

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, March 19, 2024

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

	<u>Page</u>	<u>Tentative 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: jmcgee@hancockcollege.edu. The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.

3. Adjourn to Closed Session		5:00 PM
3.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)		
3.B. Conference with Labor Negotiator – (Government Code §54957.6)		

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

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

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

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

Agency designated representative: Ruben Ramirez
Employee Organization: California School Employees Association (CSEA) Chapter #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. | 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: jmcgee@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.

- | | | | |
|-----|--|--|----|
| 9. | Approval of Minutes | | 5 |
| | 9.A. Approval of Minutes from the February 20, 2024, regular board meeting. | | |
| 10. | Presentations | | |
| | 10.A. Dr. Stephanie Crosby, director, Learning Assistance Program/Veterans Success Center/Student Health Services, will present an update on the Learning Assistance Program. | | |
| 11. | Consent Agenda | | |
| | Consent agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the consent agenda. | | |
| | 11.A. Approval of Register of Warrants and Payroll Summary 01/01/24 through 01/31/24 | | 12 |
| | 11.B. Approval of Employee Personnel Actions | | 15 |
| | 11.C. Approval of Reappointment of Tenured-Track Faculty | | 18 |
| | 11.D. Approval of Revised and/or New Classified Bargaining Unit Job Descriptions | | 21 |
| | 11.E. Acceptance of Donations | | 57 |

	<u>Page</u>	<u>Tentative Time</u>
11.F. Approval of Notice of Completion for the O-300 Demolition Project (Bid No. 21-04)	58	
11.G. Approval of Notice of Completion for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07)	59	
11.H. Acceptance of Grants Approved and Review of Grant Proposals Submitted	60	
11.I. Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	62	
11.J. Authorization for Out-of-State Travel	74	
11.K. Authorization for Out-of-State Travel for the Superintendent/President	75	
11.L. Adoption of Additions and Changes in the Academic Policy and Planning Committee Curriculum Report	76	
11.M. Approval of New Community Services (Fee-Based) Education Courses	81	
11.N. Approval of Equivalency Certification for Faculty	86	
12. Oral Reports		6:50 PM
12.A. Board Member Reports		
12.B. Association Reports		7:00 PM
1) Associated Student Body Government		
2) AHC Foundation		
3) Management Association		
4) Part-Time Faculty Association		
5) Faculty Association		
6) Academic Senate		
7) California School Employees Association		
13. Action Items		
No action items were submitted.		
14. Information		7:30 PM
14.A. Acceptance of Employee Retirements and Resignations	87	
14.B. First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX	88	
14.C. First Review of Administrative Procedure 3434, Responding to Harassment Based on Sex under Title IX	91	

	<u>Page</u>	<u>Tentative Time</u>
14.D. First Review of Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	113	
14.E. First Review of Board Policy and Revised Administrative Procedure 4230, Grading and Academic Record Symbols	135	
14.F. Bond Measure I Citizens' Oversight Committee 2023 Annual Report	140	
14.G. Concurrent Enrollment Update	149	
14.H. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	150	
14.I. Monthly Report, Associate Superintendent/Vice President, Student Services	151	
14.J. Monthly Report, Vice President, Institutional Effectiveness	152	
14.K. Monthly Report, Executive Director, College Advancement	154	
14.L. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	155	
14.M. A Monthly Report on the Year-to-Date Financial Data for Various Funds	161	
15. New Business		7:50 PM
16. Calendar	184	
17. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, April 16, 2024, in Solvang. 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

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, February 20, 2024

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 5:06 p.m. with the following trustees present:
 Enciso, Hall, Levy, Pensa, Zacarías

Trustees absent: None

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 5:55 p.m.

4. Reconvene to Open Session

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

Administrators present: Curry, Curran, Hooten, Murphy, Ramirez, Siwabessy, Specht,
 Walthers

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

Diego Ramirez-Morales, student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

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

Ayes: Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of Minutes from the January 16, 2024, regular board meeting.

On a motion by Trustee Enciso, seconded by Trustee Levy, the board of trustees voted unanimously to approve the minutes for the January 16, 2024, regular board meeting. (Ayes: Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Dr. Mary Patrick, dean, Academic Affairs, and Erica Biely, senior institutional effectiveness analyst, Institutional Effectiveness, provided an update on Title V 2020-2025: Fostering Completion, Individualized Paths, and Skill Development in Underrepresented Students. They presented an overview of the grant including aligning with college initiatives and creating supplemental support services. They shared activities of the grant which included financial wellness workshops for students, the Hancock Academy for faculty and staff, and the peer mentoring program which features embedded tutoring in English, math, and sciences classes. They noted the results of these activities increased student success and retention. They also shared SEPtember, an event with the goal of increasing comprehensive student education plans, yielded an increase of 24 percent.

10.B. Dr. Stephanie Crosby, director, Learning Assistance Program/Veterans Success Center/Student Health Services, presented an update on the Veterans Success Center. Dr. Crosby shared the college now has most of the Military Friendly Metrics listed on military.com. There is a new Veterans of America chapter on campus and an increasing website and social media presence. They have expanded counseling hours and worked with David Vasquez, director, Admissions and Records, to increase outreach by updating questions in CCCApply. She highlighted events and workshops on campus including the annual Veterans Stand Downs, the reverse career fair, and the Santa Ynez Salute to Veterans. She concluded by sharing a video from the She Raised Her Hand campaign.

10.C. Changing the Odds

Dr. Walthers shared a Changing the Odds moment. The application for the college's first bachelor's degree was submitted last month. Dr. Walthers highlighted the ad in the Pacific Coast Business Times thanking all who submitted support letters for the new degree on behalf of the college.

11. Consent Agenda

The following items were revised from the consent agenda:

11.C. Acceptance of Donations

- Reduction in Fire Academy breathing apparatus from 48 to 35 and the amount from \$28,000 to \$21,000.

11.D. Approval of Bond Measure I Citizens' Oversight Committee Representatives

- Last name change: Lynette Muscio changed to Lynette Dunn.

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

Ayes: Enciso, Hall, Levy, Pensa, Zacarias

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers reported enrollment is slightly up due to concurrent enrollment. He also gave out new nametags to recently promoted deans. He recognized Dr. Maria Suarez, the latest member of the doctoral club.

12.B. Board Member Reports

Trustee Pensa attended many events including All Staff Day, the Foundation retreat, and the Department of Ed conference in Sacramento with Dr. Walthers. He went to the National Legislative Summit in Washington D.C. in February and met with Alex Padilla where they discussed SB895, baccalaureate degrees for nursing. He also met with Salud Carbajal. Topics at the legislative summit included the Farm Bill, cyber security, and short-term Pell grants.

Trustee Zacarias attended the retirement board investment update and All Staff Day.

Trustee Hall attended the quarterly school board meeting which highlighted a new approach to teaching math and science. He also attended the Foundation retreat and a 211-action meeting. He announced that NAACP is having a black history event on Saturday.

Trustee Levy attended All Staff Day and meetings for the viticulture board and PCPA. She also attended Bulldog Bow-WOW where she talked with veterans. She also attended the quarterly schools meeting.

Trustee Enciso attended All Staff Day and held Trustee Open Hour in January. She also attended the 211-action meeting at the Manami Community Center. There were over 1400 people who attended and were provided haircuts and food.

Student Trustee Rivera attended a resolution development seminar to become informed on the process to submit to the general assembly. He highlighted the development of three resolutions for mental health, disability and transparency, and

trafficking awareness that were voted on for regional sponsorship. He noted six students will attend the Triple C assembly. He also shared he will be running for president of Triple C. He was invited to work on the regional affairs taskforce to develop a toolkit to help students with financial resources. He reported on ASBG events including Bulldog Bound, student/faculty basketball game, Black History Month, and suicide prevention. He also shared there are currently 42 clubs chartered.

12.C. Association Reports

1) AHC Foundation

Dr. Hooten reported they held a board retreat in January where a new president was elected. They also crafted a new purpose and principle statement for the Foundation, ensuring education for all. The board is committed to making sure money is never an obstacle for finishing college.

2) Management Association

Dr. McNulty thanked the grounds crew for their clean up after the storms. She invited the board to upcoming events including the annual Santa Barbara Architects competition, Career Expo, the athletics department's first track meet, the 25th anniversary of the Lompoc Valley Center, a registration rally for local high schools, and the DEIA luncheon. She noted that these events take significant planning and organizing by faculty, staff, and students.

3) Part-Time Faculty Association

Monique Segura reported the addition of new members to the board, Sonny Lopez, Patricia Koivisto and Richard Mahon. The association will also be holding a Know Your Contract event. She noted several of the association's accomplishments including, paid office hours, increased salary, improved evaluation process, free parking, and participation in shared governance.

4) Faculty Association

Roger Hall reported negotiations are going well. The faculty have an awareness of the enrollment challenges facing the college. He highlighted a very informal poll for taking waitlist students where two-thirds of faculty reported they take waitlisted students and half of those faculty say they take over five students. He reported that 95 percent of full-time faculty are members of the union. He concluded by thanking all who have contributed to negotiations.

5) Academic Senate

No report

6) California School Employees Association

Toby McLaughlin reported they will have a western theme for this year's CSEA week. They are getting trees donated that will be planted on campus. He expressed gratitude for the administration's support. They will be holding several Know Your Contract and Know Your Rights events to help members understand their contract. He noted the accomplishment of passing the enrollment services job descriptions. At the next CSEA chapter meeting they will be nominating delegates for the conference. There are currently 13 resolutions set for the conference in Irvine. He hopes that by the next board meeting there will be more job descriptions for ratification.

Associated Student Body Government

7)

Student Trustee Rivera included the ASBG report in his Board Member report.

13. Action Items

No action items were submitted.

14. Information Items

14.A. Employee Retirements and Resignations

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

14.B. ACCJC Commission Actions on Institutions – January 2024

Dr. Murphy shared the official action letter from the Accrediting Commission for Community and Junior Colleges received in January 2024. The commission reaffirmed accreditation for Allan Hancock College for the next seven years with one recommendation for improvement. Trustee Zacarias expressed her gratitude for Dr. Murphy's leadership of the team.

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

Dr. Curry reported the men's basketball team has one of highest GPAs in the state. He highlighted Hometown Heroes and Carney's Coaches vs. Cancer events. Athletics is also getting ready to host the college's first ever track meet on March 8, 2024, as well as planning for the Final Fore Golf Tournament. He also mentioned Guided Pathways is planning a series of area of interest and student services showcases and Hancock's partnership with Santa Barbara City College to provide a pre-radiography program.

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

Dr. Siwabessy reported on Feb. 9, 2024, the University Transfer Center hosted the first ever transfer summit with more than 100 students in attendance. Students had the opportunity to learn more about transfer opportunities and resources. The event

featured keynote speaker Kimberly Gomez Santos who spoke on ways to demystify transfer for students.

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

Dr. Murphy's team participated in the Strategic Enrollment Management mid-year convening in Burlingame. The Institutional Effectiveness office was also involved in providing leadership for the All Staff Day presentation. He commended Jenny Schroeder, director of special projects, for her coordination and organization of the presentation materials.

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

Dr. Hooten reported the Institutional Advancement Committee is working on a perception project for the college. A survey has recently been launched to the college community to aid in looking at the college's brand. Dr. Hooten encouraged everyone to take the survey.

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

Associate Superintendent Curran gave an update on the Student Health Center project. The project is not yet complete due to materials delays. He reported the O-300 demo was completed on time, but the solar array panel project is on hold due to the bankruptcy of a subcontractor. The general contractor has found a new company to complete the work with a tentative completion date of July 1, 2024.

14.H. An Update on the Fiscal Year 2024-25 Governor's Budget Proposal

Associate Superintendent Curran gave a presentation on the governor's proposed budget and the potential impact to the college. He went over many factors that affect the college's budget including COLA, inflation, interest rates, and state reserves. He focused on four areas that will present challenges for the college, lower COLAs, state deficits, the decreasing high school population, and the new Student-Centered Funding Formula (SCFF) baseline. He shared the college has been fiscally responsible and there are funds available to bridge the gap for the next three years. There has also been unexpected revenue from increasing interest rates. Trustee Zacarías requested a report on the full picture at the next board meeting.

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

Associate Superintendent Curran reported the good news that local revenues came in and more revenues are expected. The college held back in reserve the 1.8 million dollars recommended by the state at the beginning of the year and the markets are doing well.

15. New Business

There were no requests for new business.

