certificates Required:

Must possess a valid California driver's license and the ability to qualify for district vehicle insurance coverage. Within the first 12 months of position, training on a boom and scissor lift. Obtain and maintain fiber optics installer certification or equivalent within the first 12 months of employment.

Education and Experience:

Possession of or the equivalent to an associates' degree and five years of experience that includes structured cabling systems, audio visual installation and troubleshooting, security systems, and telecommunications, including development, maintenance, installation, and repair..

Working Conditions:

- Duties are performed indoors and outdoors;
- This is an FLSA exempt position;
- Work requires standing and walking for prolonged periods;
- ~~The incumbent will experience interruptions while performing normal duties during the regular workday.~~
-

Physical Demands:

Strength: Medium work including lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to ~~30~~50 pounds.

Special Qualification:

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

R 7/23

R 9/17

R 7/15

R 9/04 (range only)

R 1/99

10/96

ITS HELP DESK SPECIALIST/TECHNICIAN**DEFINITION:**

Under supervision of the ~~Technical Services Supervisor~~ appropriate administrator in Information Technology Services will provide technical help desk assistance to employees and students ~~at all District users~~ and value and promote the mission and value of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, is a skilled working position, which emphasizes customer service and coordination skills. The incumbent provides phone, e-mail, and remote support to employees and students ~~administrators, staff, students and faculty~~ seeking technical assistance for campus technology issues. The incumbent coordinates with technical services staff to ensure the successful and timely resolution of all help desk requests.

ESSENTIAL FUNCTIONS:

1. Coordinate daily help desk operations;
2. Assist in the maintenance of user and email accounts;
3. Troubleshoot and resolve ~~student login issues, through the AHC Student Portal Help email box;~~
4. Prepare and ~~present~~ deliver training to district users to include developing training material materials as needed at new employee orientations;
5. ~~Perform trouble shooting such as identifying source of failure, operator error, or hardware/software malfunction for all incoming calls and problem reports as required;~~
5. Perform troubleshooting and resolve issues such as identifying source of failure, operator error, or hardware/software malfunction in person from the help desk, incoming calls and problem reports as required.
6. Accurately log all help desk requests using problem-tracking software;
7. Communicate and coordinate information and feedback from end-users with resources within information technology services;
8. Manage problem report documents including regular review and update of all assigned problems and tracking of problem reports to closure;
9. Proactively communicate appropriate information and responses to end-users regarding problem reports and applicable questions; ~~dispatch website and portal feedback to appropriate departments;~~
10. ~~Assist with technological~~ the technical support coordinator to manage computer equipment inventory;
11. May participate in project teams on rollouts or special projects, ~~as required;~~
12. Participate in the maintenance of the information technology service management problem tracking system.
13. Suggest and implement efficient work methods and related workflow processes for streamlining help desk operations;
14. Document, edit and update knowledge resources and documents with self-help information;
15. Create and maintain, update, and file department technical request forms.

16. Receive, prepare, and distribute technology with campus users.
17. Provide basic and mid-level administration of devices through mobile device management (MDM) solutions.
18. Provide back up as Technical Services Support Specialist I
- ~~15-19.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current versions of Microsoft Windows, browsers and Microsoft 365 products ~~Office products including the use of Outlook/Exchange in a networked environment;~~
- Networking and internet concepts, good knowledge of PC hardware/configuration issues, and experience providing support via remote assistance technology;
- Apple computer products and tablets/mobile devices desired;
- Administration of helpdesk products;
- Configuration of common Web browsers;
- Providing technical support for internal or external customers;
- Troubleshooting desktop, password, and e-mail type issues.
- Bilingual English/Spanish desirable.

Demonstrated ability to:

- Deal with users of various levels of computer literacy and technical competency;
- Multitask in a fast paced environment; be very organized;
- Deal with priority tasks and see that work is completed on schedule;
- Have good problem-solving skills; ability to visualize a problem or situation and think abstractly to solve it;
- Exercise patience and professionalism during stressful situations;
- Learn fundamental operations of commonly used software, hardware, and other equipment.

Education and Experience:

Possession of ~~or the equivalent to~~ an associates' degree or equivalent ~~and/or trade school coursework in electronics and/or a computer related field~~ and one or more years of professional experience in ~~personal~~ computer hardware/software support to include installation, maintenance, and repair. Previous customer service experience strongly desired.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk, and on 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 employees ~~executive, management, supervisory, academic and classified staff and the general public~~ students.

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 20-30 pounds.

Special Qualification:

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

R 07/2023

R 02/2020

R 09/2017

R 07/2015

R 05/2013

01/2008

Allan Hancock College
Human Resources

Technical
Range ~~13~~ 20

LAB ASSISTANT—LIFE AND PHYSICAL SCIENCES LABORATORY
INSTRUCTIONAL TECHNICIAN

DEFINITION:

Under supervision of ~~the appropriate administrator Dean, Academic Affairs,~~ the incumbent performs technical work in science laboratory preparations, campus outreach demonstrations, in-class setups, and assists in helping to maintain ~~with~~ the district's hazard communications program; to promote and value the mission and vision of the district.

CLASS CHARACTERISTICS:

This position under minimal supervision is characterized by possession of education and experience in a life and/or physical science field. Incumbents are expected to assist the Science Laboratory Specialists (SLS) in preparing instructional materials for scientific laboratory setups and assisting with the district's hazard communication program. The incumbent will receive technical guidance ~~direction~~ from the SLS. ~~Science Laboratory Specialists and instructors in the Life and Physical Sciences department.~~

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of solutions, specimens and equipment and sees that solutions, specimens, equipment and supplies are ready for classroom use and instruction on the main campus as well as for off campus centers at specified times.
2. Maintains all specimens, equipment and supplies as needed when not in use, including but not limited to care and handling of live animals, cadavers, and ongoing time-sensitive experiments.
3. Assists in repairs, modifications and maintenance of laboratory equipment.
4. Adheres to state and local laws relating to health and safety; safely disposes of laboratory waste in accordance with college and governmental regulations.
5. Assists in the receiving and storage of materials.
6. Maintains records with respect to inventories, acquisition and disposal of chemicals, and other records as required.
7. Assists in the upkeep of the stock room, greenhouse and lab rooms to provide ~~be in~~ a clean, safe, secure, and orderly condition.
8. Assists in assembling and disassembling laboratory preparations.
9. Provides assistance to students on availability and use of laboratory supplies and equipment.
- ~~9.~~10. May assist the SLS in training and overseeing Life & Physical Sciences department student workers.
11. Assists in the community outreach events both on and off campus such as, but not limited to, Bulldog Bound.
12. May assist instructors in the field.
- ~~10.~~13. May assist in the organization and maintenance of the Safety Data Sheets (SDS) master file.
- ~~11.~~14. Performs other related work duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation;
- Standard equipment, procedures, supplies and materials of biology and chemistry, including toxic hazards of chemicals, prepared solutions and specimens;
- Recordkeeping and filing techniques;
- General federal and state safety and animal housing laws;
- Computer processing methods;
- Inventory methods and procedures.

Demonstrated ability to:

- Understand and carry out oral and written instruction;
- Multitask and switch tasks effectively, reprioritizing duties based on instructional need;
- Organize and inventory laboratory stockroom and identify equipment, specimens, supplies, solutions and materials common to the field.
- ~~Use a computer.~~

Licenses and Certificates Required:

- A valid California driver's license and ability to qualify for district vehicle insurance coverage.
- Complete and maintain HazMat 40 hour, General Site Worker Hazardous Waste Operations and Emergency Response (Hazwoper) certificate within the first year of employment.

Education and Experience:

An Associates degree in a life and/or physical science with biology and/or chemistry coursework, OR any equivalent combination of education and experience with science laboratory work in biology or chemistry. Must have completed at least 25 quarter units/16.675 semester units, preferably 75 quarter units/50.02 semester units, of upper division coursework in Biology and/or Chemistry.

One year of responsible scientific laboratory experience is desirable.

~~A valid California driver's license is required.~~

Physical Demands:

- Typically may stand for extended periods of time.
- Operates a computer.
- Communicates over the telephone, via email, and in person.
- Regularly lifts, carries, and/or moves objects weighing up to 4025 pounds.

Working conditions:

- ~~This position may require a flexible schedule according to assigned class utilizing the laboratories.~~
- Duties are primarily performed in a laboratory setting. The incumbent will experience interruptions while performing normal duties during the regular workday.
- Working conditions may include potential exposure to pathogens, disease organisms and hazardous materials.

- The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff, and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.
- ~~Approximately 95% of the work time is expected to be devoted to laboratory activities for the Life and Physical Sciences department and approximately 5% of the work time will be devoted to assisting with compliance routines associated with the district's hazard communication program under coordination with the Science Laboratory Specialists.~~

Special Qualifications:

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

R 7/23
12/15
04/14

NETWORK AND SYSTEMS ADMINISTRATOR**DEFINITION:**

Under supervision of ~~the appropriate administrator~~ Director, Information Technology Services, will design and maintain the college-wide network and security activities and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, is to design, configure, and monitor the data and voice networks including but not limited to routers, firewalls, switches, servers, ~~bridges, cabling, and~~ wireless ~~infrastructure~~ ~~access points~~. Ensures consistent, robust and responsive network architecture. Designs and validates the security of critical network systems across the college.

ESSENTIAL FUNCTIONS:

1. Design, configure, and maintain the network topology including hardware, software, LAN/WAN, ~~cabling~~, and internet/intranet components.
2. Provide leadership and participate effectively with information technology services staff in network design and engineering to ensure appropriate levels of security are in place and maintained.
3. Integrate network design and network security initiatives.
4. Lead the effort to create and maintain network security and security education.
5. Monitor and evaluate the efficiency and effectiveness of network security processes and procedures and recommend and implement appropriate additions, changes, updates and revisions.
6. Implement security and network management systems to track and monitor network traffic to identify and report on network attacks, potential network disruptions and identify network anomalies which should generate alerts and response.
7. Coordinate with college internet service provider as required.
8. Aggressively apply available network technologies, processes and procedures to protect all district data, information and image storage.
9. Configure, monitor, and troubleshoot network equipment such as Cisco switches, ~~HP~~ Aruba switches, routers, ~~and~~ Palo Alto firewalls, and physical and virtual appliances.
10. Assist with the installation and repair of network devices and cabling.
11. Evaluate emerging and state-of-the-art network design, management and security tools/technologies; provide timely recommendations regarding implementation of such systems.
12. On a continued basis, be cognizant of all state and federal laws and mandates regarding privacy and the protection of critical personal data.

13. ~~Develop~~ Maintain a network road map that addresses ~~wireless, CAT6, Bluetooth, video streaming, and~~ future technologies and incorporates performance, bandwidth and security needs.
14. Develop and apply appropriate network system security, firewall protection, and authentication policies.
- ~~14.~~15. Facilitate virtual private network (VPN) access for users.
- ~~15.~~16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Programming and administration of network switches and routers.
- Methods and techniques of network monitoring, network management, intrusion detection, DoS prevention, computer and network security protection.
- Common operating systems and software applications.

Demonstrated ability to:

- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions;
- Provide technical support over the phone, by email and in person with a professional demeanor;
- Be very organized and have multitasking ability;
- Handle constantly changing traffic flows; remain productive during slow times, exercise patience and professionalism during stressful situations;
- Work well in a “team” environment;
- Exhibit troubleshooting and problem-solving skills;
- Excellent written and verbal communication skills.

Education and Experience:

Possession of or the equivalent to a bachelor’s degree, or higher, from an accredited college or university with a declared major in engineering, computer science, information technology, or a related field with ~~three~~ five (5) years’ experience in network design and security administration. One year experience and/or certification and demonstrated knowledge of (CompTIA Network +) of networking, cabling, networking devices, networking standards, TCP/IP, IP Services, ~~WAN/LANs~~, network protection, and network trouble shooting. ~~One year experience and/or certification and demonstrated knowledge of (CompTIA Security+) of network security~~

~~Network routing and switching at layers 1-7 including design and management of layer 3 networks in a multi-site environment is required.~~ Demonstrated knowledge and/or certification with CISCO equipment (CCNA) and/or HP/Aruba equipment is desired.

Other Requirement Licenses and Certifications:

- Must possess a valid California driver's license and the ability to qualify for district vehicle insurance coverage.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email and in person.
- Regularly lifts, carries and/or moves objects weighing 20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

Special Qualification:

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

R 7/23

Exempt 9/18

R 7/15

1/08

PROGRAM TECHNICIAN**DEFINITION**

Under supervision by the appropriate ~~dean or director~~ administrator, the incumbent is to perform a wide variety of responsible, technical, and secretarial assistance to the assigned program(s); and promote and value the mission and vision of the college.

CLASS CHARACTERISTICS

Under limited supervision, the incumbent exercises considerable independence, is expected to make decisions concerning appropriate policies and procedures of the organizational unit and ~~may direct or give~~ guidance to other clerical staff, including student help.

ESSENTIAL FUNCTIONS

1. Serves as first point of contact for students, staff and the public.
2. Interprets state rules, requirements and guidelines for prospective students; monitors all student compliance requirements.
3. Assists supervising administrator with administrative detail.
4. Receives, reviews, tracks and routes payroll documentation.
5. May pPrepares employment authorizations and routes notices of assignment; generates personnel action requests and extra assignment authorizations
- ~~6. Prepares assignment matrices.~~
- ~~7.~~6. Coordinates graduation ceremonies; updates and prepares invitations and graduations programs; schedules pre- and post-planning meetings; takes and distributes notes; identifies and assigns support staff; prepares awards and name tags.
- ~~8.~~7. Orders books and supplies, receives, inventories, and distributes orders.
- ~~9.~~8. May gGenerates and prepares student enrollment forms and certificates of completion for programs and courses.
- ~~10.~~9. Maintains all programmatic records; provides data for preparation of reports.
- ~~11.~~10. Processes and maintains state required records~~exams~~.
- ~~12.~~11. Maintains budget records and processes purchase requests and orders.
- ~~13.~~12. Monitors and assists with submission of training class schedules, faculty schedules, and schedule changes.
- ~~14.~~13. Updates and maintains program webpage and other electronic information boards related to the area program.
- ~~15.~~14. May attend meetings and take minutes (committees and advisory meeting).
15. Prepares program informational and acceptance letters/packets/brochures; assists with registration and enrollment fee vouchers; verifies information; receives and processes requests for historical data; adds registration attributes; completes override forms; maintains student and course records in compliance with district and external agency requirements.
16. Update and maintain FTE part-time faculty load matrix by month/ semester.

17. Assist with marketing courses and in-service academies, create/update course flyers.
18. Create and maintain all course sign-in sheets for positive attendance and census courses.
19. Process registration (register back office) for agency sponsored students.
20. May assist background investigators with their agency hiring needs.
21. May assist in validating, maintaining, and updating accurate material fees by course.
22. Assist with training newly hired staff.
- ~~16.~~23. Performs other related duties as assigned.
- ~~17.~~ Performs other related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organization skills;
- Written business communications;
- Word/information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Receptionist and telephone techniques for multi-line phone system.
- Intermediate/Advanced skills; Microsoft Excel, Word, Outlook, Access and Publisher.

Demonstrated ability to:

- Have strong public relation/communication skills;
- 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 computer with accuracy and speed;
- Perform secretarial work of above average difficulty;
- Establish and maintain office records and files;
- Compose correspondence independently.

Education and Experience:

An associate of science degree or higher in secretarial science or word/information processing systems or related subject matter and two years of increasingly responsible secretarial experience OR the equivalent to completion of the 12th grade and three years of increasingly responsible secretarial experience, OR any equivalent combination of training and experience.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates utilizing appropriate mediums of correspondence and in person.
- Regularly lifts, carries and/or moves objects weighing up to ~~40~~ 30 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, via 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 7/2023

R 07/2016

6/02

APPLICATION PROGRAMMERPROGRAMMER ANALYST**DEFINITION:**

Under direction of the ~~appropriate administrator~~ Director, Information Technology Services, this position develops new solutions for the District's information technology needs and enhances existing solutions. This includes single-page applications, custom database processes, enterprise reporting, and data integrations with third-party vendors. supports, upgrades, tests, documents and enhances existing applications and programs. Designs, develops, implements and supports enterprise system data reports. Creates user documents, web forms, training material and videos. This position ~~p~~rovides technical assistance on applications and enterprise systems to users ~~and~~ ~~v~~alues and promotes the mission and the vision of the college.

CLASS CHARACTERISTICS:

Under minimal general supervision, the incumbent in this position performs technical and professional work in support of the district's various software ~~implementations~~ applications and utilities. The incumbent shall be proficient in the theoretical and practical application of software programs and software development. In addition to evaluating requests from across the District, the incumbent will analyze existing solutions and modify as necessary to maintain or improve service quality. The incumbent will interface with vendors and colleagues to manage and maintain enterprise and department-specific programs. users to gather and document reporting requirements to meet business needs. The incumbent will translate business requirements into specifications and use these to implement the required reports. The incumbent will be responsible for creating and maintaining the various electronic and web-based technical user request forms. The incumbent will be responsible for managing and publishing technical training material and videos for the department. The incumbent is expected to keep abreast of changing technologies and to make recommendations to the Director, Information Technology Services for improved software solutions to meet changing user and service needs.

ESSENTIAL FUNCTIONS:

1. Communicate effectively with colleagues and vendors to ensure a complete understanding of project requirements.
2. Use creativity and critical thinking to solve problems tasks.
3. Develop data models and new relational database object structure when required.
4. Write code with an emphasis on modularity, reusability, and performance optimization.
5. Develops database packages, functions, procedures, views, triggers, indexes and other database objects to support the District's technology needs.
6. Develop application programming interface (APIs) for applications, such as front-end web applications/single-page applications.
7. Create web-application solutions using HTML, Cascading Style Sheets (CSS), JavaScript, and other appropriate languages.

8. Develop and maintain integrations between software, including enterprise user provisioning and licensing, using vendor-provided API's and custom code.
9. Administer identity and access management (IAM) software.
10. Create, maintain and distribute technical documentation and training materials.
11. Manage the creating and administration of user accounts and security groups for systems.
12. Perform other related duties as assigned.
1. ~~Work with users to gather and document requirements for programs, reports, forms, and training material.~~
2. ~~Develop and test solutions that match the specified requirements.~~
3. ~~Using database views develop enterprise reports as needed by functional users.~~
4. ~~Maintain existing applications by performing upgrades, testing, creating user documentation, and providing training.~~
5. ~~Evaluate existing applications to reprogram, update and add new features.~~
6. ~~Develop technical procedures and training material that accurately represent the functionality of the application.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Oracle's PL/SQL Knowledge of at least one programming language;
- HTML 5. CSS 3. JavaScript (ES8+)
- Net, Azure, and PowerShell platforms
- Microsoft Active Directory and Microsoft Entra ID
- Single Sign-On protocols, especially SAML and CAS
- Relational data base concepts, tools and techniques including the use of Structured Query Language (SQL);
- ~~Oracle or Microsoft SQL server;~~
- PC/computer skills including experience with Microsoft Office products (Word, Excel, Visio, PowerPoint);
- Excellent written and communication skills.

Demonstrated ability to:

- Think in a logical, sequential manner;
- Learn new programming languages and other technical and report writing skills quickly;
- Develop, modify and implement information system programs using current application programming and relational database management system toolsets;
- ~~Analyze user requests and determine design of reports as needed;~~
- Work independently;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Manage multiple tasks and meet tight deadlines; and
- Perform work with great attention to detail.

Education and Experience:

Possession of ~~or the equivalent to~~ a bachelors' degree in computer science, information systems, or a related field or the equivalent education, training, and experience. ~~Five years of full-time recent programming experience.~~ Development experience in an ERP-focused environment is preferred.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- May lift, carry and/or moves objects weighing up to 20 pounds.

Special Qualification:

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

7/2023

Exempt 12/17
8/17

Allan Hancock College
Exempt Professional
 Human Resources

Classified-

Range ~~32~~10

SENIOR INSTITUTIONAL EFFECTIVENESS ANALYST

DEFINITION:

Under supervision of ~~the the appropriate administrator~~ Vice President, Institutional Effectiveness, this position ~~is to coordinate~~ conducts sophisticated research and analysis including statistical and empirical studies to assist in evaluation of institutional planning issues, accreditation, assessment, student success and support program, student equity, retention and other measures of institutional effectiveness while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position works independently and performs duties requiring strong computer skills, analytical abilities, database administration, data query methods, and knowledge of data collection techniques, and the ability to work collaboratively with all college constituencies. The incumbent will ~~be delegated~~ be assigned projects assignments that require attention to detail and a high degree of independent action. The incumbent will also help support college-wide planning activities, which includes establishing benchmarks, assessing key performance indicators, and presenting planning-related data to college constituencies.

ESSENTIAL FUNCTIONS:

1. Assists with the administration of surveys and /or focus groups used to inform student learning outcomes; assists with interpretation and analysis of student learning outcomes.
2. Utilize modern survey software and design complex surveys presented in a professional manner; adhere to IRB protocols; analyze and present survey results to college community.
- ~~2.3.~~ Collects, analysis analyzes, and reporting reports of information in college publications. Provides deliverables using professional narratives and results using visual displays and infographics utilizing specialized software; presents results in various formats and settings, including writing and distributing IE newsletters and campus-wide presentations.
- ~~3.4.~~ Collects and prepares report data for institutional, federal, and state accountability reports, including online reporting systems. Using Banner ERP and other sources, provides data for reports such as a CA Chancellor's Office Fiscal Services Report (CCFS 320), Integrated Post-Secondary Education Data System (IPEDS) Surveys, responses to system data reports, and other mandates; work with ITS to troubleshoot and validate data sources; validate accuracy of data in federal and state reporting.-
- ~~4.5.~~ Works with ITS and outside consultants as necessary to identify and build College ERP database tables, structures and definitions suitable for reporting, analyzing, and responding to ad hoc queries. Responsible for normalizing, formatting, and updating data in college-wide database tables.

- ~~5.6.~~ Ensures databases are maintained correctly and can be accessed efficiently. Works with ITS staff to develop and troubleshoot reporting views and tables;-
- ~~6.7.~~ Performs data reporting software and related server administrator duties on data reporting software; troubleshoots internal and external server user issues.
- ~~7.8.~~ Responsible for developing and facilitating use of district wide reports for program review. Creates and maintains comprehensive data dashboards; maintains website with guides, videos, and archived reports; provides training on use of data and consultation regarding additional data as requested; serve on Program Review Committee. Responsible for developing and facilitating use of district wide reports for program review.
- ~~8.9.~~ Develops the methodologies for use in enrollment management, including enrollment projections; supports enrollment management functions including planning, establishing and measuring metrics; provide materials and guides to assist with creation of plans. -
- ~~10.~~ Assists with the required matriculation/placement research and analysis including co and prerequisite validation, cut score validation, reliability, and disproportionate impact using specialized skills and independent judgement;-
- ~~11.~~ Analyzes current and historical statistical data; develops and implements sound design and methodology; compiles, prepares and presents technical data to a broad audience; responds to prescriptive reporting requests from the Chancellor's Office to meet AB 705/1705 and other legislative mandates.
- ~~9.12.~~ Keeps apprised of changes in Title 5 and policies related to placement and assessment and informs stakeholders.
- ~~10.13.~~ Maintains historical information and correspondence files for current and anticipated research and planning efforts.
- ~~11.14.~~ Composes correspondence and memoranda on routine matters.
- ~~12.15.~~ Assists with the design and analysis of campus surveys.
- ~~13.16.~~ Participates regularly as a member of the office of institutional effectiveness on committees and interacts with members to address research and/or planning needs. Responds to requests from councils and committees to provide survey and research support and present findings as requested.
- ~~14.17.~~ Assists in college-wide strategic planning, including the development and monitoring of key performance indicators, and participation at college planning functions. Organize, plan for, and facilitate college-wide planning efforts including education master planning, student equity planning, guided pathways planning, and other major planning initiatives. Organize, write and solicit feedback on plans from all relevant constituencies as appropriate.
- ~~18.~~ Assists with the work of district and categorically-funded research projects assigned to the institutional effectiveness office. Collaborates with College administration, faculty, and staff to develop evaluation methods, collect data, and present results; fosters working relationship with grants office to ensure knowledge and training with regard to available data resources to develop grant applications; anticipates future grant deadlines to ensure available data and grant evaluation information is available for timely submission.
- ~~15.19.~~ Supports college accreditation efforts, including annual plans, Institutional Self Evaluations, and support of District Accreditation Liaison Officer.
- ~~16.20.~~ Performs other related dutiesfunctions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Research methods, data analysis, database administration, data warehousing methods, and report design;
- Computer software including Word and Excel (experience with SQL and SPSS Tableau, R or SAS a plus) or other related software packages;
- Pertinent legislation, laws, regulations, and ordinances related to college work; interpret and apply applicable sections of California Education Code, California Code of Regulations, and other statewide and federal guidelines;
- Modern office practices, procedures, and equipment.

Demonstrated ability to:

- Ability to use data base query language and tools to retrieve, examine, evaluate, and join data from multiple sources.
- Analyze large complex databased and independently identify and resolve data conflicts.
- Working knowledge of SQL and database structures to ensure accurate reporting.
- Organize and perform multiple complex tasks under tight timelines;
- Handle a high volume of work of a complex nature with often little lead time;
- Communicate effectively in oral and written communications;
- Interact effectively with administrators, faculty, staff and students;
- Provides analysis on assigned research projects and provide interpretation in written reports and oral presentations.
- Adapt to changing technologies and learn functionality of new equipment and systems; learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner;
- Support efforts around diversity, equity and inclusion (DEI); work with and exhibit sensitivity to and understanding of the varied racial and ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students;
- Support and promote the growth and success of a diverse population of Students and employees through the development of culturally competent and equity-minded research and planning.
- Foster and support collaborative working relationships; maintain frequent contact with various District departments and personnel, as well as other California community college colleagues; use tact, patience and courtesy conduct meetings and interviews necessary for evaluation, data collection, reporting, grants and other forms of research.

Education and Experience:

Bachelor's degree or higher (Master's preferred) in behavioral or social sciences, or educational research; and at least one-three years of significant related professional experience in coordinating and planning projects which consist of institutional, organizational, or educational research and

analysis, and minimum of three years in an institutional research setting. Coursework and experience in databases, research and statistical analysis preferred.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

7/23

Reclass 7/19

R 7/17

R4/15

Updated 8/11

R9/04

Edited 2/04

R7/00

12/96

SERVERS AND SYSTEMS ADMINISTRATOR**DEFINITION:**

Under supervision of the ~~Director, Information Technology Services~~ appropriate administrator, this position administers the district physical and virtual servers, data storage, and backup systems; and manages the Office 365 and ~~exchange~~ email systems. The incumbent also ~~to~~ manages the active directory system; ~~provides direct support, and serves as a resource for all district servers;~~ and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, performs highly technical and professional work in support of the district's servers from user and vendor specifications. The district's servers include physical, ~~and virtual, and cloud~~ servers ~~and are located locally and in the cloud~~. The incumbent will collaborate with the ~~ITS systems and web services~~ staff in the duties of updating and maintaining operating systems, database management systems, Microsoft 365 SharePoint systems, identity and access management systems ~~Ethos Identity Server~~, and ~~system other~~ services. They will be responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Performs server administration of campus-wide Linux and Windows servers. This includes installing and maintaining system software and keeping patches up to date ~~up to date~~.
2. Serves as the primary support for the ~~VMware~~ server virtualization environments on premises and in cloud, Storage Area Network (SAN) infrastructure, and other related services ~~the district domain name system (DNS)~~.
3. Repairs and recovers from hardware or software failures and coordinates and communicates with impacted constituencies.
4. Manages email systems, including virus scanning, spam filtering, and list creation and management.
5. Provides lead administration for Microsoft Azure and Amazon Web Services (AWS) environments. ~~Manages district e-mail and calendar hosted and cloud services~~.
6. Maintains the ~~active~~ directory of users by adding, removing, and/or editing users; creates access rights ~~for~~ users and user groups; creates groups and mailing lists.
7. Performs Microsoft 365 SharePoint Server administration as it pertains to system settings, backup and restore, and upgrade and migration, ~~and Office 365 services~~.

8. — Performs administration of the Ethos Identity server.
- 9.8. Responds to e-discovery requests as directed by the Director, Information Technology Services on behalf of the Superintendent/President.
- 10.9. Writes applications using various scripts, macros, and automations programming languages to administer the server systems, user identity and file systems.
- 11.10. Researches and recommends equipment and software solutions for stated needs.
- 12.11. Builds ~~installs new/rebuild existing~~ servers and configures hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- 13.12. Troubleshoots and repairs servers and storage as needed, including performance issues.
- 14.13. Develops and maintains installation and configuration procedures.
- 15.14. Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- 16.15. Performs daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media and location.
- 17.16. Performs regular file archival and purge as needed ensuring that media is recycled and sent off site as necessary.
- 18.17. Develops and implements Windows Server and Linux operating system best practices and applies Linux and Windows Server OS patches and upgrades on a regular basis, upgrades administrative tools and utilities, and configures and adds new services as necessary.
19. — Performs periodic performance reporting to support capacity planning.
18. Performs ongoing performance tuning, hardware upgrades, and resource optimization as required. Configures CPU, memory, and disk partitions as required.
- 20.19. Researches, develops, and implements applicable cyber security technologies and practices across different hardware and software platforms.
- 21.20. Performs other related duties/functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Cloud hosting platforms, such as Azure and AWS;
- Storage Area Networks;
- Windows Server and Linux operating systems;
- VMware server virtualization;
- Enterprise email systems Exchange Server;
- Azure Active Directory, Active Directory and common network delivered services LDAP;
- Server backup systems, such as Veeam Disk/Tape backup systems such as CommVault and Veeam;

- Scripting languages;
- Server hardware;
- IP Networks, routing and switching theories and practices;
- Core network services, including but not limited to Domain Name System, DHCP, SMTP, LDAP;
- Microsoft 365, Azure, and other evolving cloud enterprise systemSharePoint administration;
- Theory and practice of applicable cyber security and existing and evolving technologies.-

Demonstrated ability to:

- Manage a complex data center environment of servers;
- Manage a complex cloud enterprise environment of services;
- Analyze data and draw sound conclusions;
- Research, develop, and implement new technologies and practices;
- Prepare clear, complete, and concise directions and instructions;
- Understand and carry out written directions;
- Develop and maintain cooperative relationships with users.

Education and Experience:

Possession of or the equivalent to a bachelors' degree related to computer science, information systems, or related fields. Three years of server administration, or, any equivalent combination of training and experience.

Licenses and Certificates Required:

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

Working Conditions:

- This is a FLSA exempt position.
- Duties primarily performed in an office environment at a desk with a personal computer and in a data center with several servers under air conditioning.
- 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, vendors and the general public.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over web conferencing, chat, the telephone, by email, and in person.

- Regularly lifts, carries, and/or moves objects weighing up to 20-30 pounds.

Special Qualification:

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

R 7/23

Exempt 9/18

Restructure 9/17

R 7/15

R 5/10

Allan Hancock College
~~Professional/Technical~~
 Human Resources

Classified-
 Range ~~25~~30

STUDENT ACTIVITIES SPECIALIST/ENGAGEMENT COORDINATOR

DEFINITION:

Under supervision of the ~~appropriate administrator/Associate Superintendent/Vice President,~~ Student Services, this position will perform wide variety of responsible and comprehensive technical and program assistance in support of student engagement activities; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, performs duties required in support of student ~~activities~~ engagement, event planning, and record keeping needs. The ~~incumbent/assistant~~ supports the ~~appropriate administrator/Coordinator of Student Activities and Outreach~~ and assists with providing and gathering information from ~~the~~ auxiliary accounting and from various departments for budgetary functions. The incumbent will have a substantial amount of administrative detail and non-routine work delegated to her/him and will explain policies, procedures, and precedence to other staff and to faculty and students.

ESSENTIAL FUNCTIONS:

1. Maintains divisional electronic budget records; coordinates purchase requests; verifies funds available and reconciles discrepancies; and researches budget allocations.
2. Informs student clubs of current budget status; assist with budget planning; research vendor and pricing; verifies total classified and student help amounts from final approved budget printout.
3. ~~Coordinates~~ Assists in the planning and organizing of special events for the student engagement activities and leadership programs on a regular basis; prepares travel arrangements and documentation for projects and independent contractors.
4. Offers classroom presentations explaining the functions and structure of student engagement activities and leadership programs.
5. Composes correspondence, memorandums, reports, and a variety of written materials from rough draft or general instruction; creates and edits spreadsheets, records, and other written materials as required.
6. ~~Plans~~ Assists in developing brochures, news releases, newsletters, emails, and social media; ~~and~~
- ~~6.7.~~ Updates the website, mailing lists, groups, and emails lists to publicize events or provide information on programs and services.
- ~~7.8.~~ Serves as a first point of contact and informational resources to students, faculty, staff, and the public; serves as liaison with external agencies.
- ~~8.9.~~ Assists other related departments and student services on campus in obtaining data and information relative to the organizational unit; schedules appointments and meetings, and performs other routine clerical functions.
- ~~9.10.~~ Explains policies, procedures, and precedence to students, faculty, staff, and the public, may provide training and orientation to faculty/staff club advisors and incoming club officers.
- ~~10.11.~~ Prepares personnel action requests, employment authorizations, volunteer applications, and requests to hire student workers and student ambassadors.

- 11.12. May provide instructions and/or guidance to other clerical support staff including student workers.
- 12.13. Coordinates and approves online requests for student organizations and clubs use of the student center and may serve as a point of contact for the facility.
- 13.14. ~~Coordinates~~ Assists in coordinating the implementation of projects, meetings, trainings, field trips, special services and events, and/or other related functions including travel liability forms for non-classroom related engagement including but not limited to ASBG and student clubs activities members.
- 14.15. Facilitates monthly inter-club council meetings.
- 15.16. May attend student-sponsored activities at on and off campus locations including statewide events; may attend student activity/life related conferences.
- 16.17. Performs other related duties functions as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office management techniques and organizational skills;
- Principles, methods and practices of financial accounting and record keeping;
- Written business communications;
- Word processing applications production and design;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, records management, receptionist, and telephone techniques.

Demonstrated Ability to:

- Demonstrate high level skills of spreadsheet and word processing and production;
- Utilize the Internet;
- 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.

Education and Experience:

Bachelor's degree preferred OR an associate degree and a certificate in accounting or related subject matter and two years of increasingly responsible related experience OR the equivalent to completion of the 12th grade and four years of increasingly responsible related experience OR any equivalent combination of training and experience.

License and Certificates Required:

- Valid California driver's license.

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.
- ~~May require a flexible schedule for travel and/or weekends according to student activities.~~

Physical Demands:

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

Special Qualification:

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

R 7/23

Reclass 3/19

Reclass 7/14

11/07

Allan Hancock College
Human Resources

Classified - Exempt
Range 15

SYSTEMS ANALYST

DEFINITION:

Under supervision of the appropriate administrator ~~Director, Information Technology Services~~, this position supports enterprise resource planning (ERP) systems, associated databases, operating systems, and related software; performs configuration management tasks; builds and releases a functioning system; makes changes to existing programs; integrates new programs with existing programs; develops user and training documentation; provides direct support for functional users; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, this technical position will have a variety of professional and highly technical responsibilities in the development and support of enterprise systems from user and vendor specifications. The incumbent will interface with multiple vendors and users to manage and maintain a complex set of enterprise systems. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring tact and good communication skills.

ESSENTIAL FUNCTIONS:

1. Performs the duties of senior level administration of enterprise resource planning (ERP) systems.
2. Monitors and sSupports the database, applications and functions associated with the ERP system, including technical maintenance and upgrades, module installation, as well as being responsible for research and resolution of the day-to-day operating issues that affect processing services.
3. Provisions and maintains ERP user accounts and security roles.
4. Provides technical advice and support to users including troubleshooting issues, creating data extracts and reports, and data analysis.
5. Configures system enhancements and software fixes; plans for and supports the processing of all upgrades, patches and major releases for these systems.
6. Coordinates with functional users to develop a thorough and rigorous testing of software and database performance before new versions are put into production.
7. Performs system analysis and design work for functional users.
8. Analyzes database efficiency and applies basic tuning strategies that may involve researching and resolving day-to-day operating issues that impact effectiveness.
9. Performs data extractions and develops integrations to other systems as required.
10. Creates, modifies and maintains customizations.

11. Assists other members of the information technology services staff with design, program logic, instruction and database structure.
12. Debugs programs by preparing test data and evaluate computer output for valid results, satisfying user requests.
13. Performs data refresh clones of production and test environments.
14. Monitors database system and performance.
15. Schedules and completes data submissions required by the Chancellor's Office Management Information Systems (MIS) division.
16. Coordinates with network administrator on protocols and security to connect the enterprise resource planning (ERP) system to the infrastructure.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~Server hardware~~, software and enterprise operating systems such as Linux and Microsoft Windows server;
- Local and wide area networks;
- Relational data base concepts, tools and techniques including the use of Structured Query Language (SQL) and Java Database Connectivity (JDBC)~~Open Database Connectivity (ODBC)~~;
- Oracle and other ~~or Microsoft SQL Server~~ relational data base management system;
- Enterprise ERP systems such as Ellucian Banner;
- Programming languages such as PL/SQL compatible with computer systems in use;
- General accounting, business procedures and statistical methods;
- UNIX shell scripting language ~~desirable~~;
- Evisions reporting software (Argos, FormFusion, MAPS) desirable;
- Java Virtual Machine development tools (e.g. Tomcat~~Groovy~~) desirable.

Demonstrated ability to:

- ~~Develop and~~ Maintain and integrate databases and computer programs;
- Communicate verbally and in writing and pPrepare documentation and user instructions;
- Assist in the development and analysis of conceptual and logical design of computer information systems;
- ~~Communicate verbally and in writing supporting complex system descriptions.~~

Education and Experience:

Equivalent to a bachelor's degree or higher in computer science, information systems or a related field and five years direct experience in computer information systems programming with ~~hardware~~, software, and database management systems comparable with Allan Hancock

College's ERP systems or equivalent combination of college education, training and experience may be considered.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email and in person.
- May lift, carry, and/or move objects weighing up to 20 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.

R7/23

Exempt 12/17

R 9/17

R 7/15

R 5/10

R 9/04

R 6/01

7/90

TECHNICAL SUPPORT SPECIALIST I**DEFINITION:**

Under supervision of the ~~Technical Services Supervisor~~appropriate administrator in Information Technology Services(ITS), this position is to perform skilled work in the installation, maintenance, and repair of computer systems, audiovisual (AV) equipment, data communications equipment and telephones. The incumbent will assist staff in equipment use, perform functions related to providing AV support of district events, and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under ~~minimal~~general supervision, is a skilled working position which emphasizes a high level of technical knowledge and ability. The major responsibility of this position is to assist with the installation and maintenance of the district's computers, peripherals, AV equipment, telephone equipment, and networks.

ESSENTIAL FUNCTIONS:

1. Install, configure, update and maintain a variety of computer and AV equipment.
2. Enter and update computers and other equipment in the Helpdesk Asset Tracking System.
3. Connect computers, AV equipment and peripherals to the District network (~~both wired and wireless~~) including cabling, when necessary, and network protocol configurations.
4. Provide technical support and training on the use of computers, ~~tablets~~, printers, peripheral equipment, mobile devices, AV equipment and telephones for staff, faculty, and students.
5. ~~Manage~~Install Microsoft Windows, and Apple, and chrome operating systems.
6. ~~Install and maintain general purpose application programs for web browsing, word processing, electronic spreadsheet, and email in accordance with vendor supplied documentation as well as job/task specific software.~~
7. ~~Install the components of the computer systems into an integrated unit and provide the user with an operational unit.~~
8. ~~Provide the user with operating instructions in the use and care of the computer and assists with user computer training.~~
9. ~~6.~~ Perform first-level trouble shooting such as identifying source of failure, operator error, or hardware/software malfunction. ~~If malware is detected, clean or re-images as needed.~~
10. ~~7.~~ Repair equipment, and/or arrange for repair services.
11. ~~8.~~ Use the ITS -Hhelp Ddesk system to log requests, communicate with -and requestors, and track the resolution of problems.
12. ~~Assist with software upgrades.~~
13. ~~9.~~ Provide backup "help desk" service for the district.
14. ~~10.~~ Deliver, set up, and operate sounds systems and other AV equipment to support instructional and institutional activities including events scheduled on and off campus.

- ~~15. Assist users with routine software functions.~~
- ~~16.11. Assist with the evaluation of new software and software updates, and documents recommendations.~~
- ~~17.12. Evaluate computers, AV equipment and peripherals against the published standard and make recommendations for replacement.~~
13. Utilize appropriate safety precautions in performance of duties, performs routine safety inspections of equipment to ensure safety of others, and reports safety issues to appropriate department.
- ~~18.14. Provides preventative maintenance of AV equipment.~~
- ~~19.15. Perform other related duties as assigned.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Telecommunications and computer networking technologies which includes LANs, WANs, and VLANs;
- ~~Micro electronics with expertise in communication electronics;~~
- Common office and communication software;
- Operation and maintenance of AV equipment;
- Use of “Customer Support Management” software;
- Installation and ~~use of~~ management of operating systems, such as ~~Microsoft Windows~~ Microsoft Windows and Apple OS;
- Web browsers;
- Chromebooks;
- Computer imaging and MDM (Mobile Device Management) software;
- ~~General purpose application programs performing functions of word processing, electronic spreadsheet, and email;~~
- Microsoft 365
- Appropriate safety precautions and procedures.

Demonstrated Ability to:

- Install the components of computer systems into an integrated unit and provide user with an operational unit;
- Install, replace and repair AV equipment;
- Provide user with operating instructions in the use and care of the computer;
- Perform first level of troubleshooting should user experience operational failure;
- Learn new and complex AV and computer equipment;
- Use test equipment, hand tools and other materials of the trade;
- ~~Work with minimum supervision and U~~ use independent judgement;
- ~~Address~~ Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions; and

- Develop and maintain cooperative-working relationships with those contacted during the course of work.

Education and Experience:

Possession of or the equivalent to an associates' degree in ~~electronics and/or~~ a computer related field with one or more years of professional experience in personal computer hardware/software support to include installation, maintenance, and repair.

Licenses and Certificates Required:

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

Working Conditions:

- Duties are primarily performed in an office environment, at a desk with a computer workstation.
- 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,~~ and web conferencing with employees, students and PCPA employees. ~~executive, management, supervisory, academic, and classified staff.~~
- The incumbent will support all district locations that use computer and AV resources and may need to drive to perform job functions.

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 20-30-50 pounds. Must be able to lift and stack objects up to ~~50-75~~ 50 pounds occasionally.
- Use of ladders.

Special Qualification:

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

7/23

R 9/17

R 7/15

R 9/04

3/03 (Title only)

TECHNICAL SUPPORT SPECIALIST II**DEFINITION:**

Under supervision of ~~the appropriate administrator~~ ~~Technical Services Supervisor~~ in Information Technology Services (ITS), this position ~~performs advanced installation and maintenance of student computer labs, employee offices, and supports various hardware and software.~~ ~~is to install and maintain department servers, Microsoft Windows and Apple based operating systems, hardware and software; audiovisual (AV) equipment;~~ ~~They assist employees and students staff in their use with~~ District technology; assist with maintenance and installation of telephone/communication network; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position, under minimal supervision, acts as the computer support consultant and specialist for the college. The incumbent performs installation, configuration, and maintenance of the AV equipment. This position is a highly skilled working position which emphasizes a high level of technical knowledge and ability. This position assists in the support and maintenance of the district's infrastructure and telecommunication systems.