16. Calendar

Dr. Walthers shared events from the calendar including upcoming sports and a master class in violin. He noted that the men's basketball team is tied for first place in the conference.

17. Adjournment

Trustee Pensa adjourned the meeting at 7:38 p.m.

A handwritten signature in black ink, appearing to read 'K. Walthers', is enclosed in a thin black rectangular border.

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

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Register of Warrants and Payroll Summary 01/01/24 through 01/31/24	Item Number: 11.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	\$2,905,471.85	
Payroll 01/01/24 - 01/31/24	6,401,038.09	
Total General Fund		\$9,306,509.94
Child Development Fund 9433		
Invoice Warrants	4,351.31	
Payroll 01/01/24 - 01/31/24	51,997.76	
Total Child Development Fund		56,349.07
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 01/01/24 - 01/31/24	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	1,021,769.76	
Total Capital Outlay Projects Fund		1,021,769.76
Go Bond Building Fund 9447		
Invoice Warrants	40,398.00	
Total Go Bond Building Fund		40,398.00
Self-Insurance Dental Fund 9461		
Invoice Warrants	117,716.00	
Total Self-Insurance Dental Fund		117,716.00

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25046796 through 25047337 for a subtotal of \$4,108,891.96 and payroll warrants in the amount of \$6,453,035.85 for a grand total of \$10,561,927.81.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	2,344.89	
Total Self-Insurance Property/Liability Fund		2,344.89
Post-Employment Benefits Fund 9469		
Invoice Warrants	0.00	
Total Post-Employment Benefits Fund		0.00
Student Center Fee Trust Fund 9473		
Invoice Warrants	\$16,840.15	
Total Student Center Fee Trust Fund		\$16,840.15
<u>Grand Total All Funds</u>		<u>\$10,561,927.81</u>

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
01/01/2024 - 01/31/2024
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,783,509.78
1100B	Administrators (Cert.) Non Teaching	266,889.80
1100D	Part Time Faculty	623,652.80
SUB TOTAL		<u>2,674,052.38</u>

200 Classified Salaries

2000A	CSEA	1,444,802.35
2000B	Confidential/Supervisory	193,122.54
2000C	Classified Administrators	238,894.17
2000E	Classified Hourly	129,350.25
2000F	Student Workers	124,005.94
2000G	Board Member	1,322.60
SUB TOTAL		<u>2,131,497.85</u>

300 Employee Benefits

3000A	STRS	436,261.77
3000B	PERS	510,613.91
3000C	OASDHI-FICA	179,913.14
3000D	Health & Welfare	429,919.74
3000E	EDD-SUI	2,222.77
3000F	Workers Comp	36,556.53
SUB TOTAL		<u>1,595,487.86</u>

TOTAL FUND 10 **6,401,038.09**

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	11,813.92
SUB TOTAL		<u>11,813.92</u>

200 Classified Salaries

2000A	CSEA	10,218.77
2000E	Classified Hourly	4,111.62
2000F	Student Workers	16,542.98
SUB TOTAL		<u>30,873.37</u>

300 Employee Benefits

3000A	STRS	2,217.69
3000B	PERS	3,413.52
3000C	OASDHI-FICA	1,161.12
3000D	Health & Welfare	2,172.23
3000E	EDD-SUI	12.57
3000F	Workers Comp	333.34
SUB TOTAL		<u>9,310.47</u>

TOTAL FUND 33 **51,997.76**

TOTAL DISTRICT PAYROLL **6,453,035.85**

**Allan Hancock College
Warrant Register**

Check Dates from 1/1/2024 to 1/31/2024
Bank Code: CT

Vendor Name	Description	Amount	Warrant
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	\$501,553.17	
		\$501,553.17	CT 25046796
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$3,030.19	
		\$3,030.19	CT 25046797
Allstar Fire Equipment	Phenix Tech 0500-2007GR-ESS Fire Helmet - NFPA	\$787.36	
		\$787.36	CT 25046798
Amazon	Instructional supplies 07-06-23 to 05-31-24	\$68.52	
	Supplies for Basic Needs Hygiene Products,	\$778.41	
	LVC/LRC books via Dority Funds: 9.22.23 - 5.31.24	\$69.76	
	LVC/LRC books via Dority Funds: 9.22.23 - 5.31.24	\$172.57	
	Instructional Supplies for Fire Academy:	\$70.99	
	Veken 5x7 Rug Pad Gripper for Hardwood Floors, Non	\$62.62	
	Veken 5x7 Rug Pad Gripper for Hardwood Floors, Non	\$500.96	
	Veken 5x7 Rug Pad Gripper for Hardwood Floors, Non	\$751.44	
	OFFICE SUPPLIES VALID 12-11-23 TO 5-31-2024	\$139.82	
	OFFICE SUPPLIES VALID 12-11-23 TO 5-31-2024	\$241.33	
	Office Supplies for 07-01-23 thru 05-31-24	\$28.89	
		\$2,885.31	CT 25046799
American Business Machines	Repair of Formax Folder/Inserter Machine, ID 12465	\$197.53	
		\$197.53	CT 25046800
American Heart Association, Inc	BLS Provider eCard	\$660.00	
		\$660.00	CT 25046801
American Star Tours, Inc.	Bus Service - AHC Mens Basketball, 12/14 -12/16	\$5,875.00	
		\$5,875.00	CT 25046802
Aztec Software, LLC	GED Test Prep-Bridge Series, Product ID #10001,	\$9,450.00	
	GED Prep Solution, Product ID #20010	\$9,450.00	
	GED Test Prep Solution-Spanish, Product ID #21001	\$4,975.00	
		\$23,875.00	CT 25046803
Michael Bernal	Open Mileage 12.01-15.23	\$187.33	
	Open Mileage 12.01-15.23	\$187.33	
		\$374.66	CT 25046804
Ca Schools Dental Coalition	INSURANCE PREMIUMS JAN 2024	\$58,858.00	
		\$58,858.00	CT 25046805
Califitness Equipment Expert	Fitness Equipment Maintenance Inv#39846	\$407.00	
		\$407.00	CT 25046806
California Department Of Justice	Fingerprint Background July 2023 - June 2024	\$448.00	
		\$448.00	CT 25046807
Carmel & Naccasha LLP	Investigative Services Invoice #51575	\$2,907.00	
		\$2,907.00	CT 25046808

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
CDW Government Inc	Asus Chromebox 5 SC017UN - mini PC	\$3,130.48	
	Dell Latitude 3440 - 14" - Intel Core i5 - 1335U	\$44,249.48	
	RECYCLING FEE	\$168.00	
	Dell Latitude 3440 - 14" - Intel Core i5 - 1335U	\$3,160.68	
	RECYCLING FEE	\$12.00	
		\$50,720.64	CT 25046809
City Of Santa Maria	Water Services and Disposal Site- SM Campus	\$925.28	
	Water Services and Disposal Site- LVC	\$220.43	
		\$1,145.71	CT 25046810
Farm Supply Company	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$163.06	
		\$163.06	CT 25046811
Fatte's Pizza of Santa Maria	Food Purchase for UTC UC/CSU Application Review	\$160.04	
		\$160.04	CT 25046812
Federal Express Corp	Mailings for Acct #1104-8488	\$30.44	
		\$30.44	CT 25046813
Ferguson Enterprises Inc	Plumbing Supplies, 12-01-23 thru 5-31-24	\$195.95	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$56.67	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$172.76	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$25.88	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$55.44	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$35.76	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$201.27	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$45.86	
	Plumbing Supplies, 12-01-23 thru 5-31-24	(\$45.86)	
			\$743.73
Gregory Fields	Consultation Services - Oversee Recruitment and	\$1,750.00	
		\$1,750.00	CT 25046815
Foundation for California Community Colleges	Adobe Creative Cloud License- 6 Month Subscription	\$13,996.50	
		\$13,996.50	CT 25046816
Sara Galindo	Reimbursement for Planner	\$27.51	
		\$27.51	CT 25046817
HCI Systems Inc	Labor and Materials to Upgrade Locks in Buildings	\$6,835.50	
		\$6,835.50	CT 25046818
Home Depot	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$95.84	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$22.82	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$147.74	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$96.43	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$8.68	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$362.12	
	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$24.66	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$66.29	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$10.49	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$19.03	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$30.36	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Home Depot	Operational Supplies for Fire Academy	\$49.89	
	Operational Supplies for Fire Academy	\$8.63	
	Operational Supplies for Fire Academy	\$39.42	
	Operational Supplies for Fire Academy	\$41.29	
	Instructional supplies for Fire Technology Program	\$1,026.16	
	Instructional Supplies for Fire Academy	\$203.38	
	Instructional Supplies for Fire Academy	\$52.13	
	Instructional Supplies for Fire Academy	\$18.47	
	Instructional Supplies for Fire Academy	\$60.80	
	Supplies per Invoice 1022287	\$640.98	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$75.77	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$140.96	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$96.29	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$35.51	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$67.35	
	\$3,441.49	CT 25046819	
J B Dewar	Fuel for AHC-Community Ed. Truck Driving Class	\$717.93	
		\$717.93	CT 25046820
Liebert Cassidy Whitmore	Professional Legal Services: 7-1-23 - 6-30-24	\$1,540.50	
		\$1,540.50	CT 25046821
Lincoln Aquatics	Chlorine DPD Tablets, 250/bx	\$86.66	
	Alkalinity Tablet Reagent, 250/bx	\$197.56	
	PH Phenol Red Tablet Reagent, 250/bx	\$74.41	
	Calcium Hardness Tablet, 250/bx	\$231.99	
	Freight Charges	\$9.67	
	\$600.29	CT 25046822	
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$57.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	\$132.00	CT 25046823	
Frankie Maldonado	Open Mileage 11.30-12.14.23 CAREER CENTER	\$0.00	
	Open Mileage 11.30-12.14.23 CAREER CENTER	\$143.58	
	Open Mileage 12.11-14.23 COLLEGE CORPS	\$153.40	
	Open Mileage 12.11-14.23 COLLEGE CORPS	\$0.00	
	\$296.98	CT 25046824	
Metropolitan Life Insurance Co	INSURANCE PREMIUMS DEC 2023	\$6,983.51	
		\$6,983.51	CT 25046825
National Cinemia Llc	Onscreen Segment 2 CPT Advertising	\$1,059.66	
	LEN CPT Advertising	\$21.67	
		\$1,081.33	CT 25046826
ODP Business Solutions LLC	INSTRUCTIONAL MATERIAL SUPPLIES -	\$112.00	
		\$112.00	CT 25046827
Olive Garden Restaurants	Lunch Purchase for Spring 2024 Planning Meeting Delivery Fee	\$484.88	
		\$48.50	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$533.38	CT 25046828
Omnigo Software LLC	Dispatch REX RMS Software: Year 1 of 5.	\$18,258.11	
		\$18,258.11	CT 25046829
One Diversified, LLC	Professional Services Includes Contractors'	\$41,937.98	
	Boardroom AV Upgrade Project	\$24,973.64	
	Datapath VSN1172-RPSU Core i7 Computer + 800W RPSU	\$2,090.09	
	5-Year Commercial Assurance (Paid Upfront)	\$11,610.94	
	Professional Services Includes Contractors'	\$16,775.19	
		\$97,387.84	CT 25046830
Parker Lighting, Inc	Theatrical Lighting Equipment for the	\$9,413.40	
		\$9,413.40	CT 25046831
Diana Perez	Reimbursement for Walmart binders for	\$15.14	
	Reimbursement for Costco pizza lunch	\$43.28	
	Reimbursement for Walmart water	\$15.46	
	Reimbursement for cell phone fees.	\$300.00	
		\$373.88	CT 25046832
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		\$747.77	CT 25046833
Proquest Llc	LIBRARY BOOKS, 9-12-23 TO 5-31-24	\$101.70	
		\$101.70	CT 25046834
QuadMed Inc	KED Head & Chin Straps	\$31.00	
	Shipping & Handling	\$17.95	
		\$48.95	CT 25046835
Ravatt, Albrecht & Associates, Inc.	Professional architectural services for the design	\$6,542.40	
		\$6,542.40	CT 25046836
Rehabmart LLC	Low Profile Bariatric Transport Stretcher	\$8,980.00	
		\$8,980.00	CT 25046837
Stephanie Robb	Reimbursement for lights purchased for outreach	\$21.73	
		\$21.73	CT 25046838
Rotary Club Of Lompoc	38TH ANNUAL WINE TASTING AUCTION SPONSORSHIP	\$1,000.00	
		\$1,000.00	CT 25046839
Santa Maria Ford Inc	LT. FR. DOOR PART# 20125 INVOICE 295629	\$747.66	
	RT, FR, DOOR PART# 20124	\$856.41	
		\$1,604.07	CT 25046840
Sesac Inc	License Agreement for Non-dramatic performance	\$570.54	
		\$570.54	CT 25046841
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	
		\$249.90	CT 25046842
Texas Life Insurance Co.	INSURANCE PREMIUMS DEC 2023	\$10,724.35	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$10,724.35	CT 25046843
Tropics	Aquarium Service: 7/5/2023 - 6/30/2024	\$300.00	
		\$300.00	CT 25046844
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$30.00	
	UPS Charges, 7-1-23 thru 6-30-24, Account	\$32.90	
		\$62.90	CT 25046845
United Rentals, Inc	Rental Fee for Sod Cutter per Inv. 227934749-001	\$223.49	
	Rental Fee for Utility Trailer	\$114.19	
	Rental Fee for Trailer Hitch and Ball	\$16.31	
	Fuel Charge	\$19.91	
		\$373.90	CT 25046846
Western Propane Service	Propane per Invoice 17123706	\$17.83	
	Propane per Invoice 17260222	\$24.29	
		\$42.12	CT 25046847
B&H Photo Video	Beseler 45MXT Enlarger (Chassis Only). SKU#BE45MXT	\$8,279.25	
	Beseler 45M Condenser Light Source. SKU#BELHC45M	\$3,958.33	
	Beseler Baseboard f/45MXT. SKU#BEBB45MXT	\$833.99	
	Beseler Digital Timer. SKU#BEDT8197	\$378.73	
	Beseler 4x5 Glassless Sheet Film Car. SKU#BENC4545	\$720.13	
	Beseler 35mm Glassless Full Format Neg Carr.	\$720.13	
	Beseler 645 Glassless Roll Film Car. SKU#BENC64545	\$720.13	
	Beseler 75mm f/3.5 Enlarger Lens. SKU#BE756X6	\$923.26	
	Beseler 39mm Flat Brd Face Center board.	\$745.35	
	Beseler 39mm Lensboard w/0.5" Ext. SKU#BELBE3923	\$372.68	
	Shipping	\$424.67	
		\$18,076.65	CT 25046848
McKinney Vehicle Services Inc	2019 Transcraft 28 Ft. Flatbed Trailers,	\$87,435.00	
	License Fees	\$162.00	
	Document Fees	\$1,050.00	
	Delivery Fees	\$3,000.00	
		\$91,647.00	CT 25046849
John Barrueta	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25046850
Criselda Bautista Sanchez	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25046851
Sarah Biddle	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25046852
Jasmine Cabrera	Manual Refund Submitted	\$69.00	
		\$69.00	CT 25046853
LaVelda Clock	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25046854
Nicholas Conn	Manual Refund Submitted	\$225.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$225.00	CT 25046855
Elijah Cook	Manual Refund Submitted	\$154.00	
		\$154.00	CT 25046856
Hannah Covarrubias	Manual Refund Submitted	\$328.00	
		\$328.00	CT 25046857
Arleth Cruz Hernandez	Manual Refund Submitted	\$365.00	
		\$365.00	CT 25046858
Dominic Domeman	Manual Refund Submitted	\$237.00	
		\$237.00	CT 25046859
Brian Dowell	Manual Refund Submitted	\$237.00	
		\$237.00	CT 25046860
Tatyana Eckmann	Manual Refund Submitted	\$399.00	
		\$399.00	CT 25046861
Milania Espinoza	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25046862
Juanita Flores	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25046863
Arcelina Galvan Herrera	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25046864
Ariana Garcia	Manual Refund Submitted	\$278.00	
		\$278.00	CT 25046865
Michelle Garcia Sanchez	Manual Refund Submitted	\$196.00	
		\$196.00	CT 25046866
Andrew Gonzalez	Manual Refund Submitted	\$627.00	
		\$627.00	CT 25046867
Nadia Gutierrez	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25046868
Reece Heichberger	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25046869
Diego Hernandez	Manual Refund Submitted	\$3,323.00	
		\$3,323.00	CT 25046870
Jonathan Hernandez	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25046871
Esperanza Hurtado	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25046872
Haley Larsh	Manual Refund Submitted	\$1,262.00	
		\$1,262.00	CT 25046873
Katherine Lindsey	Manual Refund Submitted	\$184.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$184.00	CT 25046874
Valerie Marin Arana	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25046875
Ashley Montalban	Manual Refund Submitted	\$281.00	
		\$281.00	CT 25046876
Jacob Montalvo	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25046877
Zaira Morales	Manual Refund Submitted	\$412.00	
		\$412.00	CT 25046878
Christian Moreno	Manual Refund Submitted	\$1,837.00	
		\$1,837.00	CT 25046879
Angel Ojeda	Manual Refund Submitted	\$450.00	
		\$450.00	CT 25046880
Bonifacio Reyes	Manual Refund Submitted	\$141.00	
		\$141.00	CT 25046881
James Robinson	Manual Refund Submitted	\$282.00	
		\$282.00	CT 25046882
Dulce Rodriguez	Manual Refund Submitted	\$115.00	
	Manual Refund Submitted	\$1,000.00	
		\$1,115.00	CT 25046883
Mason Rohwedder	Manual Refund Submitted	\$4.00	
		\$4.00	CT 25046884
Emilio Rojas Sanchez	Manual Refund Submitted	\$1,105.00	
		\$1,105.00	CT 25046885
Anabel Ruizdiaz	Manual Refund Submitted	\$196.00	
		\$196.00	CT 25046886
Lytic Salas	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25046887
Jaylynn Sanderson	Manual Refund Submitted	\$300.00	
		\$300.00	CT 25046888
Cherie Santana	Manual Refund Submitted	\$30.00	
		\$30.00	CT 25046889
Arturo Santiago	Manual Refund Submitted	\$1,386.00	
		\$1,386.00	CT 25046890
Samantha Serafin	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25046891
Patrick Smith	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25046892
Frankie Souza	Manual Refund Submitted	\$593.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$593.00	CT 25046893
Carolyn Stemlock	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25046894
Robin Tack	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25046895
Miguel Trujillo	Manual Refund Submitted	\$141.00	
		\$141.00	CT 25046896
Nicholas Valverde	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25046897
Jeselle Vega	Manual Refund Submitted	\$3,023.00	
		\$3,023.00	CT 25046898
Alondra Ward	Manual Refund Submitted	\$1,386.00	
		\$1,386.00	CT 25046899
Travis White-Sindelar	Manual Refund Submitted	\$402.00	
		\$402.00	CT 25046900
B&H Photo Video	Porta-Trace 36x48 LED Light Table. SKU#PO3648TCLED (\$2,127.55)		
	Beseler 45MXT Enlarger (Chassis Only). SKU#BE45MXT	\$8,279.25	
	Beseler 45M Condenser Light Source. SKU#BELHC45M	\$3,958.33	
	Beseler Baseboard f/45MXT. SKU#BEBB45MXT	\$833.99	
	Beseler Digital Timer. SKU#BEDT8197	\$378.73	
	Beseler 4x5 Glassless Sheet Film Car. SKU#BENC4545	\$720.13	
	Beseler 35mm Glassless Full Format Neg Carr.	\$720.13	
	Beseler 645 Glassless Roll Film Car. SKU#BENC64545	\$720.13	
	Beseler 75mm f/3.5 Enlarger Lens. SKU#BE756X6	\$923.26	
	Beseler 39mm Flat Brd Face Center board.	\$745.35	
	Beseler 39mm Lensboard w/0.5" Ext. SKU#BELBE3923	\$372.68	
	Shipping	\$424.67	
		\$15,949.10	CT 25046901
Catalina Armijo-Staugaard	Open Mileage 12.21.23	\$34.06	
		\$34.06	CT 25046902
Karina Burgos	Open Mileage 12.1-15.23	\$65.50	
		\$65.50	CT 25046903
Jovany Cardenas Vargas	Open Mileage 12.5-18.23	\$12.25	
	Open Mileage 12.5-18.23	\$0.00	
		\$12.25	CT 25046904
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$619.80	
	Water Services 7.1.2023 - 6.30.2024	\$5,068.47	
		\$5,688.27	CT 25046905
	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$1,533.06	
		\$1,533.06	CT 25046906
	Commercial Light Electric 7.1.2023 - 6.30.2024	\$18,355.94	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$18,355.94	CT 25046907
Comcast Cable	Comcast Monthly Recurring Costs	\$228.91	
		\$228.91	CT 25046908
	Comcast Monthly Recurring Costs	\$182.91	
		\$182.91	CT 25046909
Digital West Networks, Inc	Telephone Service 7/1/23-6/30/24- SM Campus	\$4,170.78	
	Telephone Service 7/1/23 - 6/30/24- LVC	\$1,762.86	
	Telephone Service 7/1/23- 6/30/24- Community Svcs	\$1,483.41	
		\$7,417.05	CT 25046910
Alejandra Enciso	Open Mileage 12.06.23	\$36.68	
		\$36.68	CT 25046911
Danielle Gilbert	Open Mileage 12.1-15.23	\$104.80	
		\$104.80	CT 25046912
Silvia Gutierrez	Open Mileage 8.17,8.21,12.06.23	\$98.25	
		\$98.25	CT 25046913
Jeffery Hall	Open Mileage 12.19.23	\$36.68	
		\$36.68	CT 25046914
Jeremiah Hernandez	Present at Prison to University Long Beach, CA	\$115.52	
	Phoenix Scholars Long Beach, CA	\$185.00	
		\$300.52	CT 25046915
Kurt Kruse	Open Mileage 8.28-12.07.23	\$477.68	
		\$477.68	CT 25046916
Geraldine Montoya	Open Mileage 12.7-19.23	\$29.08	
		\$29.08	CT 25046917
Emma Morse	Open Mileage 12.4-12.23	\$50.44	
		\$50.44	CT 25046918
Ladan Rahbar	Open Mileage 12.5-21.23	\$37.86	
		\$37.86	CT 25046919
Maria Ramirez-Camacho	Open Mileage 12.4-19.23	\$19.52	
		\$19.52	CT 25046920
Victor Rodriguez	Open Mileage 12.6,7,13.23	\$51.09	
		\$51.09	CT 25046921
Jessica Rodriguez Martinez	Open Mileage 12.1-22.23	\$55.28	
		\$55.28	CT 25046922
Jessica Silva	Open Mileage 12.8-28.23	\$20.96	
		\$20.96	CT 25046923
Kristy Soriano	Open Mileage 12.1-22.23	\$75.98	
		\$75.98	CT 25046924
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$4,450.34	
	Gas Supply 7.1.2023-6.30.2024	\$911.52	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$5,361.86	CT 25046925
Alyssa Stovall	Open Mileage 12.07.23	\$88.82	
		\$88.82	CT 25046926