ESSENTIAL FUNCTIONS:

- ~~1. Install, maintain, and troubleshoot the district infrastructure including servers and related topologies.~~
- ~~2.1. Install, Deploy Windows, Apple, and Chrome devices through imaging and management systems, configure, update and maintain a variety of computer and AV equipment.~~
- ~~3.2. Enter and update computers and other equipment in the Helpdesk Asset Tracking System.~~
- ~~4.3. Connect computers, AV equipment and peripherals to the District network (both wired and wireless) including cabling, when necessary, and network protocol configurations.~~
- ~~5.4. Provide technical support and training one-to-one or on-the use of computers, tablets, printers, peripheral equipment, mobile devices, AV equipment and telephones.~~
- ~~6.5. Install computer Microsoft Windows and Apple operating systems.~~
- ~~7.6. Install and maintain general purpose application programs for web browsing, word processing, electronic spreadsheet, and email in accordance with vendor supplied documentation as well as job/task specific software such as financial accounting and student services.~~
- ~~8.7. Install computer job/task specific software, tailored to individual user configuration and user-defined specifications.~~
- ~~9. Install the components of the computer systems into an integrated unit and provide the user with an operational unit.~~
- ~~10.8. Ensure computer technology integrates with instructional AV technology.~~
- ~~11.9. Performs all levels of trouble shooting such as identifying source of failure, operator error, or hardware/or software malfunction.~~

- ~~12.10.~~ Repair District technology equipment, and/or arrange for repair services.
- ~~13.11.~~ Use help desk system to log requests, communicate with requestors, and track resolution of problems.
- ~~14.12.~~ Assist with software upgrades, troubleshooting of the system's failures, and the maintenance, support and installation of telephones/communication system, headsets, and related computer software. ~~Assist with the maintenance and support of in-house Voice over IP (VoIP) telephone/communication system; assist with software upgrades, trouble shooting of the system's failures, and the maintenance and installation of telephones, headsets, and related computer software.~~
- ~~15.13.~~ Perform telephone adds, moves and changes for users, departments, and programs.
- ~~16.14.~~ Maintain, monitor and keep accurate records of phone locations for the E911 system.
- ~~17.15.~~ Evaluate computers, AV equipment and peripherals against the published standard and make recommendations for replacement.
- ~~18.16.~~ Act as a resource person in evaluation of computer hardware/-software, provides alternate hardware/software solutions if applicable, and evaluate software which includes contacting reference accounts and establishing benchmarks and/or vendor-supplied test systems.
17. Utilize appropriate safety precautions in performance of duties, performs routine safety inspections of equipment to ensure safety of others, and reports safety issues to appropriate department.
18. Support technology for campus events.
19. Manage and maintain computer and AV configuration software.
20. Supports the help desk and Technical Support Specialist I positions.
- ~~19.21.~~ Manage and support augmented and virtual reality technology equipment in instructional programs.
- ~~20.22.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Telecommunications and computer networking which includes LAN's, WAN's, VLANs, and VoIP technologies;
- Operation and maintenance of AV equipment;
- Common office and communication software;
- Use of "Customer Support Management" software;
- Installation and use of operating systems (OS) such as Microsoft-Windows and Apple OS;
- ~~Installation and use of server based operating systems such as Microsoft Windows Server and Linux;~~
- Web browsers;
- Chromebooks;
- Computer imaging and Mobile Device Management (MDM) software;
- ~~Relational Database Management systems such as Windows SQL Server;~~
- ~~General purpose application programs performing functions of word processing, electronic spreadsheet, and email;~~

- Microsoft 365
- Appropriate safety precautions and procedures.

Demonstrated ability to:

- Manage, configure, and maintain a network environment;
- Troubleshoot and resolve network related issues;
- Install the components of computer systems into an integrated unit and provide user with an operational unit;
- Install, replace and repair AV equipment;
- Learn and troubleshoot new and complex AV and computer equipment;
- Use test equipment, hand tools and other materials of the trade;
- Address~~Deal with~~ priority tasks and ensure~~see~~ that work is completed on schedule;
- Follow oral and written directions; and
- Develop and maintain cooperative working relationships with those contacted during the course of work.

Education and Experience:

Possession of ~~or equivalent to an associates' degree or higher in computer science or~~ information systems or equivalent experience with ~~three-five~~ years of experience in computer network/hardware/software use and support.

Licenses and Certificates Required:

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

Working Conditions:

- Duties are primarily performed in an office environment, at a desk with a computer workstation.
- 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, and web conferencing with ~~executive, management, supervisory, academic, and classified staff~~ employees and students ~~and vendors~~.
- The incumbent will support all district locations that use computer and AV resources and may need to drive to perform job functions.

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 20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

Special Qualification:

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

R 7/23

R 9/17

R 7/15

R 2/11

R 9/04

3/03 (Title only)

1/99

WEB SERVICES SPECIALIST**DEFINITION:**

Under direction of the ~~Director, Information Technology Services~~ appropriate administrator, is responsible for all activities related to the district's ~~Web websites~~ and portals sites, including ~~design of the content management systems~~, developing content and training users ~~on the content management system~~, monitoring and maintaining web accessibility, monitoring and maintaining ~~web website~~ security, and implementing the design/navigation of ~~web websites~~. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent in this position performs highly technical and professional work in support of the district's ~~Web websites~~, portals, content management system, and related applications. ~~The incumbent sets priorities for software development, and uploading and maintaining site content.~~ The incumbent works closely with the office of public affairs and communications, communicates with district staff on issues related to policies of the ~~web sites~~ websites, and coordinates activities with other departments as applicable. The incumbent is expected to keep abreast of changing technologies and to make recommendations to the director, information technology services for improvement in ~~Web~~ systems and services.

ESSENTIAL FUNCTIONS:

1. Provide leadership in the technical design, direction and navigation of the District's ~~Web~~ websites.
2. Update and maintain District ~~web~~ portal for students and employees.
3. Plans, designs, and implements ~~SharePoint portal and Office 365~~ security including, but not limited to, authentication, security roles, user groups, audiences, and item level security.
4. Configures and administers Microsoft SharePoint, Teams, and other Microsoft 365 document ~~management services and InfoPath services.~~
5. Uphold the established college editorial and graphic standards and monitor overall consistency of style, usage, and grammar, including editing text, photos and videos as necessary to ensure consistent quality of content, tone, and accuracy to meet the communication needs of the college, maximize the technology for communication effectiveness, and provide a compelling end-user experience.
6. Apply best practice in ~~w~~Web usability, design, content, search, and collaboration for an intuitive user experience.
7. Coordinate routine uploading and maintenance of site content in the content management system and ~~measure~~ ensure that the ~~D~~district's sites meet accessibility standards.
8. Provide professional assistance and training for staff in developing content for specific pages and programs.

9. Serve as official trainer for the ~~W~~web content management system for content managers, including site maintenance.
- ~~10. Monitor best practices to ensure the AHC Web stays dynamic and current with industry trends.~~
- ~~11. Assist content managers to ensure that content stays current; assist content managers to create new and compelling content.~~
- ~~12. Provide overall maintenance, including content updates, graphics, and functionality via a Content Management System (CMS).~~
- ~~13.~~10. Create “how- to” training videos and implement web-based multimedia content including audio/video streaming in web pages.
- ~~14.~~11. Support other electronic communications ~~vehicles~~methods for the websites, including e-mail, texting, Facebook, twitter~~social media~~, videos, ~~mobile device~~ and RSS feeds.
- ~~15.~~12. Recommend improvements based on Routinely monitor and analyze Web-site analytics ~~to ensure maximization of our site and its content including~~ and search engine optimization (SEO).
- ~~16. Provide direction and manage portal document libraries.~~
- ~~17.~~13. Develop web-based forms.
- ~~18.~~14. Test, document, and implement web-based computer applications.
- ~~19. Coordinate applications related to linkages between relational databases and the district’s portal.~~
- ~~20. Communicate with district employees concerning issues related to policies of the sites, portals, and services.~~
- ~~21.~~15. Chair the ~~w~~Web ~~s~~Services committee.
- ~~22.~~16. Work cooperatively with ~~other~~ dDistrict administrators responsible for public relations/outreach, instructional site content, and accessibility ~~for disabled students.~~
- ~~23.~~17. Actively review technology advances and recommend improvements in district Web equipment and services.
- ~~24. Work with software service contractors.~~
- ~~25.~~18. Perform other related ~~functions~~duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Excellent written, communication, and administration skills with particular expertise in writing ~~for the Web;~~
- Excellent PC/computer skills including experience with Microsoft Office and Microsoft 365 products (~~Word, Excel, Visio, PowerPoint~~);
- Working knowledge of HTML, CSS, and JavaScript;
- Knowledge of SEO;
- Web content management tools;
- Good understanding of the online publication process;
- Appropriate web development and site maintenance programs;
- Microsoft Windows environment including Internet Information Server (IIS);
- Windows-based file management;
- Mobile development platforms a plus;
- ~~Portals such as uPortal, Liferay, or SharePoint;~~

- Accessibility standards and compliance tools.

Demonstrated ability to:

- Understand effective communication and interactive techniques of a website;
- Exhibit a high level of technical expertise in the operation of Web-based applications required for the services of a community college;
- ~~Provide technical leadership in the selection of Web services (equipment, software, telecommunications);~~
- Work cooperatively with others responsible for instructional and outreach/marketing activities, assistive technologies, and for other campus services using the ~~Web~~web-sites and portals;
- Maintain a high level of technical currency in support of web design, maintenance, administration, and security;
- Manage multiple tasks and meet tight deadlines;
- Improve written content with great attention to detail.

Education and Experience:

Possession of or the equivalent to a bachelors' degree related to English, communications, journalism, information systems, or related fields. Four years of web ~~site~~ development and maintenance, including but not limited to multimedia design, ~~Web~~ website management, e-commerce, or, any equivalent combination of training and experience; and at least three years of experience in the direct management of an ~~I~~nternet site and services. Hands on experience with ~~OU-Campus~~Omni CMS™ content management system / website creation software a plus. Experience with HTML5, XML, CSS, JavaScript, ~~Flash~~, ASP.net, and ~~W~~web analysis software desirable.

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- May lift, carry and/or moves objects weighing up to 20 pounds.

Special Qualification:

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

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Second Reading of Board Policy 2330, Quorum and Voting	Item Number: 12.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 2330, Quorum and Voting has been updated as recommended by the Community College League of California's board policy service. The policy includes clarifying voting requirements related to the sale or lease of surplus real property.

The board policy has been vetted through the shared governance process and was presented for review at the November board meeting.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt Board Policy 2330, Quorum and Voting as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2330 QUORUM AND VOTING

A quorum of the Board of Trustees shall consist of three members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease District real property, which is not or will not be needed by the District for school classroom (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas

References: Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., 813360, 81365, 81511, and 81432;
Government Code Section 53094;
Code of Civil Procedure Section 1245.240

Adopted: 10/21/14
Revised: 7/9/19

Reviewed: 9/8/20

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Second Reading of Board Policy 2340, Agendas	Item Number: 12.L.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 4

BACKGROUND

Revised board policy 2340, Agendas has been updated as recommended by the Community College League of California's board policy service. The policy has been updated to clarify how notice of meetings are delivered to local media and add a reference to Government Code 7920 which provides the public the right to inspect and obtain copies of "public records."

The board policy has been vetted through the shared governance process and was presented for review at the November board meeting.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt Board Policy 2340, Agendas as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2340 AGENDAS

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President four weeks prior to the regularly scheduled Board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

The Superintendent/President shall prepare the Board agenda for each meeting with the specific date, time and place of such meeting. A copy of the agenda will be furnished to each trustee.

At the time when agendas are dispatched by the secretary to individual board members, copies of the agenda shall also become available to the media and public. For all regular meetings, the agenda shall be posted outside administration building B and e-mailed to the media at least 72 hours prior to the time of said regular meeting, and in the case of special meetings, at least 24 hours prior to said special meeting.

Items Not on the Agenda

Discussion may not take place on an item not on the posted agenda except as specified in the Brown Act.

Order of Business and Conduct of Meeting

Public participation is addressed in BP 2345 titled Public Participation at Board Meetings. Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by state law.

The order of business at a regular meeting of the Board shall be as follows:

1. Call to Order
2. Public Comment to Closed Session
3. Adjourn to Closed Session
4. Reconvene to Open Session
5. Action Taken in Closed Session
6. Pledge of Allegiance
7. Approval of Agenda as Presented
8. Public Comment
9. Presentation(s)
10. Approval of Minutes
11. Consent agenda
12. Oral reports
 - 12.A. Superintendent's report
 - 12.B. Board member reports
 - 12.C. Association reports (Rotating Order)
 - 1) Academic Senate
 - 2) Associated Student Body Government
 - 3) California School Employees Association
 - 4) Faculty Association
 - 5) Part-Time Faculty Association
 - 6) Management Association

7) AHC Foundation

- 13. Action items
- 14. Information items
- 15. New Business
- 16. Calendar
- 17. Adjournment

A public hearing on the budget will be held as required by law.

In order to facilitate an exchange of views among members of the Board, a motion without a second may be discussed or commented upon unless objection is made or until the chair declares the motion dead.

In all matters not covered herein, the board shall use parliamentary procedure following the manual known as Robert's Rules of Order, revised edition.

References: Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 7920.00 et seq.

Adopted: 6/18/91	Revised: 5/16/95
Revised: 8/18/92	Revised: 3/19/96
Revised: 4/20/93	Revised: 4/21/98
Revised: 4/26/94	Revised: 6/20/00
Revised: 11/22/94	Revised: 11/18/14
Revised: 3/21/95	Reviewed: 9/8/20
	Revised: 10/18/22

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Second Review of Board Policy 2365, Recording	Item Number: 12.M.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Revised board policy 2365, Recording has been updated as recommended by the Community College League of California's board policy service. The policy has been updated to add a reference to Government Code 7920 which provides the public the right to inspect and obtain copies of "public records."

The board policy has been vetted through the shared governance process and was presented for review at the November board meeting.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt Board Policy 2365, Recording as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2365 RECORDING

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 7920.000 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

References: Education Code Section 72121(a);
Government Code Sections 7920.000 et seq., 54953.5, and 54953.6

**Adopted: 2/17/15
Reviewed: 9/8/20**

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Second Reading of Revised Board Policy and Administrative Procedure 4226, Multiple and Overlapping Enrollments	Item Number: 12.N.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Revised Board Policy 4226, Multiple and Overlapping Enrollments is presented. Language was added to clarify that enrolling in two or more noncredit sections is only allowed for ESL (English as a Second Language) courses.

The revised board policy was submitted for the board's review on November 21, 2023. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 4226, Multiple and Overlapping Enrollments as presented.

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

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

The Superintendent/President shall establish procedures to ensure that students may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time. Multiple enrollments for noncredit courses are limited to ESL.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Reference: Title 5 Section 55007

Adopted: 1/10/17

Reviewed: 1/11/22

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Resolution 23-25 Delegating Authorization of Signatures for Continued Funding Application 2024-25 for California State Preschool Program and General Childcare and Development	Item Number: 14.A.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

The college has been notified of continued funding from the California Department of Education: California State Preschool Program and California Department of Social Services: General Childcare and Development to support of 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)

The California Department of Education and California Department of Social Services require the board of trustees to adopt a resolution certifying approval of the authorization of signatures to continue receiving funds for its programs.

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, 2024 – June 30, 2025.

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution No.23-25 Delegating Authorization of Signatures for Continued Funding Application 2024-25 for California State Preschool Program and General Childcare and Development

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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RESOLUTION 23-25
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

DELEGATING AUTHORIZATION OF SIGNATURE FOR CONTINUED FUNDING APPLICATION 2024-
2025 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 childcare 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 Childcare 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

Dennis Curran, 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 childcare 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 19th day of December 2023, 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 19, 2023, 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 19, 2023
Subject: Adoption of Resolution 23-26, Baccalaureate Program	Item Number: 14.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Considering Assembly Bill No. 927, which extends the community college statewide baccalaureate degree pilot program indefinitely, the district has an opportunity to provide advanced education to address unmet workforce needs. To this end, support for the district's application to offer a Bachelor of Science degree in Applied Professional Studies is requested.

FISCAL IMPACT

To be determined.

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 23-26, Baccalaureate Program.

Administrator Initiating Item: Robert Curry	Final Disposition:
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RESOLUTION 23-26
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

IN SUPPORT OF THE DISTRICT’S APPLICATION TO OFFER A BACHELOR OF SCIENCE DEGREE IN
APPLIED PROFESSIONAL STUDIES

WHEREAS, there is an undersupply of workers in occupations aligned with applied professional studies; and

WHEREAS, a baccalaureate degree is typically required to enter occupations aligned with applied professional studies; and

WHEREAS, only 13.6 percent of the Santa Maria population and only 12.2 percent of the Lompoc population have a bachelor’s degree or higher; and

WHEREAS, occupations aligned with applied professional studies pay a living wage commensurate with the high cost of living in the communities that Allan Hancock Joint Community College District serves; and

WHEREAS, a large portion of Allan Hancock College students are economically challenged and cannot afford to relocate out of the area to earn a baccalaureate degree; and

WHEREAS, many Allan Hancock College students are place-bound due to family and/or work commitments; and

WHEREAS, the Vision 2030 plan developed by REACH, the region’s primary economic development convener, notes the lack of local access to bachelor’s degrees is a “significant barrier for socio-economically disadvantaged communities”; and

WHEREAS, equitable baccalaureate attainment is identified as a key pillar in the Chancellor’s Office Vision 2030 master plan; and

WHEREAS, a baccalaureate degree in applied professional studies does not duplicate an existing program at a California State University or University of California campus.

NOW THEREFORE BE IT RESOLVED, the Allan Hancock Joint Community College District Board of Trustees enthusiastically supports the district’s application to offer a Bachelor of Science degree in Applied Professional Studies.

APPROVED, PASSED, AND ADOPTED this 19th day of December 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

STATE OF CALIFORNIA)
COUNTIES OF SANTA BARBARA,)
SAN LUIS OBISPO AND VENTURA)

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said board at a regular meeting held December 19, 2023, by the vote above stated, which resolution is on file in the office of said board.

Secretary to the Board of Trustees


INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: A Report on the Vernon Group Apartments Concept Design	Item Number: 15.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 19

BACKGROUND

The attached slide deck lays out the concept for the apartment buildings in the 99-year ground lease agreement between Allan Hancock Joint Community College District ("District") and The Vernon Group, LLC ("Lessee"). The Lessee will build 225 apartment units (eight student units and 217 market rate units) on approximately 5.16 acres of district property located on the South Campus near the intersection of South College Drive and East Enos Drive. The concept includes:

- Two hundred and seventeen (217) market rate apartment units;
- Eight student units, which will be available for students to rent at 90 percent of the market rate; each student unit will house eight students (64 beds total) and includes four bedrooms, two bathrooms, a kitchen and a common area;
- Six thousand (6,000) square feet of commercial space;
- Three thousand (3,000) square foot lobby with leasing office; and
- Amenity space: outdoor pool, covered seating area, clubhouse.

Providing the design concept meets the first deliverable in the lease agreement; the district has reviewed and provided approval for the concept, as well. As of now, Lessee plans to complete the project in two construction phases. The first phase includes site improvements, the construction of the student units and commercial space, a portion of the market rate building and courtyard amenities. The second phase consists of the additional market rate units and amenities. Each phase will begin upon approval from the city and must be completed within 60 months after construction begins (Lessee hopes to complete construction of each phase in less than three years).

The lessee is now engaged in further design and is working with the city on permits and other approvals. According to the lease, they have 12 months to submit their applications to the City of Santa Maria. The district will continue to support this project and meet with Lessee on a regular basis for updates and to assist, as needed.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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THE VERNON GROUP

ALLAN HANCOCK COLLEGE
MIXED-USE DEVELOPMENT

800-936 E Stowell Rd, Santa Maria, CA 93454

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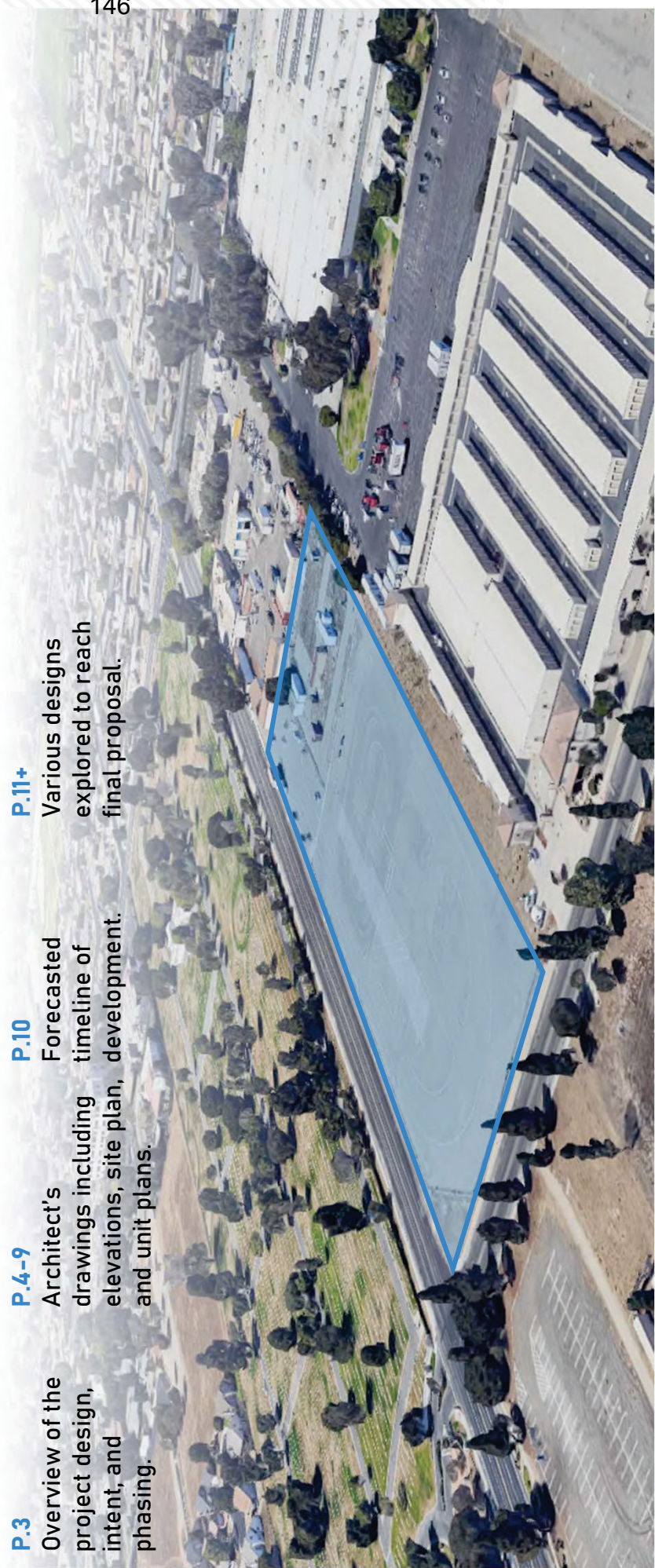
EXECUTIVE SUMMARY **FINAL CONCEPTUAL DESIGN** **PHASING TIMELINE** **APPENDIX: DESIGN ITERATIONS**

P.3 Overview of the project design, intent, and phasing.

P.4-9 Architect's drawings including elevations, site plan, and unit plans.

P.10 Forecasted timeline of development.

P.11+ Various designs explored to reach final proposal.



EXECUTIVE SUMMARY

The Vernon Group (TVG) is pleased to introduce our conceptual design proposal for the multifamily mixed-use development on the District's south campus. After approval of the ground lease in September (TVG) selected Humphreys & Partners Architects who demonstrate a portfolio of quality multifamily projects and knowledge of state submittal requirements. We believe their design includes

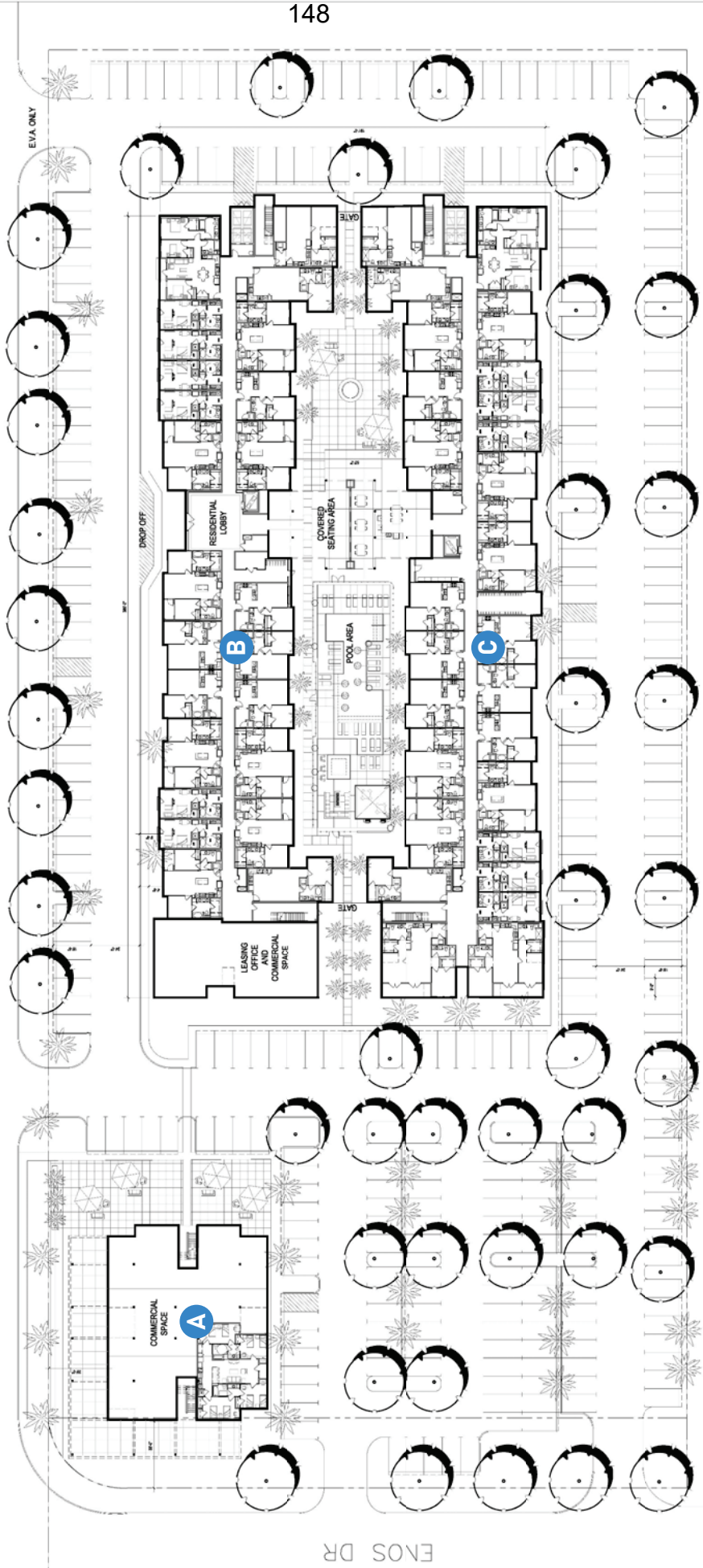
Allan Hancock College Apartments includes 225 units, 8 of which are 4-bedroom 'Student Suites', 6K square feet of commercial space, a 3K square foot lobby and leasing office, pool area courtyard with covered seating, and a 3.5K square foot top floor residential clubhouse. The site is comprised of two buildings: a 3-story walk-up containing the commercial space and 8 Student Suites, and 4-story double-loaded corridor with market rate units, along with +/- 147 315 parking stalls which achieve a parking ratio of 1.4 spaces per unit. The market mate building is designed in two parts mirrored across a demising wall to achieve high unit and parking on the site and accommodate phasing. We believe a contemporary façade best fits the site and embodies the spirit of Allan Hancock College.

Phasing is a special consideration for the project. We have designed the site and buildings to allow construction in two phases, with each phase taking approximately 2-3 years. **Phase 1** includes the site utility improvements and a student-focused building (A), the front half of the market rate building (B) including courtyard amenities. **Phase 2** completes the back half of the market rate building (C). Sequential phasing is important to the success and feasibility of the project given capital market requirements and local market conditions.

FINAL CONCEPTUAL DESIGN

SITE PLAN

COLLEGE DR



148

ENOS DR



FINAL CONCEPTUAL DESIGN ELEVATION



MARKET RATE BUILDING FACING COLLEGE DRIVE

FINAL CONCEPTUAL DESIGN ELEVATIONS



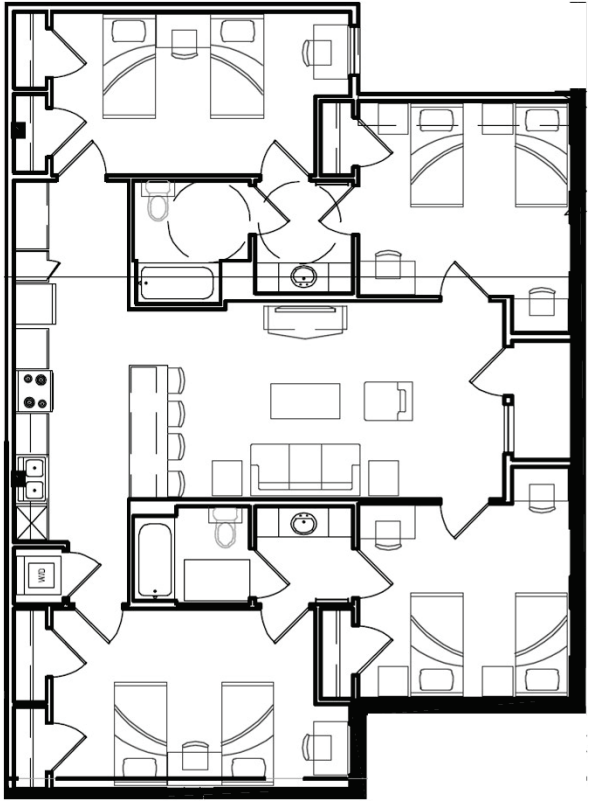
RETAIL AND STUDENT HOUSING BUILDING FACING COLLEGE DRIVE



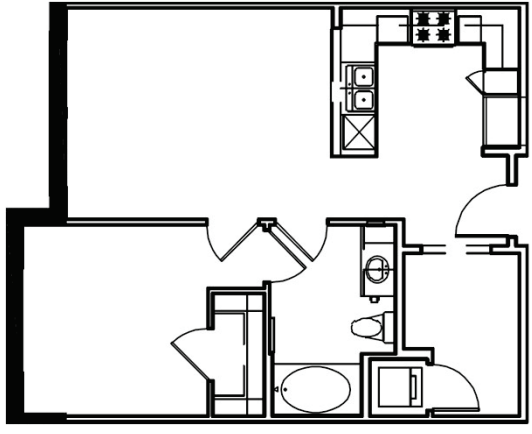
MARKET RATE BUILDING FACING ENOS DRIVE

FINAL CONCEPTUAL DESIGN

TYPICAL UNIT FLOOR PLANS



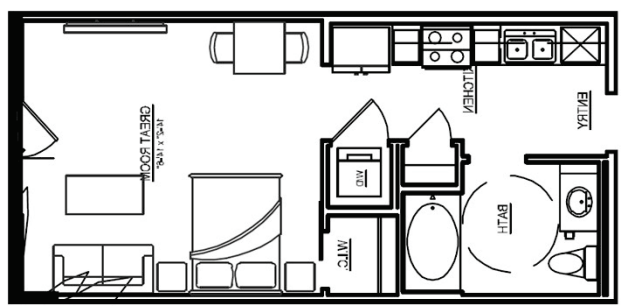
**TYPE D1
(STUDENT SUITE)**
NOT TO SCALE



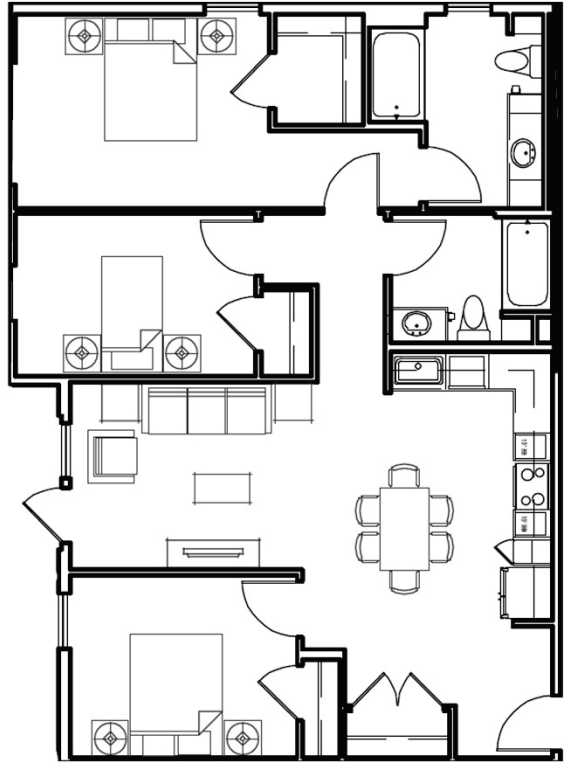
**TYPE A2
1 BATH + DEN**
NOT TO SCALE

FINAL CONCEPTUAL DESIGN

TYPICAL UNIT FLOOR PLANS



TYPE S1
STUDIO
NOT TO SCALE



TYPE C1
3 BED / 2 BATH
NOT TO SCALE

FINAL CONCEPTUAL DESIGN

SITE PROGRAM

PROJECT INFORMATION: SANTA MARIA MIXED USE

TOTAL MARKET RATE UNITS :	216	CORNER COMMERCIAL	+/-5,800 SF
TOTAL STUDENT HOUSING UNITS	9	GROUND FLOOR LEASING AND COMMERCIAL	+/-3,000 SF
GROSS LAND AREA:	5.00 (+/-) ACRE	5TH FLOOR CLUB HOUSE	+/-3,500 SF
GROSS DENSITY:	45 DU/AC	RESIDENTIAL PARKING PROVIDED	+/-315 STALLS

BLDG. 1 (4-STORY E-URBAN, MARKET RATE)

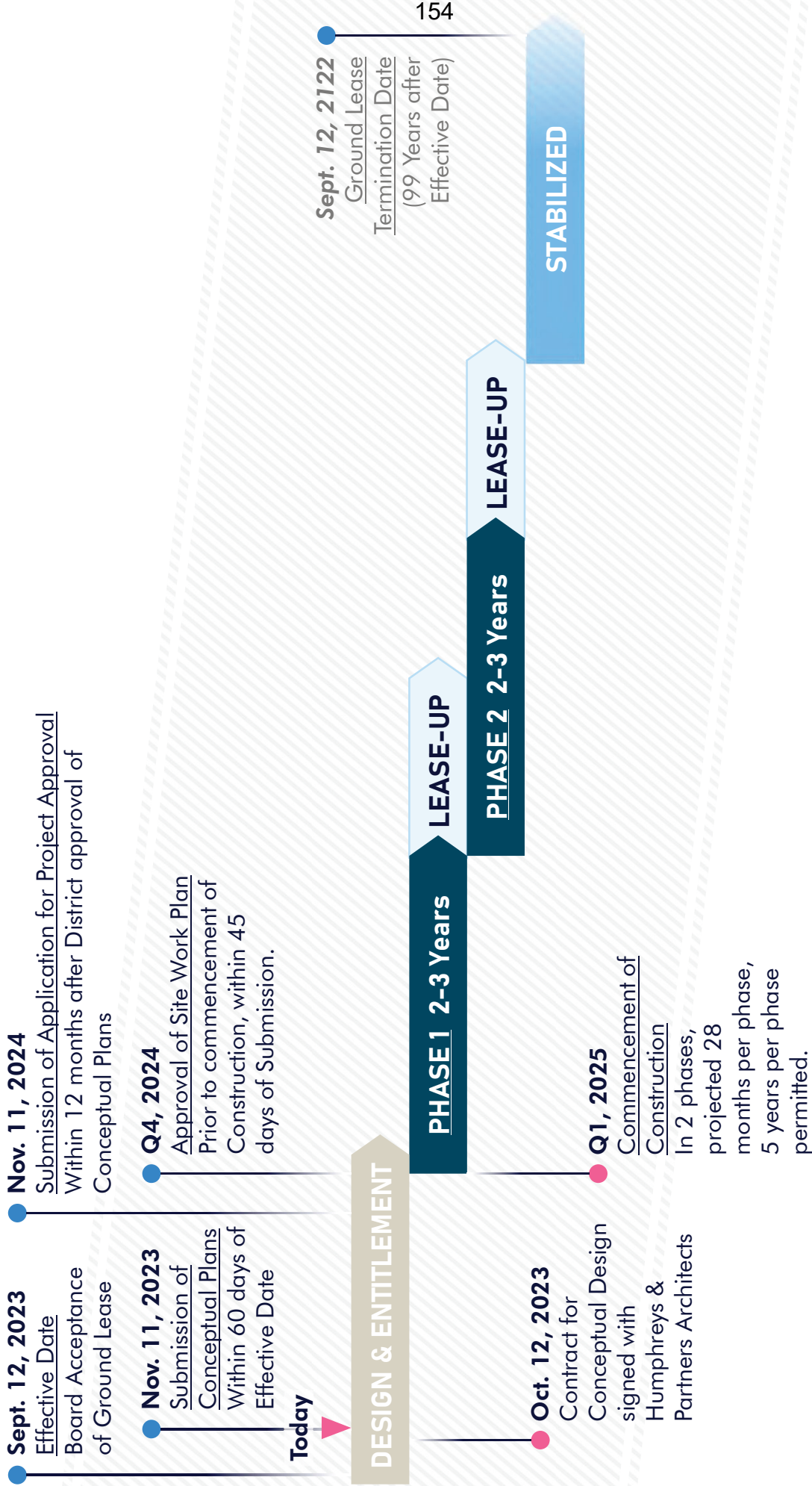
UNIT	UNIT TYPE	NET UNIT	BAL.S.F.	NO. UNITS	UNITS %	TL. NET SF	TL. BAL. S.F.	GR.UNITS.F.	PARKING
S1	STUDIO	465	12	48	22%	22,320	576	22,896	48
A1	1B1BA+den	675	12	52	24%	35,100	624	35,724	52
A2	1B1BA	759	0	24	11%	18,216	0	18,216	24
B1	2B2BA	912	65	64	30%	58,368	4,160	62,528	128
B2	2B2BA+den	1,135	100	20	9%	22,700	2,000	24,700	40
C1	3B2BA	1,178	65	8	4%	9,424	520	9,944	16
			TOTAL:	216	100.00%	166,128	7,880	174,008	308

AVERAGE NET UNIT SIZE: 769 SF

BLDG. 2 (3-STORY, STUDENT HOUSING OVER COMMERCIAL)

UNIT	UNIT TYPE	NET UNIT	BAL.S.F.	NO. UNITS	UNITS %	TL. NET SF	TL. BAL. S.F.	GR. UNITS.F.	PARKING
D1	4B2BA	1,480	0	9		13,320	0	13,320	32
	COMMERCIAL SPACE AT GROUND FLOOR							5,800	0

GROUND LEASE & DEVELOPMENT TIMELINE



- Ground Lease Dates
- Development

APPENDIX: DESIGN ITERATIONS

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38 (21%)	38 (11%)
1 BEDROOM	43 (24%)	43 (13%)
2 BEDROOM	59 (34%)	118 (34%)
4 BEDROOM	37 (21%)	148 (43%)
TOTALS	177	347

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES



UNIT TYPE	UNITS	BEDROOMS
STUDIO	23	23
1 BEDROOM	39	39
2 BEDROOM	43	86
4 BEDROOM	0	0
TOTALS	105	148

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38 (21%)	38 (11%)
1 BEDROOM	43 (24%)	43 (13%)
2 BEDROOM	59 (34%)	118 (34%)
4 BEDROOM	37 (21%)	148 (43%)
TOTALS	177	347

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

CONCEPTUAL OVERALL SITE PLAN - OPTION 2

UNIT TYPE	UNITS	BEDROOMS
STUDIO	23	23
1 BEDROOM	39	39
2 BEDROOM	43	86
4 BEDROOM	0	0
TOTALS	105	148

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES



UNIT TYPE	UNITS	BEDROOMS
STUDIO	14	14
1 BEDROOM	28	28
2 BEDROOM	23	46
4 BEDROOM	14	56
TOTALS	79	104

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38 (21%)	38 (11%)
1 BEDROOM	43 (24%)	43 (13%)
2 BEDROOM	59 (34%)	118 (34%)
4 BEDROOM	37 (21%)	148 (43%)
TOTALS	177	347

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

CONCEPTUAL OVERALL SITE PLAN - OPTION 3

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38	38
1 BEDROOM	74	74
2 BEDROOM	68	136
4 BEDROOM	50	200
TOTALS	230	448

RETAIL / AMENITY SPACE: 28 SPACES (1,000 SF)
PARKING PROVIDED: 218 SPACES



UNIT TYPE	UNITS	BEDROOMS
STUDIO	14	14
1 BEDROOM	28	28
2 BEDROOM	23	46
4 BEDROOM	14	56
TOTALS	79	104

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38 (21%)	38 (11%)
1 BEDROOM	43 (24%)	43 (13%)
2 BEDROOM	59 (34%)	118 (34%)
4 BEDROOM	37 (21%)	148 (43%)
TOTALS	177	347

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

CONCEPTUAL OVERALL SITE PLAN - OPTION 1

UNIT TYPE	UNITS	BEDROOMS
STUDIO	37	37
1 BEDROOM	67	67
2 BEDROOM	66	132
4 BEDROOM	14	56
TOTALS	184	292

RETAIL / AMENITY SPACE: 11,000 SF
PARKING PROVIDED: 218 SPACES



UNIT TYPE	UNITS	BEDROOMS
STUDIO	14	14
1 BEDROOM	28	28
2 BEDROOM	23	46
4 BEDROOM	14	56
TOTALS	79	104

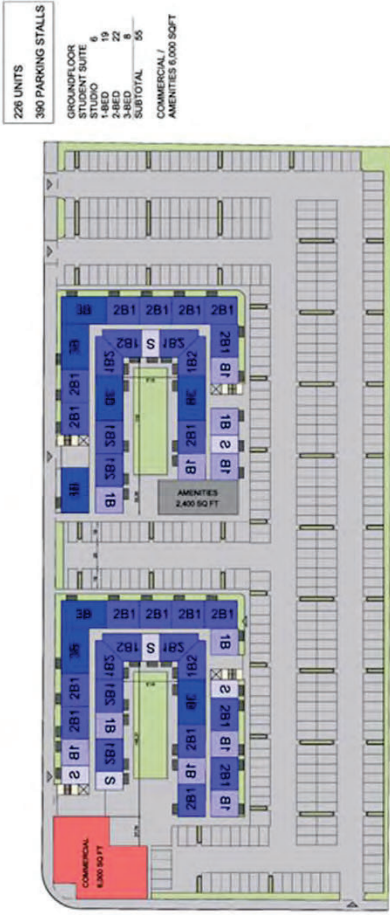
RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