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$3,090.70	
		\$3,090.70	CT 25046927
David Vasquez	Open Mileage 7.18,8.17,9.15,10.3,10.17,12.21.23	\$181.44	
		\$181.44	CT 25046928
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$10.34	
		\$10.34	CT 25046929
	Long Distance and Toll Free Service Charges	\$1.40	
		\$1.40	CT 25046930
13 Stars Media	Quarter-page Ad Spring Registration in SYV Star	\$380.00	
		\$380.00	CT 25046931
AHC - ASB Athletics	FY24 Athletics Budget Augmentation	\$176,292.00	
		\$176,292.00	CT 25046932
AHC - District Trust Fund	Reimburse Payroll Posting Error R Fukuhara 9/29/23	\$19.33	
	Reimburse Payroll Posting Error R Fukuhara 9/29/23	\$0.67	
	Reimburse Payroll Posting Error R Fukuhara 9/29/23	\$10.67	
	Reimburse Payroll Posting Error R Fukuhara 9/29/23	\$1,333.34	
		\$1,364.01	CT 25046933
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$3,636.89	
		\$3,636.89	CT 25046934
AHC Foundation	Fiscal 2022 -23 FDTN Adv Salary Rmb	\$7,768.13	
		\$7,768.13	CT 25046935
Roshelle Allen	Professional consulting services for budget	\$1,825.00	
		\$1,825.00	CT 25046936
Amazon	Instructional Supplies for FSN	\$54.51	
	Office Supplies for EMS Program	\$43.15	
	Instructional Supplies, July 1, 2023-May 31, 2024	\$90.10	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$865.62	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$62.21	
	Instructional Supplies for MESA/STEM Academic	\$179.93	
	Office Supplies 10-20-23 to 5-31-24	\$95.49	
	Operational Supplies - Maintenance 12/19/2023 thru	\$213.90	
	Instructional Supplies for MESA/STEM Academic	\$345.24	
	Instructional Materials for Engineering 10/02/23 -	\$99.34	
	Front Desk Office Supplies;	\$81.83	
	OFFICE SUPPLIES VALID 12-11-23 TO 5-31-2024	\$18.42	
	Office Supplies: 12-27-23 to 05-31-24	\$92.38	
		\$2,242.12	CT 25046937
Amazon Web Services, Inc	Amazon Web Services (AWS) Estimated Usage	\$2,291.05	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,291.05	CT 25046938
American Business Machines	Maintenance for Canon IR C5030 Copier	\$61.81	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$1.12	
	Copier Maintenance for Canon IR Advanced 4225	\$14.48	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$10.63	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$21.27	
	Canon Copier iR Adv 4235, Serial #RKJ17959, ID#	\$10.63	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$1.47	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$1.47	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$8.83	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$1.47	
	Canon Copier iR 4535 Maintenance, Serial# RKJ17964	\$1.47	
		\$134.65	CT 25046939
American General Media Inc.	30-second Ad Winter Spring 2024 Registration	\$225.00	
	30-second Spanish Ad Winter Spring 2024 Reg	\$225.00	
	30-second Ad Spring Registration to run on KRQK FM	\$125.00	
	30-second Ad Spring Registration to Run on KPAT	\$125.00	
		\$700.00	CT 25046940
American Star Tours, Inc.	Bus Service - AHC Men's Basketball on 01-05-24	\$2,779.00	
		\$2,779.00	CT 25046941
Battery Systems Inc	Batteries for alarm panels from 9-1-23 to 5-31-24	\$34.78	
		\$34.78	CT 25046942
BC Pump Sales And Service	Armstrong Pump Less Volute, 1/2 HP Electric Motor	\$1,405.40	
	Freight Charges	\$39.00	
		\$1,444.40	CT 25046943
Blick Art Materials	Instructional Supplies	\$17.94	
	3M ADHESIVE !H 6064 SPRY MOUNT 4OZ	\$47.25	
	STRTHMR 300 NEWSRNT OFF WHT 18X24 ROUGH	\$18.62	
	CLAYBORD TOOLS LINE TOOL	\$25.36	
	CLAYBORD TOOLS SCRATCH KNIFE	\$25.31	
	INOVART SCRATCHBOARD BLACK 8.5X11 10PK	\$29.97	
		\$164.45	CT 25046944
Bremer Auto Parts	Parts-Tools for LE 07-06-23 to 05-31-24	\$24.23	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$51.66	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$27.71	
		\$103.60	CT 25046945
Burnham Insurance Services	ACA Consulting July 1, 2023 - June 30, 2024	\$3,250.00	
		\$3,250.00	CT 25046946
Ca Schools Dental Coalition	INSURANCE PREMIUMS DEC 2023	\$58,858.00	
		\$58,858.00	CT 25046947
CACCRAO	2023-24 CACCRAO Membership dues	\$400.00	
		\$400.00	CT 25046948
Cal State Auto Parts	Parts for Patrol Vehicles 07.01.2023 through	\$46.20	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Cal State Auto Parts	Parts for Patrol Vehicles 07.01.2023 through	\$39.40	
		\$85.60	CT 25046949
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 25046950
Capitol Advisors Group LLC	2023-24 CONSULTING AND ADVOCACY	\$2,000.00	
		\$2,000.00	CT 25046951
Card Integrators	Annual Service for ID Card System: Includes	\$5,980.00	
	Implementation Services: Includes Delivery,	\$2,500.00	
	Shipping Fees for Loaned Equipment	\$85.00	
		\$8,565.00	CT 25046952
Computerland Of Silicon Valley	DEFENDER FOR O365 (O365 ATP) P1	\$11,700.00	
		\$11,700.00	CT 25046953
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		\$100.00	CT 25046954
	Bottled Water Delivery, 7-01-23 thru 6-30-24	\$37.10	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	\$11.00	
		\$48.10	CT 25046955
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$20.25	
	FUEL SURCHARGE	\$3.32	
	HOT COLD WATER STAND RENTAL	\$11.00	
		\$34.57	CT 25046956
CWDL, CPAs	2022-2023 Allan Hancock College Joint	\$4,656.00	
	Proposition 39 Financial and Performance Audit	\$777.00	
	Pacific Conservatory of the Performing Arts Audit	\$684.50	
		\$6,117.50	CT 25046957
DART Sim Inc	Dart Sim 4 License Package for PC/Mac.	\$399.99	
		\$399.99	CT 25046958
Alexandra De Joungue	EMPLOYEE REIMBURSEMENT FOR MEDICAL SUPPLIES	\$27.99	
		\$27.99	CT 25046959
Dell Marketing Lp Inc	PowerEdge R760XD2 - [amer_r760xd2_16753]	\$21,990.83	
	PowerEdge R760XD2 - [amer_r760xd2_16753]	\$8,438.29	
		\$30,429.12	CT 25046960
Dept of Housing and Community Development	Commercial Modular Registration Renewal	\$34.00	
	Commercial Modular Registration Renewal	\$34.00	
		\$68.00	CT 25046961
Cynthia Diaz	Reimbursement for Beverage Purchase for the Puente	\$34.04	
		\$34.04	CT 25046962
Downs Government Affairs, LLC	Services for consortium project 7/1/2023-6/30/2024	\$2,000.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,000.00	CT 25046963
Earth Systems Pacific	Project Management, Special Inspection Report	\$150.00	
	Structural Masonry Inspection	\$785.00	
		\$935.00	CT 25046964
Eyemed Vision Care	INSURANCE PREMIUMS JAN 2024	\$621.94	
	INSURANCE PREMIUMS JAN 2024	\$4,082.36	
		\$4,704.30	CT 25046965
Fastenal	Work Vest Harness, XL per Invoice CABAR129671	\$42.40	
	Protectapro	\$109.10	
		\$151.50	CT 25046966
Federal Express Corp	Mailings for Acct #1104-8488	\$11.55	
		\$11.55	CT 25046967
Fisher Scientific Co Llc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$259.25	
		\$259.25	CT 25046968
Flinn Scientific Inc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$185.61	
		\$185.61	CT 25046969
Follett Heg - Ahc Bookstore	Textbooks/Supplies for Phoenix Scholars Students	\$92.16	
		\$92.16	CT 25046970
Foodbank Of Santa Barbara County	Food for Food Share- Spring Semester 2024	\$1,160.36	
		\$1,160.36	CT 25046971
Franchise Tax Board	Sept 23 - Dec 23 Vendor 592 Withholding	\$23.80	
	Sept 23 - Dec 23 Vendor 592 Withholding	\$56.00	
		\$79.80	CT 25046972
	PAYROLL DEDUCTION 01/10/2024	\$723.73	
		\$723.73	CT 25046973
Garland/DBS, Inc	Lompoc Valley Center Buildings 1-4 Roof Overlay	\$133,485.35	
		\$133,485.35	CT 25046974
GotSafety, LLC	Monthly Consultation Fees from 7-1-23 to 6-31-24	\$1,160.00	
		\$1,160.00	CT 25046975
Hardy Diagnostics	Instructional Supplies for Biology labs	\$17.15	
	Instructional Supplies for Biology labs	\$141.60	
	Instructional Supplies for Biology labs	\$565.49	
		\$724.24	CT 25046976
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$458.23	
		\$458.23	CT 25046977
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	\$6,300.00	
	Onsite DSA Project Inspections for Construction	\$3,150.00	
	C.O. #1- Extension of Project Services:	\$3,570.00	
	Onsite DSA Project Inspections for Construction	\$840.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$13,860.00	CT 25046978
KIDI/KRTO/KTAP La Buena	30-second Ad Spring Registration KIDI La Buena	\$250.00	
		\$250.00	CT 25046979
Kone Inc	Elevators Service Agreement, 7-1-23 thru 6-30-24	\$4,204.41	
		\$4,204.41	CT 25046980
Anna Kopcrak	Reimbursement for CMC3 Membership Fee	\$60.00	
		\$60.00	CT 25046981
KSBY-TV	30-second Ad Spring Registration	\$290.00	
		\$290.00	CT 25046982
Frankie Maldonado	Reimbursement for Mountain Mikes Pizza:	\$171.78	
	Reimbursement for Walmart:	\$18.83	
		\$190.61	CT 25046983
MemoryFox Inc	Software License, 12 months: 11/20/23 - 11/29/24.	\$4,560.00	
		\$4,560.00	CT 25046984
Metlife Small Market	INSURANCE PREMIUMS DEC 2023	\$7,083.37	
		\$7,083.37	CT 25046985
Mission Linen Supply	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
		\$56.25	CT 25046986
ODP Business Solutions LLC	Office supplies 8-11-2023 thru 5-31-24	\$130.49	
	Office Supplies: July 1, 2023 to May 31, 2024	\$125.48	
	Office Supplies: 7/25/23 - 5/31/24.	\$115.22	
	Office Supplies: 7/25/23 - 5/31/24.	\$500.01	
	Office Supplies 07-01-2023 thru 05-31-2024	\$101.34	
	Engineering Student Materials, 8-11-23 thru	\$10.82	
	Engineering Student Materials, 8-11-23 thru	\$19.39	
	Engineering Student Materials, 8-11-23 thru	\$55.43	
	General Office Supplies - Facilities, 10-31-23	\$74.23	
	Instructional Supplies 11/20/23 - 5/31/24	\$33.16	
	Instructional Supplies: 9/27/23 - 5/31/24	\$225.07	
	Office Supplies: July 1, 2023 to May 31, 2024	\$229.41	
	School supplies for Rising and Phoenix Scholars:	\$6,523.37	
	School supplies for Rising and Phoenix Scholars:	\$6,523.37	
	Instructional Supplies 07-06-23 to 05-31-24	\$43.49	
	Laminator Combo Pack 107188	\$47.30	
		\$14,757.58	CT 25046987
OEYT	30-second Ad Spring Registration	\$775.00	
		\$775.00	CT 25046988
Old Town Shirt Factory	Shirts, Hoodies & Jackets for Employees:	\$1,094.38	
		\$1,094.38	CT 25046989
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	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Oracle America Inc	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 25046990
Orcutt Children's Arts Foundation Inc.	2024 OCAF Gala Sponsorship	\$1,500.00	
		\$1,500.00	CT 25046991
Parchment LLC	October 2023 Transcript Services Transaction Fees	\$112.10	
		\$112.10	CT 25046992
PARS Public Agency Retirement	Payroll Deduction 01/10/24	\$6,189.97	
		\$6,189.97	CT 25046993
Part Time Faculty AHC - Member	Payroll Deduction 01/10/24	\$66.02	
		\$66.02	CT 25046994
Diana Perez	Reimbursement for Costco pizza lunch for Winter	\$32.46	
		\$32.46	CT 25046995
Plemmons Catering	CATERING FOR ALL STAFF DAY LUNCH	\$6,225.93	
		\$6,225.93	CT 25046996
PPG Architectural Finishes Inc	Paint Supplies, 07-01-23 thru 05-31-24	(\$419.66)	
	Paint Supplies, 07-01-23 thru 05-31-24	\$419.66	
	Paint Supplies, 07-01-23 thru 05-31-24	\$25.88	
		\$25.88	CT 25046997
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		\$444.10	CT 25046998
Prestosports Inc	Presto Sports: Website- Pro Package.	\$4,184.00	
		\$4,184.00	CT 25046999
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-23 thru 6-30-24	\$1,995.75	
		\$1,995.75	CT 25047000
Rays Auto Parts	Napa Premium Silentguard Brake Pads	\$173.99	
		\$173.99	CT 25047001
RD Systems	All Labor & Parts to Install Access Control Door	\$67,579.21	
		\$67,579.21	CT 25047002
Santa Maria Sun LLC	Digital Companion Ad Spring Registration	\$45.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$45.00	CT 25047003
Santa Maria Times	Monthly Online Big Ad July 2023-June 2024	\$1,000.00	
		\$1,000.00	CT 25047004
Signs Of Success Inc	Logo Decals Set, Blue Vinyl per Invoice 75198	\$93.53	
		\$93.53	CT 25047005
SISC III	INSURANCE PREMIUMS JAN 2024	\$536,733.00	
		\$536,733.00	CT 25047006
Specialty Constructors Services Inc	Labor and materials to complete the Pride Center	\$38,000.00	
		\$38,000.00	CT 25047007
Sport & Cycle Team Athletics Inc	UA M's Gametime Faux Placket Jersey w/ 2-Color	\$260.97	
	Shipping charge	\$14.55	
	Easton Ghost Unlimited (-9): 2/33", 1/34",	\$1,647.53	
	Easton Ghost Unlimited (-10): 1/33", Item	\$549.18	
	Shipping Charge	\$35.16	
		\$2,507.39	CT 25047008
State Water Resources Control Board	Annual Permit Fees for the State Water Resources	\$652.00	
		\$652.00	CT 25047009
Subway	Food Purchase for Winter Promise, 2024 (Cash for	\$113.58	
		\$113.58	CT 25047010
Sweetwater Sound Inc.	API 4-Ch Mic/Line Preamp	\$3,404.14	
	Rupert Neve Designs 4-Ch Mic Preamp	\$3,805.18	
		\$7,209.32	CT 25047011
Swimoutlet.com	Custom Silicone Swim Caps F23, Navy #11259-0032.	\$793.88	
	Shipping Charge	\$27.96	
		\$821.84	CT 25047012
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$531.14	
		\$531.14	CT 25047013
The Blind Lady, Inc	Graber Custom Shades for Board Room. Estimate	\$2,156.51	
	Shipping	\$100.00	
	Installation Fee	\$525.00	
		\$2,781.51	CT 25047014
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS FEBRUARY 2024	\$853.37	
		\$853.37	CT 25047015
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$32.90	
		\$32.90	CT 25047016
United Rentals, Inc	Bushing Thrust 14609-058	\$145.98	
	Excluder, Dust, Axle.King, Pin (2130) 14609-031	\$28.15	
	Seal 14610-013	\$74.09	
	Seal Dana 212. 06. 055. 01 (F9)	\$119.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
United Rentals, Inc	Seal 14609- 039	\$12.57	
	Shim Dana 21206.026.01 14617-046	\$21.27	
	SHIM DANA 21206.026.02 14617-045	\$12.36	
	SHIM DANA 21206.026.03 14617-051	\$13.60	
	Freight	\$26.63	
		\$453.65	CT 25047017
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-23 thru 6-30-24	\$580.50	
		\$580.50	CT 25047018
US Bank Corporate Payment System	DEC 26, 2023 US BANK STMT	\$24,771.19	
		\$24,771.19	CT 25047019
Us Postal Service-Hasler	Postage Deposit to Hasler for Meter in	\$10,000.00	
		\$10,000.00	CT 25047020
Valley Glass & Mirror Co	Slimlite vision lite kit 8" X48" and 1/4" clear Glaze Labor	\$837.35	
		\$50.00	
		\$887.35	CT 25047021
David Vasquez	Reimbursement for Admissions & Records Retreat	\$296.24	
		\$296.24	CT 25047022
Moorpark College	Cost-reimbursement Subaward Agreement for	\$14,515.35	
		\$14,515.35	CT 25047023
Vital Records Control	Confidential Records Shredding 7-1-23 - 6-30-24	\$102.66	
		\$102.66	CT 25047024
VTC Enterprises	Collection of Recycling Paper on Main Campus, Bulk mail prep services for CAL-SOAP High School	\$740.00	
		\$884.04	
		\$1,624.04	CT 25047025
David Whitham	Reimbursement for Amazon Wireless Portable PA	\$380.35	
		\$380.35	CT 25047026
Justin Estrada	Manual Refund Submitted	\$409.00	
		\$409.00	CT 25047027
Sebastiana Flores	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25047028
Leonor Garcia-Barrueta	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25047029
Maria Hernandez Reyes	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25047030
Valerie Marin Arana	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25047031
Enrique Reyes	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25047032
Alma Thomas	Manual Refund Submitted	\$10.00	

14 - 19
Allan Hancock College
Warrant Register
Check Dates from 1/1/2024 to 1/31/2024
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$10.00	CT 25047033
Martha Valtierra	Manual Refund Submitted	\$10.00	
		\$10.00	CT 25047034
Christina Voita	Manual Refund Submitted	\$92.00	
		\$92.00	CT 25047035
Eldric Washington	Manual Refund Submitted	\$22.00	
		\$22.00	CT 25047036
Diane Bergantz	SISC 2023 Healthcare Symposium Monterey, CA	\$271.22	
		\$271.22	CT 25047037
Ricardo Cano	Open Mileage 12.06.23	\$31.44	
		\$31.44	CT 25047038
Community College Assn Of Mesa Directors	EARLY BIRD REG CCAMD-REED,CHRISTINE	\$675.00	
		\$675.00	CT 25047039
Constellation Newenergy Inc	Electricity Services 7.1.2023 - 6.30.2024	\$33,814.16	
	Electricity Services 7.1.2023 - 6.30.2024	\$5,985.93	
		\$39,800.09	CT 25047040
	Electricity Services 7.1.2023 - 6.30.2024	\$2.81	
	Electricity Services 7.1.2023 - 6.30.2024	\$0.50	
		\$3.31	CT 25047041
	Electricity Services 7.1.2023 - 6.30.2024	\$30.27	
	Electricity Services 7.1.2023 - 6.30.2024	\$5.36	
		\$35.63	CT 25047042
Dennis Curran	Open Mileage 11.2,21.23	\$34.58	
	Open Mileage 12.29.23	\$33.27	
		\$67.85	CT 25047043
Robert Curry	Open Mileage 7.18,31,11.21,12.07.23	\$121.83	
		\$121.83	CT 25047044
Inn of Long Beach	Lodging 2.25-28.24 Long Beach Schug, Gregory	\$552.16	
		\$552.16	CT 25047045
Ronald Lovell	4.13-16.23T RI STALE DATE WA 25042459	\$198.91	
		\$198.91	CT 25047046
Marguerite Moreton	Open Mileage 1.09.24	\$33.63	
		\$33.63	CT 25047047
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$33,043.60	
	Electricity Services 7/1/2023 - 6/30/2024	\$8,783.74	
		\$41,827.34	CT 25047048
	Electricity Services 7.1.2023- 6.30.2024	\$36.31	
	Electricity Services 7/1/2023 - 6/30/2024	\$9.65	