UNIT TYPE	UNITS	BEDROOMS
STUDIO	38 (21%)	38 (11%)
1 BEDROOM	43 (24%)	43 (13%)
2 BEDROOM	59 (34%)	118 (34%)
4 BEDROOM	37 (21%)	148 (43%)
TOTALS	177	347

RETAIL / AMENITY SPACE: 6,000 SF
PARKING PROVIDED: 218 SPACES

CONCEPTUAL OVERALL SITE PLAN - OPTION 2

APPENDIX: DESIGN ITERATIONS



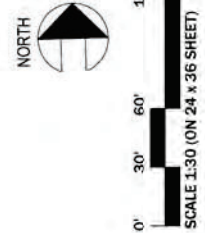
APPENDIX: DESIGN ITERATIONS



APPENDIX: DESIGN ITERATIONS



TOTAL MARKET RATE UNITS:		216	GROUND FLOOR RETAIL AND LEASING CENTER		6,000 SF				
TOTAL STUDENT HOUSING UNITS		8	ROOF TOP CLUB HOUSE AND AMENITIES		4,000 SF				
GROSS LAND AREA:		5.00 (+/-) ACRE	RESIDENTIAL PARKING PROVIDED		325 STANDARD SURFACE STALLS				
GROSS DENSITY:		45 DU/AC	RETAIL PARKING NOT PROVIDED						
BLDG. 1 (4-STORY E-URBAN)									
UNIT	UNIT TYPE	NET UNIT	BAL.S.F.	NO. UNITS	UNITS %	TL NET SF	TL BAL.S.F.	GR UNITS F.	PARKING
S1	STUDIO	450	0	41	19%	18,450	0	18,450	41
A1	1B1BA	895	70	57	26%	39,615	3,990	43,605	57
A2	1B1BA	759	0	28	13%	21,252	0	21,252	28
B1	2B2BA	912	65	74	34%	67,488	4,810	72,298	148
B2	2B2BA+DEN	1,095	65	8	4%	8,760	520	9,280	16
C1	3B2BA	1,178	65	8	4%	9,424	520	9,944	16
		TOTAL:		216	100.00%	184,989	9,840	174,929	306
AVERAGE NET UNIT SIZE:						764 SF			
BLDG. 2 (2-STORY WALK UP)									
UNIT	UNIT TYPE	NET UNIT	BAL.S.F.	NO. UNITS	UNITS %	TL NET SF	TL BAL.S.F.	GR UNITS F.	PARKING
D1	4B2BA	1,160	0	4		4,640	0	4,640	16
D2	4B2BA	1,200	0	4		4,800	0	4,800	16



APPENDIX: DESIGN ITERATIONS

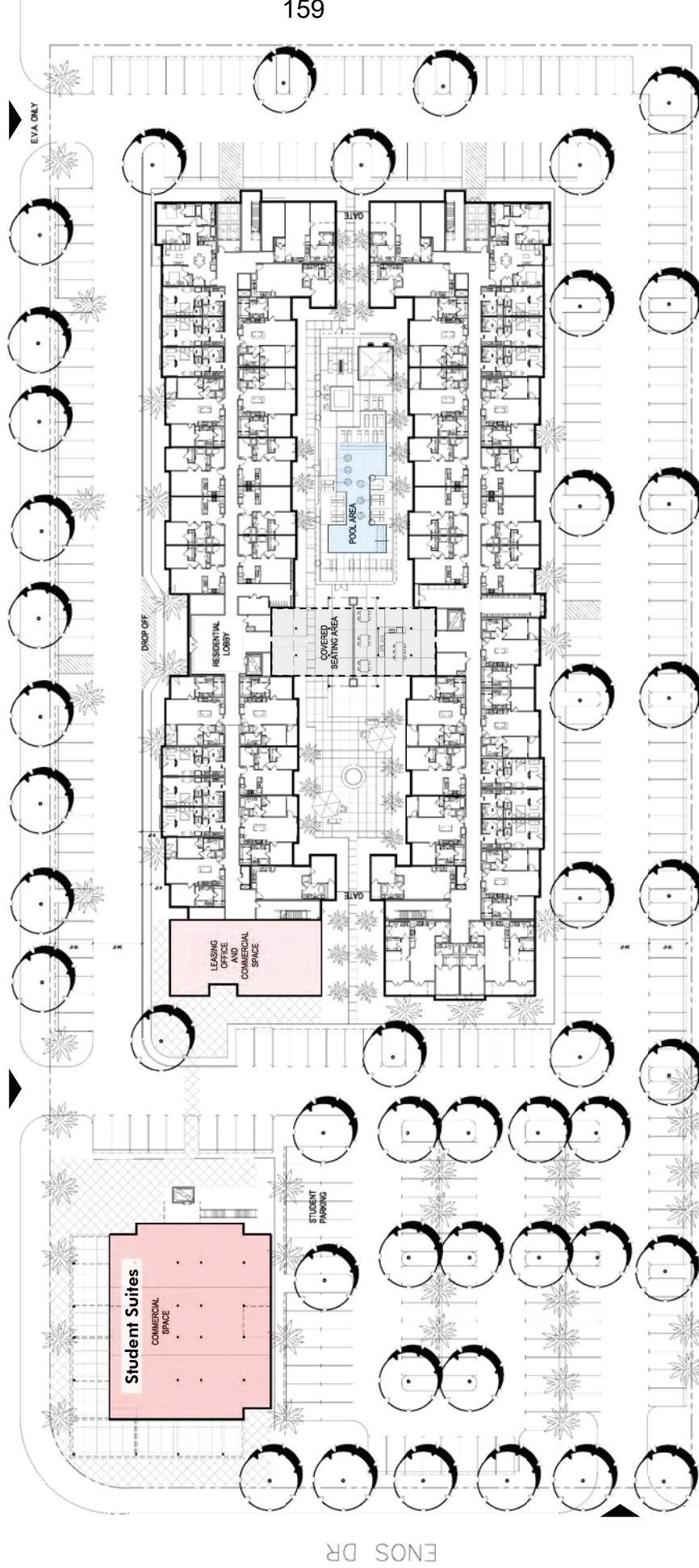
PROJECT INFORMATION: SANTA MARIA MIXED USE

TOTAL MARKET RATE UNITS:		CORNER COMMERCIAL		+14,800 SF	
TOTAL STUDENT HOUSING UNITS		GROUND FLOOR LEASING AND COMMERCIAL		+3,300 SF	
TOTAL MARKET RATE UNITS		TOTAL MARKET RATE UNITS		TOTAL MARKET RATE UNITS	
GROSS DENSITY		GROSS DENSITY		GROSS DENSITY	
216	8	216	8	216	8
161 ACRES		161 ACRES		161 ACRES	
45 DUMAC		45 DUMAC		45 DUMAC	
RESIDENTIAL PARKING PROVIDED		RESIDENTIAL PARKING PROVIDED		RESIDENTIAL PARKING PROVIDED	
+2178 STALLS		+2178 STALLS		+2178 STALLS	

BLOCK 1 (4-STORY EUBANK MARKET RATE)		BLOCK 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)	
UNIT	NET UNIT	NET UNIT	NET UNIT
STUDIO	465	465	465
1B1BA	72	72	72
1B1BA	72	72	72
1B1BA	72	72	72
1B1BA	72	72	72
2B2BA	912	912	912
2B2BA	1,135	1,135	1,135
2B2BA	1,178	1,178	1,178
TOTAL	2,481	2,481	2,481
AVERAGE NET UNIT SIZE		AVERAGE NET UNIT SIZE	
789 SF		789 SF	

BLOCK 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)		BLOCK 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)	
UNIT	NET UNIT	NET UNIT	NET UNIT
4B2BA	1,480	1,480	1,480
4B2BA	1,480	1,480	1,480
4B2BA	1,480	1,480	1,480
TOTAL	4,440	4,440	4,440
AVERAGE NET UNIT SIZE		AVERAGE NET UNIT SIZE	
799 SF		799 SF	

COLLEGE DR



ENOS DR

NORTH

NTS

159

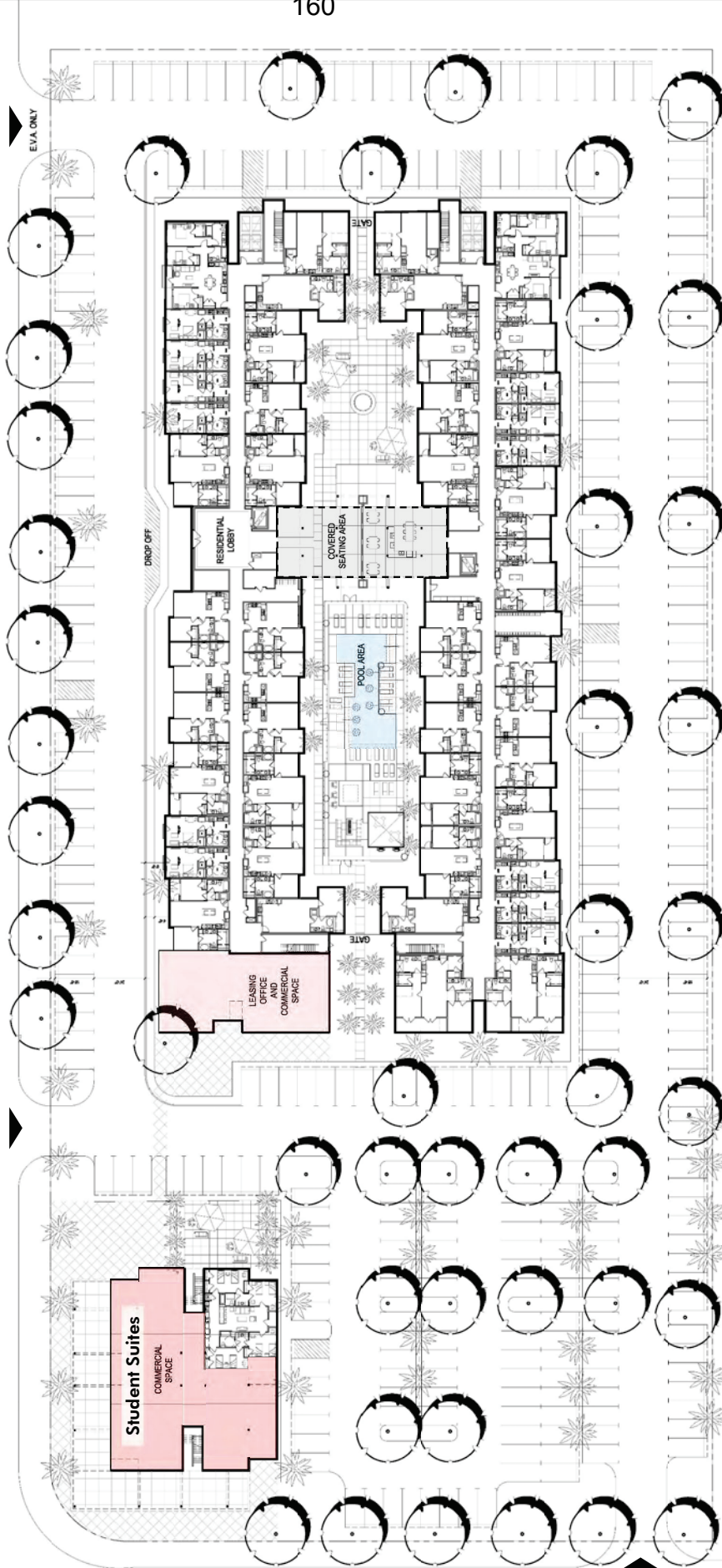
APPENDIX: DESIGN ITERATIONS

PROJECT INFORMATION: SANTA MARIA MIXED USE
 CORNER COMMERCIAL
 GROUND FLOOR LEASING AND COMMERCIAL
 160' WIDE
 45' DWAC
 RESIDENTIAL PARKING PROVIDED
 45'18" STANDARD STALLS

TOTAL MARKET RATE UNITS		TOTAL MARKET RATE UNITS		TOTAL MARKET RATE UNITS	
NO. UNITS	NET S.F.	NO. UNITS	NET S.F.	NO. UNITS	NET S.F.
218	117,400 SF	218	117,400 SF	218	117,400 SF
8	4,860 SF	8	4,860 SF	8	4,860 SF
160	112,540 SF	160	112,540 SF	160	112,540 SF
GROSS SEVERITY					
UNIT	TYPE	NO. UNITS	NET S.F.	UNITS %	TL. NET S.F.
A1	1B1A/10A	62	35,100	28%	20,774
A2	1B1A	79	48,716	36%	32,794
B1	2B2A	65	39,584	30%	26,398
B2	2B2A	112	67,200	51%	45,318
C1	3B3A	1,178	71,178	54%	50,744
TOTAL		218	117,400	100.00%	79,028
AVERAGE NET UNIT SIZE: 750 SF					

BLDG. 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)		BLDG. 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)		BLDG. 2 (3-STORY STUDENT HOUSING OVER COMMERCIAL)	
NO. UNITS	NET S.F.	NO. UNITS	NET S.F.	NO. UNITS	NET S.F.
1,140	682,800	1,140	682,800	1,140	682,800
1,140	682,800	1,140	682,800	1,140	682,800
COMMERCIAL SPACE AT GROUND FLOOR					
TOTAL		2,280	1,365,600	100.00%	1,365,600
AVERAGE NET UNIT SIZE: 600 SF					

COLLEGE DR



160

ENOS DR

END

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Acceptance of Employee Resignations and Retirements	Item Number: 15.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

The superintendent/president has accepted the following:

Retirement

Employee Name	Position	Department	Effective Date	Employment Date
Demchak, Karan	Professor, Children's Center	Children's Center	01/03/24	08/14/92
Kelly, Bill	Lead Custodian, LVC	Facilities	03/01/24	08/31/98

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

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of Administrative Procedure and Board Policy 3050, Institutional Code of Professional Ethics	Item Number: 15.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

Revised Administrative Procedure and Board Policy 3050, Institutional Code of Professional Ethics, underwent the review process. During the review, the administrative procedure and board policy received updates to closely align with current practice and protocol regarding ethics violation.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 3 – General Institution

AP 3050 INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Employee Complaints of Violations of the Institutional Code of Professional Ethics:

The District strongly encourages employees who believe they have been the victim of a violation of professional ethics to file a complaint via the Employee Complaint Form. 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.

The ~~Director, Human Resources~~Chief Human Resources Officer is the "responsible District officer" charged with receiving complaints of violations of this policy and coordinating the investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.

Violations of this policy that are substantiated via the procedures outlined above shall be handled in accordance with all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

Student Complaints of Violations of the Institutional Code of Professional Ethics:
 Student complaints regarding violation(s) of this policy by employees of the District shall be addressed in accordance with Board Policy and Procedure 5530, Student Rights and Grievances.

Approved: 7/12/16



 Allan Hancock Joint Community College District

Board Policy

 Chapter 3 – General Institution

BP 3050 INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Ethics is often defined as “right” or “appropriate” behavior within a society or a profession. Professional ethics at Allan Hancock College are principles that govern the behavior of the employees of the district. All employees shall conduct themselves in a manner that upholds the following principles: The District is committed to hiring collegiality, discretion, honesty, integrity, respect for others, accountability, adherence to the law, transparency and diversity of thought. employees who demonstrate fairness, honesty, transparency, trustworthiness, and who value diversity.

Allan Hancock Joint Community College District employees are is committeddedicated to, and employee behavior also shall be guided by, the following shared institutional values: student success, equity, innovation, mutual respect, inclusivity, collaboration, lifelong learning, diversity, academic freedom, shared governance and excellence., principles and ideals:

SHARED VALUES

Student Success
 Equity
 Innovation
 Mutual Respect
 Inclusivity

Collaboration
 Lifelong Learning
 Diversity
 Academic Freedom
 Shared Governance
 Excellence

- Above all else, under the auspice of the mission of the college, advocate for student success;
- Respect the dignity, worth, and uniqueness of each individual;
- Recognize that individuals achieve their full potential in the context of relationships that are based on trust and respect;
- Embrace a climate of trust and mutual support through a participatory governance process;
- Honor reason, freedom of expression, and right to dissent;
- Foster openness by encouraging and maintaining communication;
- Refrain from disparagement, ridicule, or capricious judgment;

- ~~• Be guided by the policies and procedures established by the board of trustees.~~

Reference: Accreditation Standard III.A.13

Adopted: 2/16/10

Revised: 8/9/16

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Reading of Board Policy and Administrative Procedure 3225, Institutional Effectiveness	Item Number: 15.D.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 3

BACKGROUND

Board policy and administrative procedure 3225, Institutional Effectiveness is due for a regular cycle review. No changes were made.

The board policy and administrative procedure has been vetted through the shared governance process.

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

BP 3225 INSTITUTIONAL EFFECTIVENESS

The Board of Trustees is committed to developing measurable goals that address the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

References:
Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Adopted: 1/10/17



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

AP 3225 INSTITUTIONAL EFFECTIVENESS

The district shall develop with appropriate consultation, adopt, and publicly post goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Adopted: 12/13/16

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of Board Policy and Revised Administrative Procedure 3255, Program Review	Item Number: 15.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 12

BACKGROUND

Board policy and administrative procedure 3255, Program Review, were 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 board policy required no revisions or updates. The administrative procedure was revised to reflect current procedures.

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 3 – General Institution**

BP 3255 PROGRAM REVIEW

The primary purpose of program review is to determine program effectiveness; its processes are designed to recognize good performance and to identify and assist programs needing improvement. Program review also drives the institution's annual planning and resource allocation processes. All educational programs, student support services, and administrative departments of Allan Hancock College will be reviewed at least once every six years in accordance with the procedures. Based on findings and recommendations, such reviews may result in expansion or modification of programs, services, or departments, or a recommendation of further review to assess vitality and feasibility. Board Policy 4021 addresses the process to assess instructional and student services programs recommended for vitality review.

The superintendent/president may initiate an additional program review based on the needs of the district.

References:

Educational Programs:

- Education Code Section 78016
- Title 5 Section 51022
- Title 5 Section 53200
- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges - Standard 2

Student Services Programs:

- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges - Standard 2

Administrative Programs:

- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges – Standard 3

Adopted: 1/16/85

Revised: 3/17/98
Revised: 1/25/00
Revised: 1/11/01
Revised: 3/11/04
Revised: 12/16/08
Revised: 6/18/13
Revised: 8/11/15
Reviewed:

(Replaces Board Policy 7930)



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

AP 3255 PROGRAM REVIEW

EDUCATIONAL PROGRAM REVIEW

ALL EDUCATIONAL PROGRAMS

1. All programs are required to participate in program review every academic year. Each year programs will answer annual prompts and prompts for one of the five core topics of the programs choosing. A core topic will be addressed each year leaving the sixth year to catch-up or update core topics from previous years. At the beginning of each academic year, program deans will provide the Office of the Chief Instructional Officer the name of the faculty member responsible and the core topic chosen for that year. The five core topics programs can choose from are:

- Innovative Scheduling
- Curriculum and Teaching Design
- Education and Industry Partnerships
- Enrollment Trends and Efficiency
- Academic Services and Support

All core topics must be addressed by the end of the six-year cycle.

- ~~1. Each spring semester, the Office of the Chief Instructional Officer notifies the appropriate academic dean which programs are scheduled to undergo program review for the succeeding year. The academic dean or supervising administrator notifies the department and/or program no later than April 1. The schedule is submitted to the Superintendent/President at the beginning of each fall semester.~~
2. The Academic Senate has primary responsibility for creating and revising processes for reviewing educational programs and services.

All full-time instructors in the program are encouraged to participate in program planning. The program report will, whenever possible, reflect the opinions of all discipline instructors. Associate faculty and CSEA members are encouraged to participate. Collaboration is encouraged among faculty in related disciplines and

stakeholders.

The program planning team will use program data pertaining to the core topic they have chosen and evaluation criteria as a basis for preparing and writing the program planning report. The annual prompt questions include a follow-up of the core topic chosen for the previous academic year, learning outcomes assessment, 2-year program maps, staffing changes, and program successes. Core topic prompts address challenges, plans for innovation metrics, and resources needed.

- ~~2. The Academic Senate has primary responsibility for creating and revising processes for reviewing educational programs and services.~~
3. The program planning report is submitted to the appropriate academic dean two weeks prior to the end of the academic year for review. A copy is submitted to the Chief Instructional Officer by the end of the spring semester.
- ~~3. The department chair and all full-time instructors in the program comprise the self-study team. The self-study or update will, whenever possible, reflect the opinions of all discipline instructors. Associate faculty are encouraged to participate. CSEA members who are instructional staff are encouraged to participate on teams when appropriate.~~
4. Validation occurs within the 6-year cycle, typically in the sixth year. The program selects the members of the validation team that may include any combination of the following: Faculty in the same or related discipline
 - Dean
 - A representative from a 4-year institution in the same or related discipline
 - A representative from another community college in the same or related discipline
 - A representative from the local high schools in the same or related discipline
 - A member of the advisory committee
 - A currently established group like success team

Typically, a validation team includes faculty from the discipline and parallel disciplines and the appropriate dean or a previously established group like the student success team.

- ~~4. The self-study team will use program data and evaluation criteria as a basis for preparing and writing an evaluation report. The self-study report includes a follow-up on the plan of action for the previous program review, a description of the program, an appraisal of the program, an assessment plan, and a new plan of action which identifies needed resources.~~
5. The validation team is comprised of the dean of the area, one faculty member from a related discipline/program, and two faculty members from unrelated disciplines. At the option of the self-study team, the validation team may also include one or more of the following:

- a. someone from a four-year institution in the same discipline.
 - b. someone from another community college in the same discipline.
 - c. a high school instructor in the same discipline.
 - d. member of an advisory committee for the program.
- ~~5. The self-study report is submitted to the appropriate academic dean by the first week of December for review. A copy is submitted to the Chief Instructional Officer by the second week of December.~~
6. The validation team prepares a cover report following its review of the self-study including observations and recommendations. This report is completed within one month of receipt of the self-study and is made available to the self-study team, who reviews it for accuracy of information. Recommendations may include the following:
- a. continue the program as presently offered.
 - b. Modify the program in specific ways
 - c. Review the program for vitality and feasibility under Board Policy 4021.
- ~~6. The self-study report is made available to a validation team before the end of the semester in which the study was initiated.~~
7. For vocational programs the annual update replaces the two-year program and addresses, in addition to the other components, whether the program:~~The validation team is comprised of the dean of the area, one faculty member from a related discipline/program, and two faculty members from unrelated disciplines. At the option of the self-study team, the validation team may also include one or more of the following:~~
- a. ~~someone from a four-year institution in the same discipline.~~meets a documented labor market demand.
 - b. ~~someone from another community college in the same discipline.~~does not represent unnecessary duplication of other manpower training programs in the area.
 - c. ~~a high school instructor in the same discipline.~~is of demonstrated effectiveness as measured by the employment and completion success of its students.
 - d. ~~a member of an advisory committee for the program.~~
8. Upon completion (two weeks prior to the end of the spring semester), the program review is forwarded to the dean and department to be used for unit- and district-level planning and budgeting. The dean forwards one copy of the completed report to the Chief Instructional Officer. An electronic copy is sent to Institutional Effectiveness for archiving.
- ~~8. The validation team prepares a cover report following its review of the self-study including observations and recommendations. This report is completed within one month of receipt of the self-study and is made available to the self-study team, who reviews it for accuracy of information. Recommendations may include the following:~~

- ~~e. continue the program as presently offered.~~
 - ~~f. modify the program in specific ways.~~
 - ~~g. review the program for vitality and feasibility under Board Policy 4021.~~
- ~~9. If the program review recommends a vitality review, the processes and procedures in Board Policy 4021 will be followed.~~
- ~~9. Every spring semester subsequent to the completion of the comprehensive six-year program review, the department or program submits an annual update to the program review by the end of the second week of April to be part of institutional prioritization the following fall.~~
- ~~10. For vocational programs the annual update replaces the two-year program and addresses, in addition to the other components, whether the program:~~
- ~~h. meets a documented labor market demand.~~
 - ~~i. does not represent unnecessary duplication of other manpower training programs in the area.~~
 - ~~j. is of demonstrated effectiveness as measured by the employment and completion success of its students.~~
- ~~11. Upon completion (by the end of the second week of April), the program review or annual update is forwarded to the dean and department to be used for unit and district level planning and budgeting. The dean forwards one copy of the completed report to the Chief Instructional Officer. An electronic copy is sent to Institutional Research for archiving.~~
- ~~12. If the program review recommends a vitality review, the processes and procedures in Board Policy 4021 will be followed.~~

Adopted: 3/11/04
 Revised: 12/16/08
 Revised: 5/21/13
 Revised: 7/14/15
 Revised:

STUDENT SERVICES PROGRAM REVIEW

1. All student service programs are required to participate in program review every academic year. Each year programs will answer annual prompts and prompts for one of the five core topics of the programs choosing. A core topic will be addressed each year leaving the sixth year to catch-up or update core topics from previous years. At the beginning of each academic year, the appropriate program dean or supervisor will provide the Chief Student Services Officer the name of the person responsible and the core topic chosen for that year. The five core topics programs can choose from are:
 - Innovative Scheduling
 - Curriculum and Teaching Design
 - Education and Industry Partnerships
 - Enrollment Trends and Efficiency
 - Academic Services and Support
1. ~~Each spring semester, the Chief Student Services Officer notifies the appropriate dean or supervising administrator which programs are scheduled to undergo program review for the succeeding year. The appropriate dean or supervising administrator notifies the department and/or program no later than April 1. The schedule is submitted to the Superintendent/President at the beginning of each fall semester.~~
2. The Academic Senate has primary responsibility for creating and revising processes for reviewing educational programs and services.
3. The team is chaired by a full-time faculty person in the discipline area whenever possible and who has primary responsibility for writing the self-study. If not possible, the team is chaired by the program dean or director. The team consists of at least one full-time faculty member from within the program, if applicable; one representative from within that student services area, and an additional student services representative from another student services area. Every effort will be made to include a CSEA member on each team. Part-time faculty and a student are encouraged to participate. Additional members from within the program may serve as resources to the Program Review-Planning Team as their work assignment pertains to the program review development.
4. ~~The self-study~~program planning team will use program data pertaining to the core topic they have chosen and evaluation criteria as a basis for preparing and writing ~~an evaluation~~the program planning report. ~~The content of the report includes a follow-up on the plan of action for the previous program review, a description of the program, an appraisal of the program, an assessment plan, and a new plan of action which identifies needed resources.~~annual prompt questions include a follow-up on the core topic chosen for the previous academic year, learning outcomes assessment, 2-year program maps, staffing changes, and program successes. Core topic prompts address challenges, plans for innovation, metrics, and resources needed.

5. The ~~self-study~~program planning report is made available to a validation team before the end of the semester in which the study was initiated.
6. The Chief Student Services Officer appoints the chair of the validation team. The chair will be a dean, director, or coordinator from another student service area. The remaining members of the validation team include one faculty member (from outside of student services) and one other student service representative. Optional members of the validation team may also include one or more of the following:
 - a. someone from a four-year institution in the same service area;
 - b. someone from another community college in the same service area;
 - c. a high school representative;
7. Written notification of the proposed composition of the validation team is forwarded to the Chief Student Services Officer for approval. The validation team prepares a cover report following its review of the self-study including observations and recommendations. The report is completed within one month of receipt of the self-study and is made available to the self-study team, who reviews it for accuracy of information. Recommendations may include the following:
 - a. continue the program as presently offered.
 - b. Review or modify the program in specific ways.
 - c. review the program for vitality and feasibility under Board Policy 4021
- 7.8. The validation team chair forwards one copy of the self-study recommendations and the final validation report to the Chief Student Services Officer.
8. ~~Every spring semester subsequent to the completion of the comprehensive six-year program review, the department or program submits an annual update to the program review by the end of the second week of April to be part of institutional prioritization the following fall.~~
9. Upon completion (by the end of the second week of April), the program review or annual update is forwarded to the appropriate dean or supervising administrator and department to be used for unit- and district-level planning and budgeting. The administrator forwards one copy of the completed report to the Chief Student Services Officer. An electronic copy will be sent to Institutional Research Effectiveness for archiving.
10. If the program review recommends a vitality review, the processes and procedures in Board Policy 4021 will be followed.

Adopted: 3/11/04
 Revised: 5/21/13
 Revised: 7/14/15
 Revised:

ADMINISTRATIVE DEPARTMENT PROGRAM REVIEW

1. The superintendent/president will establish the schedule for review of programs.
2. Administrative programs are identified as:

~~Administrative Services~~

- ~~Business Services~~Academic Affairs
- Auxiliary Accounting Services
- ~~Bookstore~~Business Services
- Campus Graphics
- Campus Police
- ~~Auxiliaries-PCPA~~College Advancement
- Finance and Administration (VP office)
- Human Resources
- Information Technology Services
- Institutional Effectiveness
- Institutional Grants
- Operations (VP office)
- PCPA Auxiliaries
- Plant Services
- President's Office
- Public Affairs and Communications
- Student Services (VP office)

~~Facilities and Operations~~

- ~~Plant Services~~

~~President's Office~~

- ~~Allan Hancock College Foundation~~
- ~~Human Resources~~
- ~~Information Technology Services~~
- ~~Public Affairs and Publications~~
- ~~Campus Graphics~~

3. ~~Under the oversight of a cabinet level administrator~~ oversight, each administrative department manager shall develop a program review document based on data and evidence to assess and improve performance on established functions and Service Area Outcomes (SAO). ~~Service Area Outcomes reflect the~~ The SOAs are measures of department function effectiveness. For example,
 - ~~of the department functions. For example,~~ if the function is payroll, an effective ~~Service Area Outcome~~ SAO would be to process payroll on time with 99 percent accuracy.
 - ~~Example 2:~~ If the function is Plant Services repairs, an effective ~~Service Area Outcome~~ SAO would be to complete all work orders in a timely manner.
 - ~~Example 3:~~ If the function is grant applications, an effective ~~Service Area~~

~~Outcome~~SAO would be to file X ~~amount~~ number of grant applications and complete the application process on time.

3. The program review includes an Action Plan. ~~Program review will be relied upon for integrating the planning and budgeting processes.~~ Planning and budget processes will be based on program review.
4. The manager responsible for the program review will establish a 3-4 member committee that includes members of the department and at least one external team member approved by the superintendent/president or cabinet level administrator.
 - a. The external member will provide validation to the program review by preparing a memo including the following:

Structural review: Does the report include the program scope, surveys or other data related to outcomes assessment, quantitative and qualitative data related to operations, findings and an action plan?

- Observations: Does the external team member find the information in the program review valid and accurate? Is there any important information missing?
- Commendations: Are there any areas in which the program deserves a commendation for performance excellence?
- Findings/Action Plan: Are the findings accurate and related to the ~~outcomes~~ SAO assessment? Does the action plan address improvements based on ~~outcomes~~ SAO assessment? Is the action plan reasonable and attainable within one program review cycle?

The external validation memo will be made available to the entire program review team, and included as an attachment to the program review when it is submitted to the appropriate cabinet member and the Institutional ~~Research~~ Effectiveness Office.

5. The written program review will include the following components:
 - a. **Scope** A description of the current scope of services including the specific functions performed by the department and who it serves.
 - b. **Survey** Data and analysis of performance on stated functions and Service Area Outcomes to include the following steps:
 - A survey instrument developed in collaboration with the office of Institutional Research and Planning appropriate to evaluating the performance of the department functions and Service Area Outcomes.
 - The survey will be distributed college-wide by the office of Institutional ~~Research and Planning~~ Effectiveness.
 - A compilation and analysis of survey results to measure the degree of effectiveness to which Service Area Outcomes are being achieved.
 - c. **Current demand for services** Quantitative and qualitative data based on survey

- results, constituent feedback, evolving organizational needs, changes in technology, etc.
- d. **Findings** Recommendations to improve department performance in its functions and Service Area Outcomes:
 - Plans for expansion and improvement
 - Facility needs
 - Technology needs
 - Current and future staffing requirements
 - e. **Action Plan** An Action Plan that details activities, responsibilities, timelines, measures of effectiveness and funding needs, if applicable. The plan provides for continuous improvement in Service Area Outcomes and links to the district's strategic plan.
6. The manager responsible for the program under review will coordinate the process and complete the written report in collaboration with the program review committee. The written report will be submitted to the appropriate cabinet member.
 7. After approval by the appropriate cabinet member, the program review and annual update will be used for the unit and district level planning and budgeting. Send the completed program review electronically to Institutional ~~Research~~ Effectiveness for archiving.
 8. A program review shall be conducted by each department in a ~~six years~~ six-year cycle. Departments will annually review their program review and update their action plans.

Adopted: 3/11/04
 Revised: 12/16/08
 Revised: 6/19/12
 Revised:

Approved: 1/16/85
Revised: 3/17/98
Revised: 1/25/00
Revised: 1/11/01
Revised: 3/11/04
Revised: 12/16/08
Revised: 6/18/13
Revised: 7/14/15
Revised:

(Replaces Administrative Procedures 7930.01, 7930.02, 7930.03)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of Board Policy and Administrative Procedure 3710, Securing of Copyright	Item Number: 15.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

Board policy and administrative procedure 3710, Securing of Copyright, were 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 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 3 – General Institution**

BP 3710 SECURING OF COPYRIGHT

The Superintendent/President shall develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding participation in local decision making.

References: Education Code Sections 72207 and 81459;
17 U.S. Code Section 201

Adopted: 5/9/17
Reviewed:



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

AP 3710 SECURING OF COPYRIGHT

Material subject to copyright in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees shall be the property of the author unless the material is a work for hire, prepared by means of a District grant or an externally-funded grant or contract to the District. Prior to securing a copyright for the materials, the employee shall reimburse the District for all direct costs. Provisions of any external funding agency regarding copyright shall be followed. Materials produced during sabbatical leave do not constitute an exception and shall be the property of the author unless special funding provisions described above are applicable.

Performance Rights

The District shall pay a licensing fee to the appropriate performing rights agency as required. Public performances that require a license from a performing rights agency will follow the guidelines established by the District.

A recording of a copyrighted work performed at the District may be made for classroom instructional use. Any public performance of this recording requires written authorization by the performing rights agency.

The District shall comply with all current federal and state laws and regulations regarding the use of copyrighted material.

The Superintendent/President or designee, through legal counsel, shall initiate the process for securing copyright for any materials the District is entitled to ownership and for which the District wishes to obtain copyright protection to safeguard its rights of using, selling, giving or exchanging and licensing of those materials. Through legal counsel, the Superintendent/President shall initiate action to protect the District's copyrights against infringement.

References: Education Code Sections 72207 and 81459;
17 United States Code 201

Approved: 4/11/17
Reviewed:

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of New Administrative Procedure 4101, Independent Study	Item Number: 15.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Administrative procedure 4101, Independent Study, is legally required. The new administrative procedure underwent the review process and is presented for review.

The new 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 4101 INDEPENDENT STUDY

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the academic dean. The learning contract is established in consultation with the academic dean, or an instructor identified in the class schedule using the Independent Projects/Studies Contract. Contracts must be completed and approved by the appropriate dean before the last day of enrollment and submitted to the Admissions and Records Office.

Allowable units vary according to the discipline and are based on the following formula: 1 unit - 48 hours per semester, 2 units - 96 hours per semester, 3 units - 144 hours per semester.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

References: Title 5 Sections 55230 et seq.

Approved:

(This is a new procedure)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of Board Policy and Revised Administrative Procedure 4102, Career and Technical Education Programs	Item Number: 15.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

BACKGROUND

The work experience education regulations revisions became effective on August 26, 2023 and under the Board of Governors' regulations, districts have one hundred and eighty days from the effective date, to conform their policies and procedures to the regulatory requirements.

Administrative procedure 4102, Career and Technical Education Programs, was revised to replace cooperative work experience with work experience education. After review, the board policy 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 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

In fulfilling its mission as an inclusive learning environment that meets the needs of a diverse community, Allan Hancock College offers a portfolio of Career and Technical Education (CTE) programs. CTE programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for careers and/or further education in current or emerging professions.

Each CTE program shall have an established advisory committee. Advisory committees may make recommendations to district/college staff regarding program improvement/future direction, course offerings, course standards, facilities, and equipment needs. Advisory committees may also assist district staff with identification of potential full-time and part-time faculty, placement of students after program completion, development of internship opportunities, evaluation of adequacy of training based on the performance of employees, and solicitation of program support. Advisory committees help ensure that program graduates demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

Legal Reference: Title 5, Sections 55001 and 55600 et seq.

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges - Standard II.A.14
Program and Course Approval Handbook, Chancellor's Office
California Community Colleges

Adopted: 7/15/03
Revised: 5/9/17
Revised: 1/11/22
Reviewed:



Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

Provisions for documenting the competence of students completing career and technical education programs are articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

Board Approval of Programs

Career and Technical Education (CTE) programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for careers and/or further education in current or emerging professions. CTE programs provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree. The District shall approve all programs identified within this category.

Responsibility for Student Outcomes

Each CTE program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment and/or continue academic pathways.

Gainful Employment Requirements

Effective July 1, 2020, the Department of Education rescinded all Gainful Employment (GE) regulations. Therefore, the College is no longer required to monitor gainful employment regulations.

Advisory Committees for CTE Programs

Advisory committees help ensure program graduates demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

Membership

Advisory committees will be composed of members of the community appointed by the Superintendent/President as well as faculty members in the discipline and the supervising administrator.

Advisory Committee Duties

The purposes and duties of advisory committee(s) are to:

- A. assure the program addresses employment and educational needs of apprenticeship, business, industry, labor, and/or professions or focus of the program such as pre-employment training, in-service and skills upgrade training, and short-term training.
- B. assure the program addresses a realistic assessment of labor market needs and provides graduates with skills meeting employment needs.
- C. serve as a communication link and advocate for the program in the community, including, business, industry, labor, professional groups, the local field office of the Employment Development Department, and educational institutions.
- D. assist in assessments, evaluations, and reviews of the program including such factors as mission, program outline, course content, goals, objectives, competencies, catalog descriptions, instructional facilities, alignment of curriculum with employment needs, and specialized accreditation as appropriate.
- E. review the program to assure it is meeting district and program goals and objectives.
- F. assist in student recruitment/outreach, student ~~cooperative~~ work experience education (~~work experience~~)-sites, student job placement, and student follow up.
- G. assist in setting program priorities with respect to equipment, supplies, and facilities.
- H. assist in recruiting, through appropriate Board policies and administrative procedures, full-time and associate faculty, new advisory committee members, and expert resources for the program.
- I. assist in the evaluation of program outcomes based on the performance of Allan Hancock graduates placed in jobs.

Selection of Committee Members

Names of prospective committee members shall be submitted by the department chair, director, coordinator or other faculty designee to the supervising dean who will review and make recommendations to the Chief Instructional Officer for the appointment. Names of recommended appointees shall be approved by the Superintendent/President. Official letters of invitation to advisory committee members will be sent by the Superintendent/President's Office.

Meetings

- A. The advisory committee will meet at least one time during the academic year.
- B. The advisory committee chair or the discipline instructor responsible for the advisory committee may convene special meetings of the committee.
- C. The discipline instructor responsible for the advisory committee shall provide notices of meetings to all members in advance of each meeting.
- D. Minutes and attendance of each meeting will be recorded and provided to all members by the discipline instructor responsible for the advisory committee. A copy of the minutes will be sent to the supervising dean.

References: Title 5 Sections 55600 et seq.; Title 5 Section 55601;
2 Code of Federal Regulations Part 200 (The Federal Department
General Administrative Regulations, Annual Edition);
34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations);
ACCJC Accreditation Standard II.A.14

Approved: 7/15/03
Revised: 5/9/17
Revised: 12/14/21
Revised:

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of Revised Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students	Item Number: 15.I.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

BACKGROUND

Board Policy and Administrative Procedure 5220, Shower Facilities for Homeless Students were reviewed per Administrative Procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no revisions or updates, and language was added to the administrative procedure to clarify availability of shower facilities.

The board policy and revised administrative procedure has been vetted through the shared governance process.

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

BP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS

The Superintendent/President shall, establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the district.

Reference: Education Code Section 76011

**Adopted: 4/11/17
Reviewed: 1/11/22**



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS

The district maintains shower facilities for student use on campus that may be used by any homeless student who is enrolled in credit coursework, has paid enrollment fees, and is in good standing with the district.

A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the Santa Maria Campus, Building N and at the Lompoc Valley Center Building 3 and are available to use by homeless students from Monday through Friday, 7:30 a.m. to 11:30 a.m. during fall, spring, and summer terms. Showers and locker facilities are not accessible in between terms, holiday, or weekends. In the event that these hours conflict with the hours of an intercollegiate athletic program or special events, the district will post alternative hours to use the facilities. Operating hours for the use of facilities are available on the District's website. ~~The District has identified hours of Monday through Friday from 7:30 a.m. to 11:30 a.m. as a preferred time for use.~~

Reference: Education Code Section 76011

Approved: 3/14/17
Reviewed: 12/14/21

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: First Review of New Administrative Procedure and Board Policy 7911, Supervisory/Confidential Staff Emeritus Status	Item Number: 15.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

The new administrative procedure and board policy were recommended by the supervisory/confidential group. The policy and administrative procedure were reviewed by Human Resources Council who supports emeritus status for this group in alignment with other emeritus status.

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

AP 7911 SUPERVISORY/CONFIDENTIAL STAFF EMERITUS STATUS

The procedures for determining and granting supervisory/confidential emeritus status are as follows:

1. The supervisory/confidential representative(s) will confer with the group the names of eligible supervisory/confidential staff to determine recommendations for emeritus status.
2. Once approved, the recommendations will be forwarded by the Superintendent/President for inclusion on the next Board of Trustees agenda.
3. The Board of Trustees will review the recommendations and will normally accept the recommendations for approval. If the Board does not approve a supervisory/confidential staff member from the list, the Board or its sole designee, the Superintendent/President, must submit a written explanation of their rationale within a reasonable time limit.
4. Emeritus status and/or the privileges, benefits and courtesies associated therewith may be revoked by the Board upon the recommendation of the Superintendent/President, in consultation with the supervisory/confidential staff representatives.

Approved:



**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7911 SUPERVISORY/CONFIDENTIAL STAFF EMERITUS STATUS

Emeritus status is an honorary title awarded for distinguished service to the college community. The Board of Trustees shall grant supervisory/confidential emeritus status to all qualified full-time supervisory/confidential staff upon retirement who:

- Complete employment with the District in good standing, and
- Are employed as full-time supervisory/confidential staff members with the District for at least ten years of consecutive service,
- Are recommended by the procedures that accompany this policy.

Supervisory/confidential staff members who retire after employment in the District with fewer than ten years may be considered for emeritus status in cases of exemplary service to the District; however, conferral to emeritus status in such a case is regarded as an exception. Emeritus status may be awarded posthumously.

The granting of supervisory/confidential emeritus status shall include, but not necessarily be limited to the following privileges, benefits, and courtesies available upon request:

1. An official document certifying emeritus status of the respective supervisory/confidential staff member endorsed by the President of the Board of Trustees and Superintendent/ President.
2. An identification card which indicates status as an Emeritus supervisory/confidential staff member at Allan Hancock College.
3. A complimentary district staff parking permit.
4. A library card, allowing full use of library and Learning Resource Center services at any of the district facilities.
5. Complimentary or reduced price admission to athletic, dramatic, including PCPA, film, lecture, musical, graduation ceremonies or other events at Allan Hancock College as provided to other Allan Hancock College staff members.