14 - 20
Allan Hancock College
Warrant Register
Check Dates from 1/1/2024 to 1/31/2024
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$45.96	CT 25047049
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$63.64	
	Electricity Services 7/1/2023 - 6/30/2024	\$16.92	
		\$80.56	CT 25047050
	Electricity Services 7.1.2023- 6.30.2024	\$25.27	
	Electricity Services 7/1/2023 - 6/30/2024	\$6.72	
		\$31.99	CT 25047051
	Electricity Services 7.1.2023- 6.30.2024	\$2,543.52	
	Electricity Services 7/1/2023 - 6/30/2024	\$676.13	
		\$3,219.65	CT 25047052
	Electricity Services 7.1.2023- 6.30.2024	\$309.02	
	Electricity Services 7/1/2023 - 6/30/2024	\$82.14	
		\$391.16	CT 25047053
Lucerito Salgado Olivera	Open Mileage 12.6-27.23	\$6.29	
		\$6.29	CT 25047054
Scholarship Foundation of Santa Barbara	Return Scholarship Palma-Guzman, Jeniffer	\$750.00	
		\$750.00	CT 25047055
Gregory Schug	REIMBURSE REG PREPAY 2.25-29.24T	\$575.00	
		\$575.00	CT 25047056
Jessica Silva	Open Mileage 1.5,9,10.24	\$6.83	
		\$6.83	CT 25047057
Kevin Walthers	OCT-DEC 23 OPEN MILEAGE	\$352.65	
		\$352.65	CT 25047058
Jeremy Wirth	Open Mileage 12.29.23	\$31.44	
		\$31.44	CT 25047059
19six Architects	Architectural Services for Site planning and	\$0.00	
	Architectural Services for Site planning and	\$162.50	
	Architectural Services for Site planning and	\$0.00	
	Architectural Services for Site planning and	\$650.00	
	Amendment #1 to Include Additional Scope as well	\$7,900.00	
	Amendment #1 to Include Additional Scope as well	\$3,950.00	
	DSA Approval	\$850.00	
	DSA Approval	\$340.00	
		\$13,852.50	CT 25047060
A Cut Above Buckles Inc	Custom Badge for Hancock College TAC Officers.	\$815.63	
	Shipping	\$25.00	
		\$840.63	CT 25047061
Access Ingenuity	ONYX Deskset HD Video Magnifier	\$6,799.05	
	Shipping	\$240.00	
	Electronic Waste Recycling Fee	\$10.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$7,049.05	CT 25047062
AHC Foundation	Federal Title V HSI Grant Year 4 Invoice #S0019811	\$50,000.00	
		\$50,000.00	CT 25047063
Aldridge Concrete Company	Core Hole in Wall, Bldg. Q per Invoice 3926	\$637.50	
		\$637.50	CT 25047064
Amazon	Instructional Supplies 07/06/23-05/31/24	\$62.00	
	Instructional Supplies 7/11/2023-5/31/2024	\$61.47	
	Display Easel Stand	\$56.52	
	Roland Black Series Heavy-duty XLR Microphone Cab	\$70.68	
	5-Star Compatible Replacement for HP 910XL. Works	\$61.93	
	Frisco Craft Black Permanent Vinyl - 12 x 50 FT	\$20.61	
	FINDMAG 20 Pack Fridge Magnets Refrigerator Magne	\$8.65	
	STAS Cliprail Picture Hanging System Set - Covers	\$130.45	
	Frisco Craft Black Permanent Vinyl - 12 x 50 FT	\$103.05	
	Sancua 2 Pack Black Tablecloth 60 x 102 Inch, Rec	\$86.91	
	Square Reader for contactless and chip (2nd Gener	\$64.15	
	iCrimp Wire Rope Swager for Crimping Fishing Lines	\$13.60	
	Wire Rope, 116 Wire Rope, 304 Stainless Steel Cab	\$13.80	
	Platform Truck Cart, Foldable Push Cart Dolly Lar	\$250.11	
	OhLectric OL-39372 Heavy Duty Malleable Iron Beam	\$14.13	
	Electro-Voice ZLX-15BT 15 2-Way 1000W Bluetooth	\$1,365.93	
	MroMax PP Component Storage Box 230x160x60mm Plast	\$14.78	
	Portable Stage With Carpet Event Stage Floor Stage	\$3,471.29	
	Portable Stage With Carpet Event Stage Floor Stage	\$3,362.81	
	Candy for games/activities at the following events	\$142.46	
	Instructional Supplies for Fire Academy:	\$24.99	
	Instructional Supplies for Fire Academy:	\$26.39	
	Instructional Supplies	\$728.34	
	Instructional Supplies for Fire Academy:	\$82.10	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$536.93	
	Operational Supplies: 11.01.23 - 12.31.23	\$7.75	
	Operational Supplies: 11.01.23 - 12.31.23	\$482.62	
	LVC/LRC Operational Supplies: 9/14/23 - 5/31/24	\$402.61	
	Instructional Supplies 07/06/23-05/31/24	\$35.35	
	Ergonomic Supplies for 07-01-23 thru 05-31-24	\$82.41	
	Office/Operational Supplies for SWP Admin Support	\$113.33	
	AmScope SM-2T-LED Prof. Trinocular Zoom Microscope	\$606.43	
		\$12,504.58	CT 25047065
American Business Machines	Canon Copier iR Adv 4251, Serial #RKP06410, ID #	\$5.85	
	Canon Copier iR Adv 4251, Serial #: RKP09130, ID #	\$61.87	
	Campuswide Copier Maintenance 7.01.2023 to	\$74.34	
		\$142.06	CT 25047066
American Thermoform	Swell Touch Paper, 8.5x11	\$134.69	
		\$134.69	CT 25047067
Apogee Telecom Inc	IT Consulting - Disaster Recovery and Back-Up	\$170.00	
		\$170.00	CT 25047068