6. Use of an Allan Hancock College email address as provided to other supervisory/confidential staff members.

Adopted:


INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND
New Instructional Aide Certificates

Community Education is developing a noncredit instructional aide and bilingual instructional aide certificate program that has received support from the Santa Maria Bonita School District. This is a short vocational training program providing students with 30 hours of theory on a variety of topics related to assisting a teacher in a classroom. This program includes an experiential learning component where students will be placed in classroom settings (school district or Allan Hancock College) to receive from 20 to 60 hours of actual hands-on training.

Public Safety Graduations

On December 6, the Law Enforcement Academy graduated 26 officers and deputies, all employed by agencies within Santa Barbara and San Luis Obispo counties.

On December 7, the Fire Academy graduated 27 firefighter cadets, while the EMS academy had 32 graduates.

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

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 15.L.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND**Annual Giving Events**

The annual CARE Turkey Event provided meals to Allan Hancock College families for the Thanksgiving holiday. Almost 80 students from CARE, CalWORKS, Rising Scholars, noncredit, and Basic Needs were invited to participate and over 50 students signed up. Each meal cost approximately \$60 and consisted of a turkey, potatoes, green beans, all the fixings, and a pumpkin pie. Over \$3,500 was raised to support the event!

The Angel Tree event was a huge success serving over 100 Allan Hancock College families. Student parents from CAN/TRIO, noncredit, Basic Needs, EOPS+, AIM to Dream, Learning Assistance Program, and Veterans were invited to participate in our annual event. There were a total of 231 tags for children of our students; of those, 207 were EOPS+ students and 24 from Lompoc Valley Center, AIM to Dream, noncredit, and Basic Needs. Each family was invited to a celebration and to pick up gifts on Wednesday, December 13 at the Lompoc Valley Center and Thursday, December 14 on the Santa Maria Campus.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 15.M.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 2

BACKGROUND

Real College Survey

The Real College survey is a comprehensive basic needs assessment survey created by The Hope Center in 2015 and administered annually at two- and four-year colleges around the United States and most recently conducted for California Community Colleges in 2019 and 2023. It is the largest assessment of college students' basic needs and addresses affordable food and housing.

Allan Hancock College participated in the 2023 survey administration of the Real College Survey, which was conducted by the Research and Planning Group of California partnered with the CEO Affordability, Food and Housing Access Taskforce of the Community College League of California which was established by the Chief Executive Officers of the California Community Colleges (CEOCCC) in 2018. The survey results reveal various challenges related to food security, housing security, and homelessness among the respondents. Results for Hancock students were also compared to results from across the state.

Food Insecurity is the limited or uncertain availability of nutritionally adequate and safe food, or the ability to acquire such food in a socially acceptable manner in the past 30 days. Nearly half of the respondents, 49 percent, resorted to measures such as reducing meal sizes, skipping meals, or eating less than they should because of financial constraints affecting their access to food. Moreover, 46 percent expressed concerns about their food running out before they could afford more, and a similar percentage couldn't afford to maintain a balanced diet. Forty-one percent indicated going hungry because they didn't have enough money for food. Additionally, 37 percent faced a situation where the food they bought didn't last, and they lacked the means to purchase more. These findings highlight the significant and multifaceted challenges related to food insecurity experienced by Allan Hancock College and all college students surveyed across the state.

Housing insecurity is an index that was measured on a nine-item scale that asked students about their ability to pay housing expenses such as rent or mortgage payments, utilities, and shared living expenses. A significant percentage of respondents in the data faced financial and housing-related difficulties leading to housing insecurity. Approximately 45 percent of individuals borrowed money from friends and family to help cover their bills, while 35 percent struggled due to rent or mortgage increases that strained their finances. Additionally, 30 percent were unable to pay the full amount of their rent or mortgage, and 29 percent couldn't pay their full gas, oil, or electricity bills. Financial instability also led 22 percent to temporarily move in with others, and 21 percent lived in overcrowded housing conditions. Furthermore, 21 percent experienced account defaults or collections, 10 percent left their households due to safety concerns, and 6 percent received summonses to appear in housing court. A smaller portion, 3 percent, had to move three or more times due to various reasons.

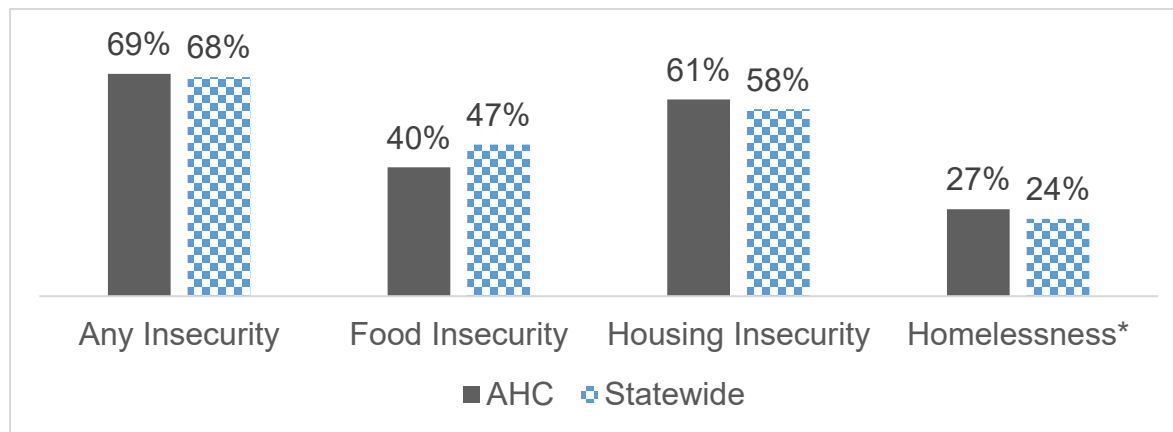
Homelessness means that a person does not have a stable place to live. Students were identified as homeless if they responded affirmatively to a question directly asking if they had been homeless or if they identified living conditions that are considered signs of homelessness (e.g., couch surfing, living somewhere not meant for habitation) in the past 12 months. The data reveals various living situations among the respondents, with 10 percent self-identifying as homeless. Eighteen percent of respondents reported

Administrator Initiating Item: Paul M Murphy	Final Disposition:
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temporarily staying with relatives, friends, or engaged in couch surfing. Another 12 percent resorted to temporary stays in hotels or motels without a permanent home to which they could return. Approximately 11 percent lived in campers, while 10 percent resided in group homes, such as halfway houses or residential programs for mental health or substance abuse. A further 10 percent found shelter in enclosed areas or spaces not intended for human habitation, and 9 percent lived outdoors. Some respondents, 9 percent, were in transitional housing or independent living situations, while 7 percent were staying at shelters or treatment centers, including detox facilities and hospitals.

Overall Results

In comparison to the overall statewide results from 68 colleges, Allan Hancock students were less likely to report food insecurity and slightly more likely to report housing insecurity and homelessness. On the index of homelessness, Hancock students were equally likely to report homelessness (10 percent) as students overall across the state, suggesting that Hancock students were slightly more likely to report factors correlated with homelessness such as couch surfing.



*Among both statewide and Hancock respondents, 10 percent reported being homeless in the past 12 months

The results of the survey need to be interpreted with caution given some challenges with survey administration. The data file provided to Allan Hancock College required careful cleaning to remove duplicate records and students with IP addresses out of the area, including out of the country (e.g., Bangladesh, Lithuania, Palestinian Territory, and Ukraine). Also, surveys of this nature may not accurately reflect the scope and duration of housing and food challenges. While couch surfing at a friend's apartment may be correlated with future homelessness, in some instances it is a transitory phenomenon. Nevertheless, these surveys administered over time and across regions and institutions help track trends in the life-challenges of students. It is also worth noting that not only are California community college students faced with financial challenges of food and housing, but students attending the California State University (CSU) system also face similar challenges. According to a 2018 CSU Study of Basic Needs, 12 percent of Cal Poly students experienced homelessness. The survey results further support the importance of basic needs centers to support academic success by connecting students with on-campus and community resources related to food, housing, health, technology access, childcare, and other resources.


INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.N.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND
Hancock Named 2023 Bellwether Finalist

The Bellwether College Consortium named Allan Hancock College as one of 10 national finalists in its category for the prestigious Bellwether Award for College Innovation. The nomination recognizes the culturally responsive curriculum assessment developed by Dr. LeeAnne McNulty and Dean Rick Rantz that assists faculty in assessing course design for academic success with ethnically diverse classrooms. A team from Hancock will travel to the 2024 Community College Futures Assembly held in San Antonio in February to present Hancock's entry and learn from other national finalists.

The Bellwether award recognizes cutting-edge, trendsetting programs at community colleges worthy of replication. Annually, 30 community colleges are named as finalists from a large group of applicants in the United States and its territories. This is Hancock's third time in six years to be selected as a finalist.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.O.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

Building N Swimming Pool Canopy

Installation of the pool canopy is moving along and is being done in-house by our maintenance team. The photos below show the progress. This should be completed before the end of December.



Building O-300 Demolition Project

Demolition of this 31,630 square foot building commenced on December 11. The project is scheduled for completion prior to the beginning of spring 2024 semester.

We are working with 19six Architects to design a temporary facilities yard to replace the storage and other workspace they lost in the O-300 demolition. The temporary yard will house storage trailers for custodial and ground supplies and a workspace for employees to meet and conduct business.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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Student Health Center (SHC)

The SHC had some materials delays and is now projected for completion by the end of January. The site work, which includes the sidewalks, benches, flower beds, parking lot, and underground electrical work, is complete. As of this writing, the flooring, paint, and ceiling work within the SHC is nearly complete, as well.

The student health team recently toured the building and is very excited to move in. Once complete, this will become a vibrant center for serving our students!



PSTC Roof Prop Project

The project consists of demolishing the current roof prop, grading the area around the site, and constructing a new, more flexible roof prop. The firefighting programs will use the new prop to train firefighters on methods and techniques for safely fighting fires on different types of roof structures.



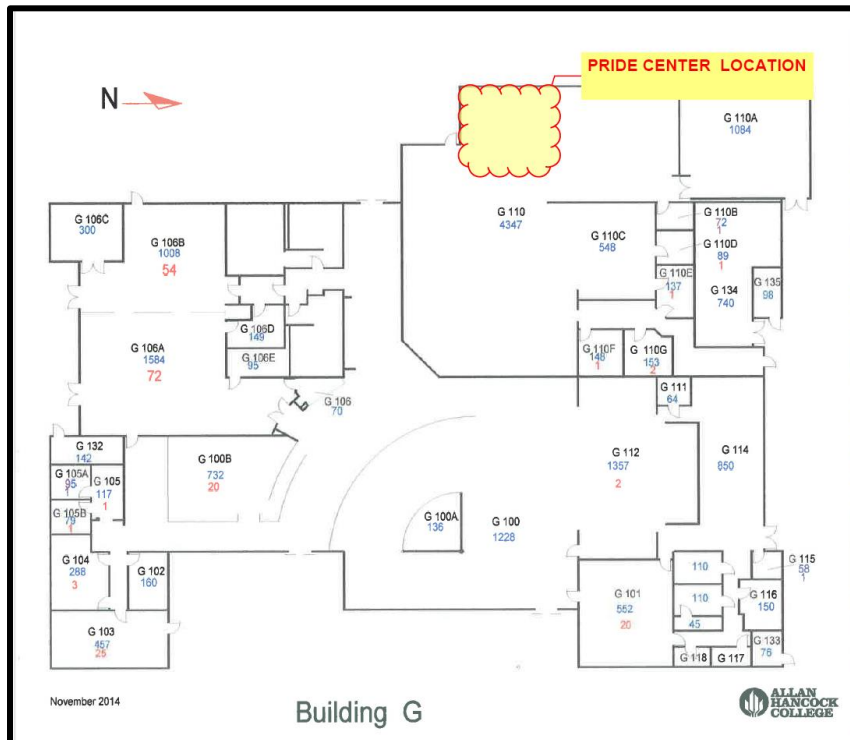
Temporary East Commons (TEC)

The fences surrounding about two-thirds of the TEC (formerly the site of buildings E & F) were removed after the ground was graded and compacted with decomposed granite. There is more work to be done to make this a nice gathering area for the campus, to include the addition of picnic tables, outdoor chess tables, a Santa Maria BBQ pit, and more. A portion of the TEC is still fenced, pending completion of the storage batteries for our newly installed parking lot solar panels. This battery storage area is an above ground storage area with CMU block walls that will be perfect for an Art on Campus project. The long term plan for the TEC, as noted in the Facility Master Plan, is a two story 33,000 square foot facility with general classrooms, PCPA business offices, and a conference center.



Pride Center Project

On December 13, construction started on the Pride Center Project. The center will be located inside the Follett Bookstore, at the south-west corner. The project will take approximately 35 days, with a tentative end date of January 17, 2024.



**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	December 19, 2023
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.P.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

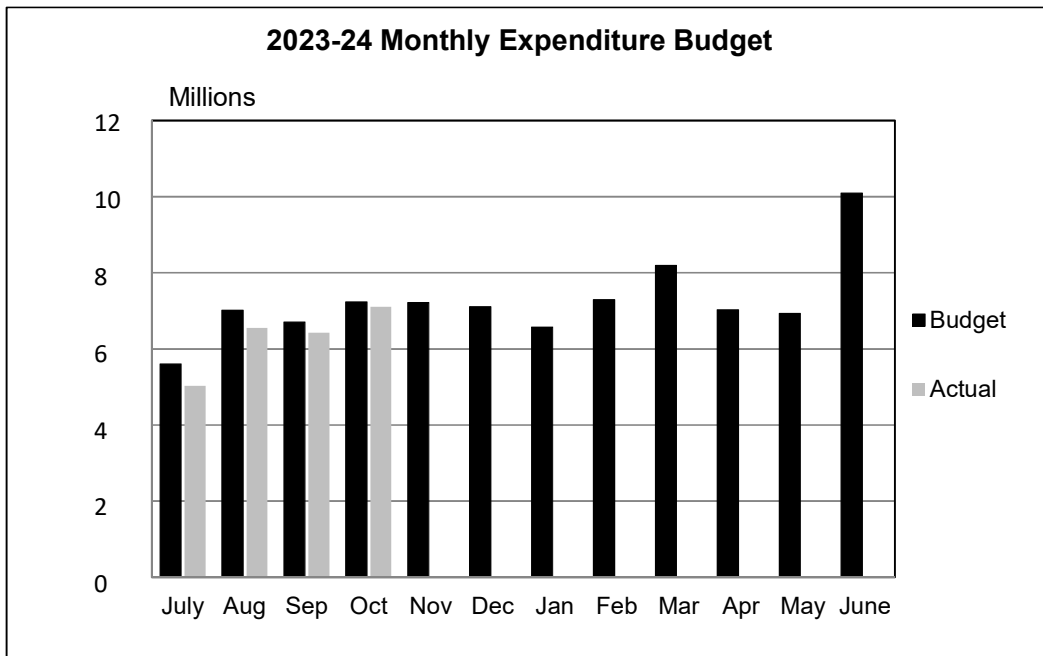
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB) 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: Dennis Curran	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

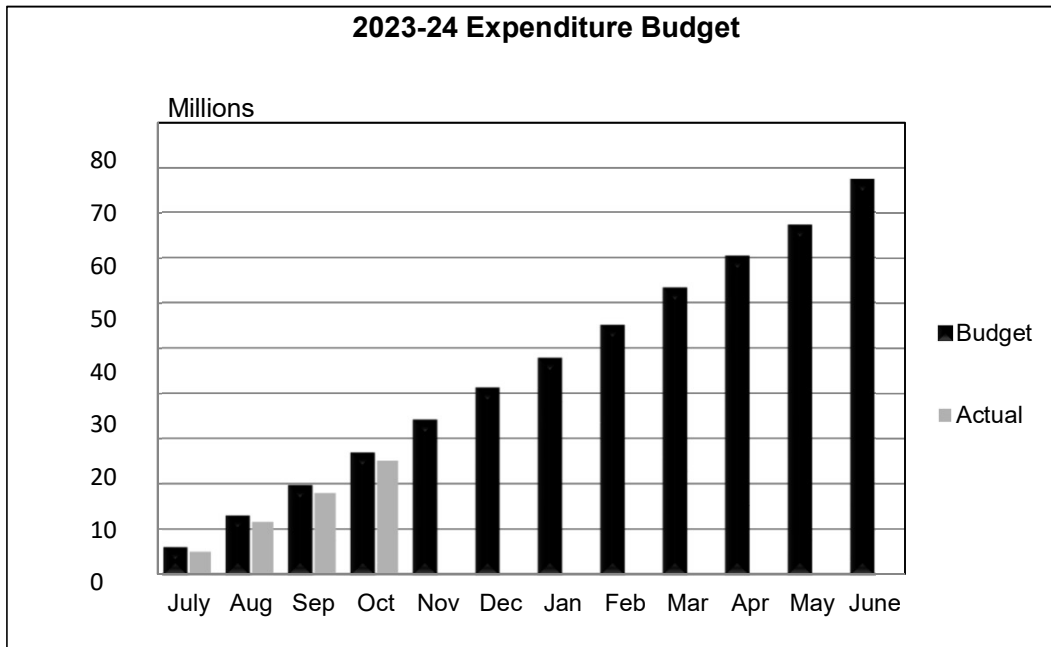
	October Budget	October Expenditures	Percentage Variance
Academic Salaries	2,781,921	2,726,357	98.00%
Classified Salaries	1,919,267	1,899,469	98.97%
Employee Benefits	1,449,102	1,446,963	99.85%
Supplies and Materials	141,432	139,958	98.96%
Other Operating Expenses	630,406	604,489	95.89%
Capital Outlay	46,014	35,664	77.51%
Other Outgo/Transfers	<u>262,147</u>	<u>254,354</u>	97.03%
	7,230,289	7,107,254	98.30%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July - October Budget	July - October Year to Date	Percentage Variance
Academic Salaries	9,367,334	9,022,382	96.32%
Classified Salaries	7,106,831	6,324,685	88.99%
Employee Benefits	5,040,911	4,937,088	97.94%
Supplies and Materials	608,617	597,843	98.23%
Other Operating Expenses	3,562,603	3,516,322	98.70%
Capital Outlay	231,602	180,528	77.95%
Other Outgo/Transfers	<u>630,773</u>	<u>522,946</u>	82.91%
	26,548,671	25,101,794	94.55%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<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	\$ 0	0.00%	\$ 4,039,749	\$ 73,067	1.81%
State Revenues	60,251,082	19,654,075	32.62%	30,254,616	24,313,853	80.36%
Local Revenues	26,110,561	2,127,310	8.15%	2,007,775	901,088	44.88%
Total REVENUES	<u>86,395,843</u>	<u>21,781,385</u>	<u>25.21%</u>	<u>36,302,140</u>	<u>25,288,007</u>	<u>69.66%</u>
EXPENDITURES						
Academic Salaries	29,678,795	9,022,382	30.40%	4,358,615	1,103,029	25.31%
Classified Salaries	22,202,886	6,324,685	28.49%	8,660,530	1,914,705	22.11%
Employee Benefits	18,401,032	4,937,088	26.83%	4,012,243	875,883	21.83%
Supplies and Materials	1,600,695	597,843	37.35%	3,234,073	645,574	19.96%
Other Operating Exp. and Services	9,085,954	3,516,322	38.70%	6,369,797	1,087,922	17.08%
Capital Outlay	762,758	180,528	23.67%	3,911,104	401,449	10.26%
Total EXPENDITURES	<u>81,732,119</u>	<u>24,578,848</u>	<u>30.07%</u>	<u>30,546,363</u>	<u>6,028,561</u>	<u>19.74%</u>
Excess of Revenues Over/ (Under) Expenditures	4,663,723	(2,797,463)		5,755,777	19,259,446	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	0	1,675	0.00%	144,309	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>1,675</u>	<u>0.00%</u>	<u>144,309</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT						
Other Outgo	5,261,326	522,946	9.94%	3,632,332	555,014	15.28%
Total OPERATING TRANSFERS OUT	<u>5,261,326</u>	<u>522,946</u>	<u>9.94%</u>	<u>3,632,332</u>	<u>555,014</u>	<u>15.28%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(597,603)	(3,318,734)		2,267,753	18,704,431	
FUND BALANCE						
Fund Balance, July 1st	<u>27,913,927</u>	<u>27,913,927</u>		<u>10,875,537</u>	<u>10,875,537</u>	
Current Balance	<u>\$ 27,316,324</u>	<u>\$ 24,595,194</u>		<u>\$ 13,143,290</u>	<u>\$ 29,579,968</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 499,411	\$ 48,283	9.67%
State Revenues	1,026,731	635,425	61.89%
Local Revenues	744,589	182,645	24.53%
Total REVENUES	<u>2,270,731</u>	<u>866,353</u>	<u>38.15%</u>
EXPENDITURES			
Academic Salaries	239,087	71,638	29.96%
Classified Salaries	930,250	249,455	26.82%
Employee Benefits	149,981	61,253	40.84%
Supplies and Materials	400,556	41,953	10.47%
Other Operating Exp. and Services	197,337	12,129	6.15%
Capital Outlay	478,865	160,271	33.47%
Total EXPENDITURES	<u>2,396,076</u>	<u>596,699</u>	<u>24.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(125,345)	269,654	
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	<u>561,720</u>	<u>561,720</u>	
Current Balance	<u>\$ 466,375</u>	<u>\$ 831,374</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 2,666,148	\$ 1,192,265	44.72%
Total REVENUES	<u>2,666,148</u>	<u>1,192,265</u>	<u>44.72%</u>
EXPENDITURES			
Classified Salaries	3,120,644	973,310	31.19%
Employee Benefits	759,443	216,698	28.53%
Supplies and Materials	439,108	144,935	33.01%
Other Operating Exp. and Services	769,665	292,001	37.94%
Capital Outlay	45,645	21,258	46.57%
Total EXPENDITURES	<u>5,134,506</u>	<u>1,648,201</u>	<u>32.10%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,468,358)	(455,937)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	3,009,319	270,000	8.97%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,319</u>	<u>270,000</u>	<u>8.97%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,172,488	602,041	51.35%
Total OPERATING TRANSFERS OUT	<u>1,172,488</u>	<u>602,041</u>	<u>51.35%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(631,527)	(787,978)	
FUND BALANCE			
Fund balance, July 1	3,780,276	3,780,276	
Current Balance	<u>\$ 3,148,750</u>	<u>\$ 2,992,298</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	\$ 45,713	\$ 17,371	38.00%
Local Revenues	25,000	100,584	402.34%
Total REVENUES	<u>70,713</u>	<u>117,956</u>	<u>166.81%</u>
EXPENDITURES			
Supplies and Materials	6,905	591	8.55%
Other Operating Exp. and Services	147,079	9,586	6.52%
Capital Outlay	<u>13,010,898</u>	<u>1,463,345</u>	<u>11.25%</u>
Total EXPENDITURES	<u>13,164,882</u>	<u>1,473,521</u>	<u>11.19%</u>
Excess of Revenues Over/ (Under) Expenditures	(13,094,170)	(1,355,566)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	<u>1,522,960</u>	<u>0</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>1,522,960</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>32,983</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>32,983</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(11,604,193)	(1,355,566)	
FUND BALANCE			
Fund balance, July 1	<u>16,165,833</u>	<u>16,165,833</u>	
Current Balance	<u>\$ 4,561,640</u>	<u>\$ 14,810,267</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 75,000	\$ 46,417	61.89%
Total REVENUES	<u>75,000</u>	<u>46,417</u>	<u>61.89%</u>
EXPENDITURES			
Supplies and Materials	2,465	1,141	46.26%
Other Operating Exp. and Services	100,151	40,261	40.20%
Capital Outlay	<u>6,370,427</u>	<u>533,141</u>	<u>8.37%</u>
Total EXPENDITURES	<u>6,473,043</u>	<u>574,542</u>	<u>8.88%</u>
Excess of Revenues Over/ (Under) Expenditures	(6,398,043)	(528,125)	
FUND BALANCE			
Fund balance, July 1	<u>8,303,139</u>	<u>8,303,139</u>	
Current Balance	<u>\$ 1,905,096</u>	<u>\$ 7,775,014</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 685,000	\$ 89,102	13.01%
Total REVENUES	<u>685,000</u>	<u>89,102</u>	<u>13.01%</u>
EXPENDITURES			
Other Operating Exp. and Services	636,000	238,561	37.51%
Total EXPENDITURES	<u>636,000</u>	<u>238,561</u>	<u>37.51%</u>
Excess of Revenues Over/ (Under) Expenditures	49,000	(149,459)	
FUND BALANCE			
Fund balance, July 1	<u>851,075</u>	<u>851,075</u>	
Current Balance	<u>\$ 900,075</u>	<u>\$ 701,616</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<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	19,766	266	1.34%
Other Operating Exp. and Services	203,000	0	0.00%
Capital Outlay	<u>25,310</u>	<u>15,310</u>	<u>60.49%</u>
Total EXPENDITURES	<u>248,076</u>	<u>15,576</u>	<u>6.28%</u>
Excess of Revenues Over/ (Under) Expenditures	(244,076)	(15,576)	
FUND BALANCE			
Fund balance, July 1	<u>837,406</u>	<u>837,406</u>	
Current Balance	<u>\$ 593,330</u>	<u>\$ 821,830</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<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	39,250	3,300	8.41%
Total EXPENDITURES	<u>39,250</u>	<u>3,300</u>	<u>8.41%</u>
Excess of Revenues Over/ (Under) Expenditures	(35,250)	(3,300)	
FUND BALANCE			
Fund balance, July 1	<u>997,194</u>	<u>997,194</u>	
Current Balance	<u>\$ 961,944</u>	<u>\$ 993,894</u>	

02429804
 34- -01-B -61 -308-04
 0101 -11-03818-04



RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from October 1, 2023 to October 31, 2023

MARKET AND COST RECONCILIATION

	10/31/2023 MARKET	10/31/2023 BOOK VALUE
Beginning Market And Cost	9,284,778.03	10,168,189.59
Investment Activity		
Interest	272.55	272.55
Dividends	11,667.55	11,667.55
Change In Unrealized Gain/Loss	- 163,086.61	.00
Net Accrued Income (Current-Prior)	12.88	12.88
Total Investment Activity	- 151,133.63	11,952.98
Net Change In Market And Cost	- 151,133.63	11,952.98
Ending Market And Cost	9,133,644.40	10,180,142.57

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 0101 -11-03818-04



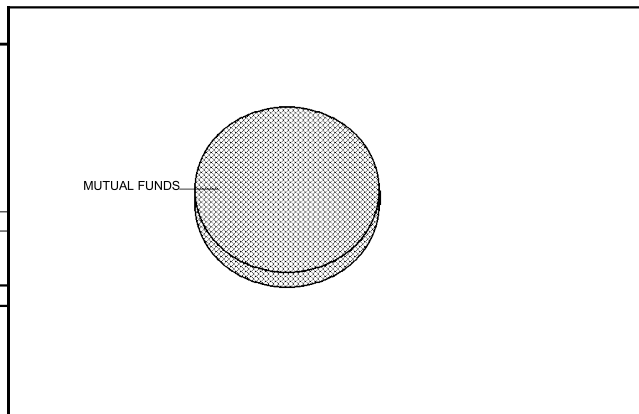
RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from October 1, 2023 to October 31, 2023

ASSET SUMMARY

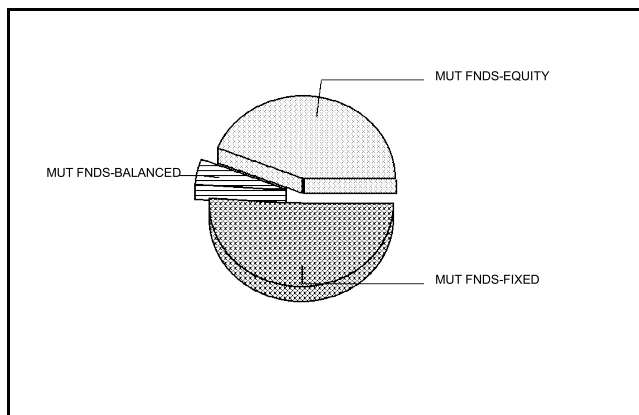
ASSETS	10/31/2023 MARKET	10/31/2023 BOOK VALUE	% OF MARKET
Cash And Equivalents	63,996.32	63,996.32	0.70
Mutual Funds-Equity	3,899,858.03	4,239,972.02	42.70
Mutual Funds-Fixed Income	4,713,088.69	5,398,702.81	51.60
Mutual Funds-Balanced	456,407.95	477,178.01	5.00
Total Assets	9,133,350.99	10,179,849.16	100.00
Accrued Income	293.41	293.41	0.00
Grand Total	9,133,644.40	10,180,142.57	100.00

Estimated Annual Income **260,293.94**



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 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 185,072	\$ 85,233	46.05%
Total REVENUES	<u>185,072</u>	<u>85,233</u>	<u>46.05%</u>
EXPENDITURES			
Supplies and Materials	201,646	150,440	74.61%
Other Operating Exp. and Services	81,057	64,030	78.99%
Total EXPENDITURES	<u>282,702</u>	<u>214,471</u>	<u>75.86%</u>
Excess of Revenues Over/ (Under) Expenditures	(97,630)	(129,237)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	268,592	268,592	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>268,592</u>	<u>268,592</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	255,002	27,327	10.72%
Total OPERATING TRANSFERS OUT	<u>255,002</u>	<u>27,327</u>	<u>10.72%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(84,040)	112,028	
FUND BALANCE			
Fund balance, July 1	<u>266,797</u>	<u>266,797</u>	
Current Balance	<u>\$ 182,758</u>	<u>\$ 378,825</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 40,254	\$ 25,725	63.91%
Total REVENUES	<u>40,254</u>	<u>25,725</u>	<u>63.91%</u>
EXPENDITURES			
Other Operating Exp. and Services	38,610	11,608	30.06%
Total EXPENDITURES	<u>38,610</u>	<u>11,608</u>	<u>30.06%</u>
Excess of Revenues Over/ (Under) Expenditures	1,644	14,117	
OPERATING TRANSFERS OUT			
Other Outgo	1,400	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,400</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	244	14,117	
FUND BALANCE			
Fund balance, July 1	<u>51,319</u>	<u>51,319</u>	
Current Balance	<u>\$ 51,563</u>	<u>\$ 65,436</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 14,800	\$ 15,644	105.70%
Total REVENUES	<u>14,800</u>	<u>15,644</u>	<u>105.70%</u>
EXPENDITURES			
Supplies and Materials	1,616	0	0.00%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	<u>137,510</u>	<u>115,014</u>	<u>83.64%</u>
Total EXPENDITURES	<u>139,190</u>	<u>115,014</u>	<u>82.63%</u>
Excess of Revenues Over/ (Under) Expenditures	(124,390)	(99,371)	
FUND BALANCE			
Fund balance, July 1	<u>206,864</u>	<u>206,864</u>	
Current Balance	<u>\$ 82,474</u>	<u>\$ 107,494</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 11,123,381	\$ 6,491,465	58.36%
State Revenues	3,696,260	5,008,867	135.51%
Local Revenues	0	32	0.00%
Total REVENUES	<u>14,819,641</u>	<u>11,500,364</u>	<u>77.60%</u>
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	634,762	212,242	33.44%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>212,242</u>	<u>33.44%</u>
OPERATING TRANSFERS OUT			
Other Outgo	15,454,403	7,274,133	47.07%
Total OPERATING TRANSFERS OUT	<u>15,454,403</u>	<u>7,274,133</u>	<u>47.07%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	4,438,473	
FUND BALANCE			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 4,460,282</u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 1,000	\$ 0	0.00%
Total REVENUES	1,000	0	0.00%
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	1,000	0	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	0	
FUND BALANCE			
Fund balance, July 1	8,708	8,708	
Current Balance	\$ 8,708	\$ 8,708	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 125,813	\$ (114,354)	(90.89)%
Total REVENUES	<u>125,813</u>	<u>(114,354)</u>	<u>(90.89)%</u>
EXPENDITURES			
Academic Salaries	19,790	90	0.45%
Classified Salaries	12,708	1,214	9.55%
Employee Benefits	0	6	0.00%
Supplies and Materials	108,406	33,020	30.46%
Other Operating Exp. and Services	51,529	10,249	19.89%
Capital Outlay	4,031	651	16.16%
Total EXPENDITURES	<u>196,464</u>	<u>45,230</u>	<u>23.02%</u>
Excess of Revenues Over/ (Under) Expenditures	(70,651)	(159,584)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	899	899	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>899</u>	<u>899</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	32,496	3,246	9.99%
Total OPERATING TRANSFERS OUT	<u>32,496</u>	<u>3,246</u>	<u>9.99%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(102,249)	(161,931)	
FUND BALANCE			
Fund balance, July 1	<u>5,356,583</u>	<u>5,356,583</u>	
Current Balance	<u>\$ 5,254,334</u>	<u>\$ 5,194,652</u>	

Allan Hancock Joint Community College District

Plan Activity Report - Pension

As of October 31, 2023



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
August 2023	\$	4,419,958.47	\$0.00	(\$60,327.22)	(\$1,246.96)	\$0.00	\$0.00	\$ 4,358,384.29
September 2023	\$	4,358,384.29	\$0.00	(\$131,879.91)	(\$1,025.72)	\$0.00	\$0.00	\$ 4,225,478.66
October 2023	\$	4,225,478.66	\$0.00	(\$76,274.67)	(\$993.41)	\$0.00	\$0.00	\$ 4,148,210.58

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 10/31/2023

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 9,531	\$ 6,739	70.71%
Total REVENUES	<u>9,531</u>	<u>6,739</u>	<u>70.71%</u>
EXPENDITURES			
Supplies and Materials	32,983	1,203	3.65%
Other Operating Exp. and Services	11,596	15	0.13%
Total EXPENDITURES	<u>44,579</u>	<u>1,217</u>	<u>2.73%</u>
Excess of Revenues Over/ (Under) Expenditures	(35,048)	5,522	
OPERATING TRANSFERS OUT			
Other Outgo	19,412	(102)	(0.52)%
Total OPERATING TRANSFERS OUT	<u>19,412</u>	<u>(102)</u>	<u>(0.52)%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(54,460)	5,624	
FUND BALANCE			
Fund balance, July 1	<u>78,231</u>	<u>78,231</u>	
Current Balance	<u>\$ 23,772</u>	<u>\$ 83,855</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 10/31/2023

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions, Gifts, Grants & Endwmnts	0	15,812	1,008,243	167,995	63,000	0	1,255,050
Non Cash Contribution	0	0	13,857	0	0	0	13,857
Interest and Investment Income	0	7,405	535	0	0	115,870	123,809
Realized Gain/Loss on Invest	0	(333)	0	0	0	124,323	123,990
Unrealized Gain/Loss on Invest	0	(22,277)	0	0	0	(1,391,277)	(1,413,554)
Other Local Revenues	0	126	3,900	2,028	0	0	6,054
Total Revenues	0	732	1,026,536	170,023	63,000	(1,151,085)	109,206
EXPENSES:							
Non Bargaining Unit	0	93,920	0	0	0	0	93,920
Benefits	0	18,220	0	0	0	0	18,220
Instructional Printing	0	0	1,751	0	0	0	1,751
Public Relations/Recognitions	0	365	0	0	0	0	365
Office/Operational Supplies	0	1,107	7,913	0	0	0	9,020
Non Instr Printing	0	23	8	0	0	0	31
Food - Business Meetings/Events	0	1,036	50,298	0	0	0	51,335
In-Kind Food Supplies	0	0	3,530	0	0	0	3,530
Indep Contractor (Individuals)	0	0	31,301	0	0	0	31,301
Service Contracts (Businesses)	0	1,151	10,000	0	0	0	11,151
In-Kind Service Contracts (Busnss)	0	0	2,764	0	0	0	2,764
Travel - All Travel Costs	0	255	0	0	0	0	255
District Community Activities	0	0	1,800	0	0	0	1,800
Foundation Community Activities	0	4,500	0	0	0	0	4,500
Dues & Memberships	0	2,775	811	0	0	0	3,586
Non-Tech Licenses, Permits, Fees	0	438	1,158	0	0	0	1,596
Software License/Subscription Agrmt	0	20,973	0	0	0	0	20,973
Equipment Rental	0	0	26,675	0	0	0	26,675
In-Kind Equipment Rental	0	0	2,563	0	0	0	2,563
Misc Operating Expenses	0	0	0	0	0	0	0
District/College Support	0	0	137,730	0	0	0	137,730
Postage/Express Services	0	35	0	0	0	0	35
Advertising/Sponsorships	0	1,417	2,800	0	0	0	4,217
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	266	136	0	0	0	402
Investment Brokerage Fees	0	953	0	0	0	68,570	69,522
PCPA Support	0	0	0	37,440	0	0	37,440
Equipment	0	0	11,584	0	0	0	11,584
Scholarships	0	0	1,512	430,210	0	0	431,722
Total Expenses	0	147,435	299,336	467,650	0	68,570	982,991
Net Income (Loss)	0	(146,703)	727,200	(297,627)	63,000	(1,219,654)	(873,785)
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	48,878	22,063	5,250	711,821	0	788,013
Intrafund Transfers-Out	0	12,063	737,661	250	0	38,038	788,013
Other Transfer-In	0	262,838	0	0	0	0	262,838
Net Transfers	0	299,653	(715,598)	5,000	711,821	(38,038)	262,838
Net Inc/Dec in Fund Bal	0	152,950	11,601	(292,627)	774,821	(1,257,693)	(610,948)
FUND BALANCE:							
Fund Equity, July 1	0	642,123	1,734,538	763,019	15,750,981	2,935,306	21,825,967
Current Balance	0	795,073	1,746,140	470,392	16,525,802	1,677,613	21,215,019

AHC Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 10/31/2023

	Budget	Actual	% Budget
Revenue			
Contributions, Gifts, Grants & Endwmnts	0	579	0.00%
Non Cash Contribution	<u>20,305</u>	<u>9,687</u>	<u>47.71%</u>
Net Revenue	20,305	10,267	50.56%
Wine Operations			
Shipping Fee Revenue	900	419	46.53%
Sales and Commission	90,000	34,609	38.45%
Sales Discounts	<u>(31,500)</u>	<u>(12,367)</u>	<u>39.26%</u>
Net Sales	59,400	22,661	38.15%
Cost of Goods Sold	<u>(45,000)</u>	<u>(20,127)</u>	<u>44.73%</u>
Gross Profit	14,400	2,534	17.60%
Total REVENUES	34,705	12,801	36.88%
Expenditures			
Office/Operational Supplies	16,024	2,741	17.10%
In Kind Supply Expense	1,226	1,226	99.99%
Inventory Allocation Expense	(53,994)	(16,933)	31.36%
Non Instr Printing	2,750	409	14.89%
Food - Business Meetings/Events	1,293	355	27.46%
Service Contracts (Businesses)	33,450	10,978	32.82%
Travel - All Travel Costs	3,500	2,590	74.01%
Non-Tech Licenses, Permits, Fees	505	135	26.73%
In Kind-Software/Technlgy Licenses	19,980	6,120	30.63%
Insurance	374	285	76.17%
Facility Leases	100	0	0.00%
Land Lease	400	0	0.00%
Repairs (Labor-Diagnostic)	1,277	0	0.00%
Technology Hosting Services	60	0	0.00%
Legal Fees	413	0	0.00%
In Kind-Legal Fees	325	130	40.00%
Sales Tax Expense	400	132	32.89%
Postage/Express Services	1,200	413	34.43%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,000	418	20.91%
Cash Over and Short	5	0	(3.80%)
Equipment	1,475	1,310	88.81%
Equipment-In Kind	2,211	2,211	100.00%
Restricted Reserve-Other	<u>3,223</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	38,221	12,520	32.76%
Fund Balance			
Net Income (Loss)	(3,516)	280	(7.97%)
Fund Balance, July 1	163,931	163,931	163,931
Current Balance	<u>\$160,415</u>	<u>\$164,211</u>	<u>102.37%</u>



ALLAN HANCOCK COLLEGE

DECEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Exhibit: Mixed Media Collage, Drawing, and Digital Media by Jennifer Gunlock through December 13 Ann Foxworthy Gallery <i>Elf the Musical</i> through December 23 Marian Theatre	1 December 1-7 Fall Final Exams 12:00p.m. Applied Musical Recital Boyd Concert Hall 5:00 p.m. Women's Basketball vs. Folsom Lake College 7:00 p.m. Dimensions In Dance through December 2 Severson Theatre 7:30 p.m. Winter Jazz Band Concert Boyd Concert Hall	2 8:00 a.m. <i>Community Food Share</i> 1:00 p.m. Women's Basketball vs. Fresno City College
3	4 7:30 p.m. Winter Symphonic Band Concert Boyd Concert Hall	5	6 10:00 a.m. Law Enforcement Academy Graduation Public Safety Training Complex	7 11:30 a.m. <i>Student Food Share</i> every Thursday 5:00 p.m. Men's Basketball vs. Porterville College	8 11:00 a.m. AHC Brisket Festival Santa Maria campus Commons 5:00 p.m. Women's Basketball vs. Taft College	9 3:00 p.m. Women's Basketball vs. Chaffey College
10	11 Winter Classes Begin 5:00 p.m. Women's Basketball vs. Gavilan College	12	13	14	15	16 8:00 a.m. <i>Community Food Share</i> 2:00 p.m. Chordsmen Winter Performance Boyd Concert Hall
17	18	19 6:00 p.m. Board of Trustees Meeting	20	21	22 3:00 p.m. Women's Basketball vs. College of the Canyons	23
24	25 Winter Holiday College Closed	26 Winter Holiday College Closed	27 Reduced Staffing	28 Reduced Staffing	29 Reduced Staffing 7:00 p.m. Men's Basketball vs. MiraCosta College	30 5:00 p.m. Men's Basketball vs. Fresno City College
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ALLAN HANCOCK COLLEGE

JANUARY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Winter Holiday College Closed	2 Winter Holiday College Closed	3	4	5	6 8:00 a.m. <i>Community Food Share</i> 1st & 3rd Saturday
7	8	9	10 Winter Classes End	11 Winter Final Exams	12	13
14	15 Martin Luther King Jr. Day College Closed	16 6:00 p.m. Board of Trustees Meeting	17 5:00 p.m. Men's Basketball vs. Cuesta College 7:00 p.m. Women's Basketball vs. Cuesta College	18 All Staff Day	19 Professional Development Day	20 8:00 a.m. <i>Community Food Share</i> 3:00 p.m. Men's Basketball vs. Moorpark College 5:00 p.m. Women's Basketball vs. Moorpark College
21	22 Spring Classes Begin	23	24	25 11:30 a.m. <i>Student Food Share</i> every Thursday	26 1:00 p.m. Baseball vs. College of the Sequoias	27 10:30 a.m./12:30 p.m. Softball vs. Fresno City College 1:30 p.m. Baseball vs. College of the Sequoias
28	29	30 2:00 p.m. Baseball vs. Long Beach City College	31 5:00 p.m. Men's Basketball vs. Ventura College 7:00 p.m. Women's Basketball vs. Ventura College			