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Aramark	Towel Service for PSTC Programs	\$44.61	
	Towel Service for PSTC Programs	\$44.62	
		\$89.23	CT 25047069
B&H Photo Video	SANDISK 128GB EXTREME PRO UHS-I SD MEMORY CARDREG	\$142.77	
	CANON LC-E10 BATT CHRGR fEOS REBEL T7T100REG	\$47.19	
		\$189.96	CT 25047070
Bio-Rad Laboratories	GMO Investigator Kit, #1662500EDU	\$204.75	
	pGLO Transformation Kit, #1660003EDU	\$108.15	
	Forensic DNA Fingerprinting Kit, #1660007EDU	\$147.00	
	ELISA Immuno Explorer Kit, #1662400EDU	\$604.80	
	DNA Fingerprint Refill, #1660027EDU	\$262.50	
	pGLO Kit Extension, #1660013EDU	\$105.00	
	Freight, estimated	\$69.18	
		\$1,501.38	CT 25047071
Blackhawk Network, Inc	Gas Vouchers for CalWORKs Students	\$25,000.00	
	Shipping	\$23.00	
		\$25,023.00	CT 25047072
Bremer Auto Parts	Parts-Tools for LE 07-06-23 to 05-31-24	\$3.87	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$83.65	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$97.84	
	Parts-Tools for LE 07-06-23 to 05-31-24	(\$293.51)	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$407.40	
	Operational Supplies for Fire Academy	\$10.88	
		\$310.13	CT 25047073
Buellton Chamber of Commerce	Silver Level Member Sponsorship, Includes: Annual	\$2,000.00	
			\$2,000.00
Ca Fire Tech Directors Assoc	California Fire Technology Directors Association	\$40.00	
	California Fire Technology Directors Association	\$40.00	
	California Fire Technology Directors Association	\$40.00	
		\$120.00	CT 25047075
Cal Oes	Hazardous Waste Operations Emergency Response	\$160.00	
		\$160.00	CT 25047076
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
	Campus Graphics Copier Maintenance	\$12,927.16	
	Campus Graphics Canon Duplo Lease	\$980.73	
		\$17,825.04	CT 25047077
Carr's Boot Shop	Safety boots for employees 7-1-23 to 5-31-24	(\$48.93)	
	Safety boots for employees 7-1-23 to 5-31-24	\$206.61	
		\$157.68	CT 25047078
Centro de Latino Services	Spring 2024 CNA student fingerprinting, Invoice	\$660.00	
		\$660.00	CT 25047079
Dept Of Forestry & Fire	CERT TRAINING: Fire Fighter 1A: Structure	\$4,950.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Protection		\$4,950.00	CT 25047080
	CERT TRAINING Fire Fighter 2A: Structure	\$2,550.00	
		\$2,550.00	CT 25047081
	FSTEP TRAINING: Fire Fighter Survival- 152	\$2,025.00	
		\$2,025.00	CT 25047082
	FSTEP TRAINING: Common Passenger Vehicle Rescue	\$2,025.00	
		\$2,025.00	CT 25047083
DualEnroll.com	DualEnroll.com One Year License Renewal	\$26,520.00	
		\$26,520.00	CT 25047084
Federal Express Corp	Mailings for Acct #1104-8488	\$8.97	
		\$8.97	CT 25047085
Ferguson Enterprises Inc	CP CVR Sensor Ring, Item #S0325160. Bid #B519775.	\$553.19	
	CP CVR Sensor Ring, Item #S0325160. Bid #B519775.	\$526.00	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$79.28	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$13.42	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$79.79	
		\$1,251.68	CT 25047086
Fisher Scientific Co Llc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$61.13	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$97.74	
		\$158.87	CT 25047087
Greenvale Tree Co	Tree Removal per Estimate 16642	\$8,750.00	
	Remove Cracked Limb Behind Conservatory Theater	\$475.00	
		\$9,225.00	CT 25047088
Wendy Hadley	Reimbursement for instructional supplies purchased	\$163.91	
	Reimbursement for instructional supplies purchased	\$43.48	
		\$207.39	CT 25047089
Home Motors	2022 Chevrolet Silverado C1500	\$33,168.75	
	Document Processing Fee	\$92.44	
	Registration Fee	\$33.00	
		\$33,294.19	CT 25047090
Lowes	Instructional Supplies	\$439.13	
	Instructional Supplies	\$6.19	
		\$445.32	CT 25047091
M & M Restaurant Supply	Kason Latch K 5	\$244.69	
	Screw Pack	\$16.31	
	Freight charges	\$25.00	
		\$286.00	CT 25047092
Maya Restaurant	Food Purchase for CTE Career Academy: WKPR Course	\$195.75	
	Delivery Fee	\$10.00	
		\$205.75	CT 25047093
McKesson Medical Surgical Inc	COUGH LOZENGES ITEM#1111732	\$46.56	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
McKesson Medical Surgical Inc	REFRESH EYE DROPS ITEM#852647	\$37.56	
	TAPE ADHESIVE PAPER ITEM#5767	\$9.55	
	ANTACID ITEM#1111738	\$40.90	
	DIPHEN ITEM#406725	\$47.52	
	TUSSIN DM ITEM#1215063	\$37.80	
	LORADAMED ITEM#524409	\$87.08	
	MICONAZOLE 7 ITEM#564474	\$30.60	
	CLOTRIMAZOLE ITEM#352143	\$10.98	
	EYE WASH 1 OZ ITEM#1188884	\$26.82	
	GLUTOSE 15 ITEM#1127722	\$20.88	
	PREG TEST KIT ITEM#949871	\$76.62	
	STREP TEST KIT ITEM#951316	\$50.96	
	SUNSCREEN PACKET ITEM#1113338	\$64.12	
	TRUMTRIX TEST ITEM#960298	\$21.28	
	TAPE SOFT ITEM#443997	\$33.84	
	FLUTICASONE NASAL ITEM#721880	\$206.94	
	IBUPROFEN ITEM#1111735	\$106.20	
TERBINAFINE ITEM#793774	\$26.82		
		\$983.03	CT 25047094
Media All Stars Inc.	6x6 Ad Santa Maria HS Winter 2023 Sports Calendar	\$1,000.00	
		\$1,000.00	CT 25047095
Mission Linen Supply	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
		\$56.25	CT 25047096
Noble Power Equipment	Trimmer, Stihl, FS94R	\$2,348.95	
	Hedger, Stihl, Short Shaft 145 Degree, HL94K-145	\$3,266.80	
	Lawn Mower, Toro, 21 inch, Comm Honda Eng.	\$2,337.04	
	Comm. Edger, 4 hp, Hon, PT 308-H	\$1,141.86	
	Edger, B&S, 7 inch, PT 100	\$761.23	
		\$9,855.88	CT 25047097
ODP Business Solutions LLC	Office Supplies for Community Education:	\$178.49	
	CHC Grant Outreach Supplies: 1/03/24 - 5/31/24	\$10.98	
	CHC Grant Outreach Supplies: 1/03/24 - 5/31/24	\$140.46	
	Office Supplies from 7-1-23 to 5-31-24	\$430.51	
	Instructional supplies 12/15/2023 - 5/31/2024	\$10.86	
	Instructional supplies 12/15/2023 - 5/31/2024	\$86.10	
	CHC CalFresh Grant: Outreach PPE Supplies,	\$168.08	
	General Office Supplies - Facilities, 10-31-23	\$76.11	
	Student Materials 07-06-23 to 05-31-24	\$369.54	
HP 414A 4-Color Toner Cartridges, Item #5753919	\$535.04		
		\$2,006.17	CT 25047098
Old Town Shirt Factory	1/4 Zip Jacket; Standing Spike Logo w/ Athletics,	\$61.99	
	Polo; Standing Spike Logo w/ Athletics	\$10.33	
		\$72.32	CT 25047099
	Polo; Standing Spike Logo w/ Basketball	\$26.10	
	Polo; Standing Spike Logo w/ Basketball	\$26.10	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$52.20	CT 25047100
Pacific Pride Foundation	Counseling services for LGBTQ+ students:	\$135.00	
		\$135.00	CT 25047101
Postmaster	Postage for Winter Promise Flyer Distribution to	\$955.97	
	Postage for Winter Promise Flyer Distribution to	\$1.85	
		\$957.82	CT 25047102
PPG Architectural Finishes Inc	Paint Supplies per Invoice 812320000190	\$422.50	
	Paint Supplies per Invoice 812320000123	\$49.83	
	Eco Fee	\$0.71	
	Paint Supplies, 07-01-23 thru 05-31-24	\$37.11	
	Paint Supplies, 07-01-23 thru 05-31-24	\$38.93	
	Paint Supplies, 07-01-23 thru 05-31-24	\$76.45	
	Paint Supplies, 07-01-23 thru 05-31-24	\$48.58	
	Paint Supplies, 07-01-23 thru 05-31-24	\$67.95	
	Paint Supplies per Invoice 812320000190	(\$228.89)	
		\$513.17	CT 25047103
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-23 thru 05-31-24	\$4,704.87	
	Custodial Supplies, 07-01-23 thru 05-31-24	(\$74.52)	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$85.19	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$629.16	
		\$5,344.70	CT 25047104
Quincon, Inc	The Contractor Shall Furnish all Labor, Materials,	\$83,149.77	
		\$83,149.77	CT 25047105
R & E Concrete Inc	Concrete Flatwork at Bldg N	\$12,945.00	
		\$12,945.00	CT 25047106
Safety-Kleen Systems, Inc	Chemistry Fee, Recovery Fee, Gastec Aqueous PW	\$77.45	
	Parts Washer Rental	\$297.87	
	Oil Service-Stop Fee, Used Oil Recycle Auto Oil	\$56.00	
	Oil Service-Stop Fee, Used Oil Recycle Auto Oil	\$45.50	
		\$476.82	CT 25047107
Santa Barbara Cnty Air Pollution Control District	Final Permit to Operate - Boiler, Bldg. N	\$2,255.00	
		\$2,255.00	CT 25047108
Santa Maria Sun LLC	Quarter-page Print Ad Spring Registration	\$306.00	
	Digital Companion Ad Spring Registration	\$45.00	
		\$351.00	CT 25047109
Save Mart Supermarkets	Food Supplies for Children's Center:	\$233.27	
	Food Supplies for Children's Center:	\$208.92	
		\$442.19	CT 25047110
Scantron Corporation	882-E Answer Sheet, 100Q, 5Chc Alpha (500/Pkg)	\$210.98	
	Freight	\$22.89	
		\$233.87	CT 25047111
Spencer Schultz	Reimbursement for Chat GPT Learning Workshop	\$295.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$295.00	CT 25047112
Craig Shafer	Voice recording and creation of MP 3 file monthly	\$100.00	
	Voice recording and creation of MP3 file	\$100.00	
		\$200.00	CT 25047113
Genevieve Siwabessy	Reimbursement for Panera - Food/Beverage for EOPS	\$130.69	
		\$130.69	CT 25047114
Smart & Final	To cover food for Outreach Events 2023-2024.	\$610.93	
		\$610.93	CT 25047115
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 11/1/23 - 5/31/24	\$59.16	
		\$59.16	CT 25047116
Sport & Cycle Team Athletics Inc	M's Royal Armour Fleece Storm Hoodie, Item #	\$381.62	
	M's Royal Title Polo Shirt, Item #1370359-400	\$381.62	
	M's Black Tech Short, Item #1350071-001	\$273.97	
	Shipping	\$63.11	
	M's Navy Motivate 2.0 LS, Item #1370377-410, Quote	\$273.99	
	M's Stealth Gray Team Tech Polo, Item #1370399-008	\$58.70	
	M's Black Team Tech Polo, Item #1370399-001	\$88.06	
	Shipping	\$38.16	
		\$1,559.23	CT 25047117
State of Colorado, DOR	COLORADO PIT 12-31-2022 L0569216272	\$12.42	
		\$12.42	CT 25047118
Statewide Traffic Safety & Signs Inc	Paint, INTL 6101 White Fast Dry WB 5, M06155	\$745.34	
	Paint, INTL 6201 Yellow Fast Dry WB, M06323	\$244.10	
	Traffic Sign: R26 (CA) 12 x18 Aluminum, SR0638	\$88.63	
	Traffic Sign: R4-7, 18x24 Hipri Black/White, SO	\$97.39	
	Traffic Sign: 12x18 Hipri Red/White, SO	\$61.46	
		\$1,236.92	CT 25047119
Strata Information Group	Functional Technical Support for Degree Works,	\$2,120.00	
	DBA and ODS Consulting Services per SOW191-DBA2324	\$4,080.00	
		\$6,200.00	CT 25047120
Subway	Food Purchase for CTE Career Academy: WKPR Course	\$149.85	
	Food Purchase for Winter Promise "Cash for College	\$113.58	
	Food Purchase for Winter Promise Cash for College	\$113.58	
	Food Purchase for Winter Promise Cash for College	\$113.58	
	Food Purchase for January Winter Promise "Cash for	\$113.58	
	Food Purchase for Winter Promise "Cash for College	\$113.58	
		\$717.75	CT 25047121
Tri County Office Furniture	Furniture for Student Activities Office G105-	\$13,836.47	
	Delivery/ Assembly	\$3,003.68	
		\$16,840.15	CT 25047122
Trojan Petroleum, Inc	Gasoline Purchases, 07-01-23 thru 6-30-24	\$8,902.88	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$8,902.88	CT 25047123
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$193.43	
		\$193.43	CT 25047124
City of Lompoc	Sanitary Landfill Fees 7.1.2023 - 6.30.2024	\$116.35	
		\$116.35	CT 25047125
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC Base Rent Lease	\$26,190.00	
		\$26,190.00	CT 25047126
Comcast Cable	Comcast Monthly Recurring Costs	\$265.28	
		\$265.28	CT 25047127
	Comcast Monthly Recurring Costs	\$241.84	
		\$241.84	CT 25047128
Conferencedirect	#J60LT0VW -CATALINA STAUGAARD Lodging 4.6-10.24	\$0.00	
	#J60LT0VW -CATALINA STAUGAARD Lodging 4.6-10.24	\$1,358.42	
		\$1,358.42	CT 25047129
	INV0RWKD KELI SEYFERT Lodging	\$0.00	
	INV0RWKD KELI SEYFERT Lodging	\$1,358.42	
		\$1,358.42	CT 25047130
Ellucian Company LLC	INV 3005 CATALINA STAUGAARD Reg	\$753.42	
	INV 3005 CATALINA STAUGAARD Reg	\$641.58	
	INV 3005 KELI SEYFERT reg	\$1,120.00	
	INV 3005 KELI SEYFERT reg	\$275.00	
		\$2,790.00	CT 25047131
Yvon Frazier	Open Mileage 1.10.24	\$43.55	
		\$43.55	CT 25047132
Mackenzie Greeley	Get Focused Santa Barbara, CA	\$168.84	
		\$168.84	CT 25047133
Jared Halphin	FINGERPRINT REIMBURSEMENT	\$20.00	
		\$20.00	CT 25047134
LeeAnne McNulty	Curriculum Assessment Presenter Hawaii	\$3,504.19	
		\$3,504.19	CT 25047135
Cintia Mendoza	Ed Leadership Academy San Diego, CA	\$877.65	
		\$877.65	CT 25047136
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$265.50	
	Electricity Services 7/1/2023 - 6/30/2024	\$70.58	
		\$336.08	CT 25047137
Victoria Rivas	Ed Leadership Academy San Diego, Ca	\$245.03	
		\$245.03	CT 25047138
Alina Romo	Modern Language Conf. Philadelphia, PA	\$2,733.81	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,733.81	CT 25047139
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$31,201.96	
	Gas Supply 7.1.2023-6.30.2024	\$6,445.19	
		\$37,647.15	CT 25047140
	Gas Supply 7.1.2023 - 6.30.2024	\$549.37	
	Gas Supply 7.1.2023-6.30.2024	\$113.48	
		\$662.85	CT 25047141
Ashleigh Valero	CTE Pathways Conf. Santa Barbara, CA	\$656.50	
		\$656.50	CT 25047142
Verizon Wireless	Unlimited Data Plan- 2 Devices 7/1/23-6/30/24	\$76.02	
		\$76.02	CT 25047143
	Cell Phone Service Fees for Facilities Dept.	\$459.34	
	Verizon annual plan charges for Student Navigators	\$174.14	
		\$633.48	CT 25047144
	Cellphone Service from 7-1-23 to 6-30-24	\$534.75	
		\$534.75	CT 25047145
	iPhone SE Monthly Charges for 4 Outreach	\$207.84	
	iPhone SE Monthly Charges for 3 Outreach	\$157.56	
		\$365.40	CT 25047146
	Monthly Charges for 7/1/23-6/30/24	\$76.02	
	Monthly Charges, Hot Spot: AHC Athletics Account	\$38.01	
		\$114.03	CT 25047147
	Unlimited mobile broadband plan Account 742517785-	\$38.01	
		\$38.01	CT 25047148
Kacie Wills	Modern Language Conf Philadelphia PA	\$2,106.35	
		\$2,106.35	CT 25047149
Mary Abatti	REIMBURSEMENT STUDY-A-THON 5.23 - Re-Issue	\$352.22	
		\$352.22	CT 25047150
Accurate First Aid Services	First Aid Supplies per Inv. A-9002	\$2,212.09	
	First Aid Supplies per Inv. A-9003	\$549.15	
		\$2,761.24	CT 25047151
ACS Exams Institute	ACS Organic Chem Study Guide, #ORSG	\$300.00	
	Shipping	\$25.00	
		\$325.00	CT 25047152
Advantage ColorGraphics	Printing of 2024 Community News Magazine	\$19,762.81	
	Sales Tax (8.75%) on approx 700 campus copies	\$15.53	
	Bulk Mail Prep Simplified Saturation	\$566.50	
	Bulk Mail Prep Out-of-District Addressed	\$311.75	
	Delivery to SMPO and AHC	\$1,400.00	
		\$22,056.59	CT 25047153
Alpha Fire Corporation	Annual Fire Sprinkler Inspection, Bldg. D Theater	\$800.00	
	Compliance Engine Fees	\$25.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$825.00	CT 25047154
Amazon	Office Supplies - Paper, paper clips, Rubber Bands	\$192.59	
	Misc. Supplies for Center 7-1-23 to 5-31-24	\$241.50	
	Office Supplies For Fire Program	\$104.37	
	Operational Supplies - Maintenance 12/19/2023 thru	\$114.13	
	Instructional Supplies For Flash Drives	\$158.76	
	Instructional Supplies For Flash Drives	\$153.21	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$51.43	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 TO 5-31-2024	\$91.86	
	Instructional Supplies 8/25/2023-5/31/2024	\$59.81	
	Instructional Supplies 8/25/2023-5/31/2024	\$14.02	
	Instructional Supplies 12/13/2023 - 5/31/2024	\$244.55	
	Mohawk Basics 24 x 24 Berber (Loop pile), 0.09	\$166.26	
	HOLKIE Caster Wheels 3 inch Locking Stem Casters -	\$53.76	
	Belkin USB C Hub 6-in-1 Multi-Port Adapter Dock	\$1,534.26	
	Devi (The Criterion Collection) [Blu-ray]	\$23.72	
	Beau Travail (The Criterion Collection) [Blu-ray]	\$23.72	
	Alamar	\$13.03	
	Man of Aran	\$46.12	
	LP-099 Multi Region Code Zone Free PALNTSC HD DV	\$32.09	
	The Warriors (Blu-ray + digital copy)	\$16.30	
	YOUNG FRANKENSTEIN [Blu-ray]	\$10.86	
	The Last Picture Show (The Criterion Collection)	\$28.48	
	A Kind of Loving (1962) [Blu-ray]	\$25.00	
	The Hitch-Hiker	\$19.56	
	It Happened One Night [Blu-ray]	\$30.44	
	Gremlins Gremlins 2 (DBFE) (BD) [Blu-ray]	\$9.46	
	Billy Liar [Blu-ray]	\$14.67	
	Shipping and Handling	\$4.88	
	Office Supplies 10-20-23 to 5-31-24	\$86.44	
	Office Supplies 10-20-23 to 5-31-24	\$221.82	
	Apera Instruments, LLC-AI314 Premium Series	\$1,207.80	
	Instructional supplies 07-06-23 to 05-31-24	\$1,301.11	
	Instructional supplies 07-06-23 to 05-31-24	\$41.85	
	Instructional supplies 07-06-23 to 05-31-24	\$45.61	
	Instructional supplies 07-06-23 to 05-31-24	\$304.91	
	Instructional supplies 07-06-23 to 05-31-24	\$676.73	
	Operational Supplies for CTE Agriculture Program	\$2,878.16	
	Instructional Supplies for Biology labs	\$496.43	
	Instructional supplies 07-06-23 to 05-31-24	\$281.46	
	Instructional supplies 07-06-23 to 05-31-24	\$53.79	
	Student Materials 07-06-23 to 05-31-24	\$80.37	
	BOOKS FOR SANTA MARIA LIBRARY, 8-4-23 TO 5-31-24	\$136.65	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$18.98	
	Office Supplies: 12-27-23 to 05-31-24	\$109.83	
	Office Supplies: 12-27-23 to 05-31-24	\$130.47	
	Office Supplies: 12-27-23 to 05-31-24	\$22.79	
	Office Supplies: 12-27-23 to 05-31-24	\$23.90	
	Office supplies 1/1/24 - 5/31/24	\$96.38	
	Office Supplies: 1/01/24 - 5/31/24	\$281.43	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	STUDENT MATERIALS 07-13-23 TO 05-31-24	\$715.87	
	STUDENT MATERIALS 07-13-23 TO 05-31-24	\$2,009.10	
	Office-Operational Supplies 07-06-23 to 05-31-24	(\$92.38)	
	Office-Operational Supplies 07-06-23 to 05-31-24	\$65.22	
	Office-Operational Supplies 07-06-23 to 05-31-24	(\$65.22)	
	Instructional Supplies 01-08-24 to 05-31-24	\$289.08	
	Instructional Supplies 01-08-24 to 05-31-24	\$21.62	
	Instructional Supplies 01-08-24 to 05-31-24	\$210.24	
		\$15,129.28	CT 25047155
American Business Machines	Canon Copier iR Adv 4251, Serial #RKP06410, ID #	\$5.27	
	Canon Copier iR 2525, Serial #RMU01022, ID # 10966	\$51.17	
	Canon Copier iR Adv 4251, Serial #: RKP09130, ID #	\$54.65	
	Staple Cartridge for canon copier	\$64.16	
		\$175.25	CT 25047156
American Star Tours, Inc.	Bus Service - AHC Men/Women Basketball on 1-13-24	\$2,337.00	
	Bus Service - AHC Baseball on 01-19-24 & 01-20-24	\$4,500.00	
		\$6,837.00	CT 25047157
Apple Inc.	Apps and Books Credit for Education	\$4,900.00	
	Apps and Books Credit for Education Licenses	\$54.59	
	Apps and Books Credit for Education Licenses	\$4,944.66	
		\$9,899.25	CT 25047158
Barbara Armstrong	Independent Service Agreement to provide	\$6,390.00	
		\$6,390.00	CT 25047159
Bedford Enterprises, Inc	Waste Fee and Freight Charges for Roll-Off	\$667.10	
	Fuel Surcharge	\$39.50	
		\$706.60	CT 25047160
Bremer Auto Parts	Operational Supplies for Fire Academy	\$14.13	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$204.55	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$203.36	
	Operational Supplies for Fire Academy	\$27.17	
	Operational Supplies for Fire Academy	\$28.25	
	Operational Supplies for Fire Academy	\$78.03	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$287.89	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$4.31	
		\$847.69	CT 25047161
CA Dept Of Tax And Fee Administration	2023 Sales/ Use Tax Payment	\$15,013.27	
	2023 Sales/ Use Tax Payment	\$0.17	
	2023 Sales/ Use Tax Payment	\$9,631.56	
		\$24,645.00	CT 25047162
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$34,566.49	
		\$34,566.49	CT 25047163
California Electric Supply	Electrical-Lighting Supplies, 11-01-23 thru	\$261.74	
	Electrical-Lighting Supplies, 11-01-23 thru	\$17.61	
	Electrical-Lighting Supplies, 11-01-23 thru	\$278.40	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
California Electric Supply	Electrical-Lighting Supplies, 11-01-23 thru	\$385.95	
	Electrical-Lighting Supplies, 11-01-23 thru	\$556.47	
	Fluorescent Light, FO17-841-ECO	\$1,083.15	
	Shipping Handling (estimated)	\$23.60	
	Light Bulb, Hylit, HL-IOD-14W-E26-50K	\$869.57	
	Shipping Handling (estimated)	\$26.86	
		\$3,503.35	CT 25047164
CDW Government Inc	Canon Color imageCLASS MF656Cdw	\$277.08	
	Seagate IronWolf ST12000VN0008 Hard Drive	\$2,024.40	
	QNAP RAIL-B02 Rack Rail Kit CDW #3824264	\$93.76	
	QNAP TS-832PXU-RP - NAS Server CDW #6274239	\$1,394.16	
		\$3,789.40	CT 25047165
City Motors Towing Inc	Transport 1998 Dodge Grand Caravan, Lic #4LXA488,	\$303.75	
		\$303.75	CT 25047166
Community Playthings	J439 Seatbelt per Quote #73584	\$326.25	
	J808 Mealtime Chair 8"	\$2,520.83	
	A835 Classroom Half Circle Table 64	\$445.88	
		\$3,292.96	CT 25047167
Stephanie Crosby	Reimbursement for pizza for High School LAP visit	\$97.39	
		\$97.39	CT 25047168
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$34.21	
		\$34.21	CT 25047169
Alexandra De Jounge	EMPLOYEE REIMBURSEMENT FOR LUNCH	\$349.55	
		\$349.55	CT 25047170
Dunn-Edwards Paints	Painting Supplies per Invoice 262,	\$84.55	
		\$84.55	CT 25047171
Earth Systems Pacific	Project Management, Special Inspection Report Estimate Cost for Soil and Material Special	\$1,940.35	
		\$4,591.50	
		\$6,531.85	CT 25047172
Ebsco Information Services	SM LIBRARY PERIODICALS	\$237.59	
		\$237.59	CT 25047173
Edu Business Solutions	DCH-135 Design Conductor- Hosted DCH-141 Design Conductor® Directory Integration	\$4,995.00	
		\$625.00	
		\$5,620.00	CT 25047174
Farm Supply Company	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$35.34	
		\$35.34	CT 25047175
Federal Express Corp	Mailings for Acct #1104-8488	\$11.82	
		\$11.82	CT 25047176
Ferguson Enterprises Inc	Plumbing Supplies, 12-01-23 thru 5-31-24	\$59.75	
		Parts per Invoice 4682819	\$380.24
		Parts per Invoice 4680467	\$325.38
		Parts per Invoice 4785269	\$52.14
		Parts per Invoice 4815731	\$26.38

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ferguson Enterprises Inc	Parts per Invoice 4815741	\$101.18	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$130.63	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$77.69	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$34.84	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$91.61	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$253.35	
	Plumbing Supplies, 12-01-23 thru 5-31-24	\$391.92	
		\$1,925.11	CT 25047177
Fisher Scientific Co Llc	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$238.74	
	Instructional Supplies for Biology labs	\$100.91	
	\$339.65	CT 25047178	
Flashbay Inc	16GB Active Pearl Silver USB-C (USB2.0) -	\$867.83	
	16GB Active Pearl Silver USB-C (USB2.0) -	\$867.83	
	Shipping	\$29.50	
	\$1,765.16	CT 25047179	
Follett Heg - Ahc Bookstore	Textbooks/Supplies for Phoenix Scholars Students	\$244.51	
		\$244.51	CT 25047180
	Textbooks for Rising Scholars Students	\$500.05	
		\$500.05	CT 25047181
	Winter term Book Vouchers for EOPS students.	\$6,524.39	
	\$6,524.39	CT 25047182	
Galls Llc	Street Pro Gear Bag Item#BG006 BLK Quote 25514777	\$2,589.77	
		\$2,589.77	CT 25047183
Graduate Communications	15% Multimedia Management Fee	\$3,465.00	
	Landing Page	\$2,000.00	
	Display/Social Ads	\$1,500.00	
	Graphic-Based Video	\$2,500.00	
	Postcard	\$750.00	
	Printing Services	\$1,700.00	
	15% Printing Services Management Fee	\$300.00	
	15% Management Fee	\$4,725.00	
	Postcard Design	\$8,400.00	
	Email Blasts - Two Times a year	\$2,000.00	
	15% Management Fee	\$3,607.50	
	Creative Services	\$6,000.00	
		\$36,947.50	CT 25047184
Grainger Inc.	Maintenance Supplies, 10-01-23 thru 05-31-24	\$146.55	
	Maintenance Supplies, 10-01-23 thru 05-31-24	\$61.85	
	Hardness Tester: Manual, Item #463K92	\$3,607.74	
	\$3,816.14	CT 25047185	
Silvia Gutierrez	Reimbursement for Cookies and Snacks for Spring	\$25.97	
		\$25.97	CT 25047186
Hardy Diagnostics	Instructional Supplies for Biology labs	\$67.96	
	Instructional Supplies for Biology labs	\$222.40	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$185.13	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hardy Diagnostics	Science Lab Supplies July 1, 2023-May 31, 2024	\$424.24	
		\$899.73	CT 25047187
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-23 thru 05-31-24	\$124.42	
		\$124.42	CT 25047188
HCI Systems Inc	Labor and Materials to Upgrade Locks in Buildings	\$15,949.50	
		\$15,949.50	CT 25047189
Elaine Healy	Reimbursement for Food Purchase for Spring 2024	\$29.28	
		\$29.28	CT 25047190
Home Depot	Sharp Commercial Microwave #R-21LTF	\$679.69	
		\$679.69	CT 25047191
Institute Of Beauty Culture Inc	Agreement for Cosmetology Training	\$11,611.20	
	DSL Line Fees July 1, 2023-January 31, 2024	\$123.20	
	Agreement for Cosmetology Training	\$7,740.80	
		\$19,475.20	CT 25047192
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-23 thru 5-31-24	\$288.93	
	Key and Lock Supplies, 07-01-23 thru 5-31-24	\$123.65	
		\$412.58	CT 25047193
Iworx Systems Inc	Disposable Adult Electrodes	\$450.00	
	Shipping and handling	\$86.00	
		\$536.00	CT 25047194
J B Dewar	Fuel for AHC-Community Ed. Truck Driving Class	\$424.14	
		\$424.14	CT 25047195
Jay Cee Trophy	Fire Academy Name Tags Fall 2023 and Spring 2024	\$694.91	
		\$694.91	CT 25047196
JLB Sourcing LLC	Fentanyl (FYL) Test Strips with QR Code. Invoice #	\$105.00	
		\$105.00	CT 25047197
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$174.49	
		\$174.49	CT 25047198
Kahoot! ASA	Kahoot! EDU Pro for Higher Education 203 Licenses	\$24,000.00	
		\$24,000.00	CT 25047199
Kaplan North America LLC	NCLEX Prep Review	\$16,500.00	
		\$16,500.00	CT 25047200
Keenan & Associates	Member Contribution-2023/2024 Repayment of Member	\$2,344.89	
		\$2,344.89	CT 25047201
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$1,074.77	
		\$1,074.77	CT 25047202
Knorr Systems International	Becs Sys3 Chemical Controller with Probes,	\$2,789.44	
	Installation Materials	\$217.50	
	KSI Installation	\$1,532.00	
	Shipping	\$53.45	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Knorr Systems International	Labor & Materials to Replace Antiquated Controls	\$5,861.10	
	No. 5 Feed Tube Assy w/Ends incudes 2 Ferrules	\$88.47	
	Shipping Charge	\$10.29	
		\$10,552.25	CT 25047203
Kone Inc	Labor-Materials to Replace Elevator C.O.P ADA	\$1,189.57	
		\$1,189.57	CT 25047204
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
		\$225.00	CT 25047205
Louies Crane Service Llc	Crane Services- Invoice #12588	\$1,000.00	
		\$1,000.00	CT 25047206
Lowe's	Instructional Supplies	\$74.41	
		\$74.41	CT 25047207
Kristin Makena	Reimbursement for Professional Development:	\$295.00	
		\$295.00	CT 25047208
Maya Restaurant	Food for MT Advisory Committee	\$219.87	
		\$219.87	CT 25047209
McKesson Medical Surgical Inc	GLUTOSE 15 ITEM# 580125	\$20.42	
	URINE TEST STRIPS ITEM# 150677	\$210.99	
	MILK OF MAGNESIA ITEM# 421788	\$35.04	
		\$266.45	CT 25047210
Mission Linen Supply	Laundry Services for Autobody Program	\$21.65	
	Laundry Services for Auto Tech Program	\$34.60	
	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	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$31.36	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$43.70	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$43.70	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$96.18	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$43.70	
		\$394.85	CT 25047211
Bryce Miyahara	Reimbursement for Beverage Purchase for Spring	\$39.54	
		\$39.54	CT 25047212
Modern Campus	Services for Replacing PHP Scripts with DMC Module	\$9,660.00	
		\$9,660.00	CT 25047213
Mountain Mike's Pizza	Food Purchase for CTE Career Academy: RERP	\$50.87	
	Food Purchase for CTE Career Academy: RERP	\$68.45	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Pat's Automotive	Automotive Services per Statement dated 12/31/23	\$50.00	
	Automotive Services per Statement dated 12/31/23	\$50.00	
	Automotive Services per Statement dated 12/31/23	\$50.00	
	Automotive Services per Statement dated 12/31/23	\$50.00	
		\$810.75	CT 25047221
PIO Toolkit	Silver Agency Annual Membership 2024	\$1,399.00	
		\$1,399.00	CT 25047222
Point Of Action	Sport-Tek Ladies Colorblock Hooded Raglan Jacket	\$47.42	
	Sport-Tek Colorblock Raglan Anorak	\$45.65	
	CornerStone - Select Snag-Proof Polo	\$41.30	
	Port Authority Crosshatch Easy Care Shirt	\$47.83	
		\$182.20	CT 25047223
PPG Architectural Finishes Inc	Paint Supplies per Invoice 812320000361	\$99.55	
	Eco Fee	\$1.41	
	Paint Supplies per Invoice 812320000362	\$92.09	
	Eco Fee	\$1.41	
	Repair Pump Kit, SP17M873	\$586.65	
	O-Ring, 117828 PTFE CTD Packing	\$25.00	
		\$806.11	CT 25047224
Patricia Prado-Rios	RI WA#25042532 Donuts 042723	\$25.90	
		\$25.90	CT 25047225
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$344.78	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$940.85	
	Arm & Hammer Dual HD Liquid, Item #CDC3320050024.	\$221.95	
	Easy Trap Duster 8x125, Item #MMM55654W	\$192.55	
	Pure Bright Bleach Germicidal, Item #PCT24060206	\$39.17	
		\$1,739.30	CT 25047226
Quest Diagnostics	LABORATORY SERVICES FOR AHC STUDENTS	\$7.88	
		\$7.88	CT 25047227
QuickCodes LLC	Collision Investigation Textbook - 2E for the Shipping	\$2,136.94	
		\$75.50	
		\$2,212.44	CT 25047228
Rays Auto Parts	Parts-Supplies, 07-01-23 thru 5-31-24	\$30.42	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$55.20	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$52.13	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$232.71	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$15.01	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$31.30	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$39.13	
		\$455.90	CT 25047229
Roebbelen Construction Management Services	Construction Management Services throughout	\$18,770.00	
		\$18,770.00	CT 25047230
S/P2	Renewal SP2 Automotive Service 1 yr subscription	\$399.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$399.00	CT 25047231
Safety-Kleen Systems, Inc	E. Manifest Fee, Invoice #92353970	\$20.00	
	Oil Service Stop Fee, Used Oil Recycle Auto Oil	\$35.00	
	Used Oil Recycle Automotive Oil	\$12.00	
	Oil services/stop fee, Invoice #93493343	\$35.00	
	Used oil recycle automotive oil	\$28.50	
		\$130.50	CT 25047232
San Diego State Univ Research Foundation	eCheckup To Go Subscription: College Practitioner	\$3,720.00	
		\$3,720.00	CT 25047233
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,262.51	
		\$1,262.51	CT 25047234
Santa Barbara Cnty Air Pollution Control District	Inspection Fee for Gas Tank, LVC-Public Safety	\$30.06	
		\$30.06	CT 25047235
Santa Barbara Co Elec Training Trust	Supplemental Instruction for Fall 2023 APRN 481:	\$20,694.53	
		\$20,694.53	CT 25047236
Santa Maria Times	Annual Digital Subscription to Lompoc Record	\$119.88	
		\$119.88	CT 25047237
SLO Safe Ride	Bus Service - AHC W. Basketball on 12/21 & 12/22	\$3,712.72	
	Bus Service - AHC W. Basketball on 12/29 & 12/30	\$3,876.04	
		\$7,588.76	CT 25047238
Smart & Final	Lunch Locker for School Year 2023-2024	\$863.62	
	Food supplies for spring semester meetings and	\$304.78	
	Bulldog Bites- Food Supplies Fall 2023	\$754.26	
	Custodial Supplies, 07-01-23 thru 05-31-24	\$344.99	
	Snacks, Beverages, & Party Supplies for Men's	\$703.26	
	Snacks, Beverages, & Party Supplies for Men's	\$20.10	
	Snacks, Beverages, & Party Supplies for Men's	\$172.93	
		\$3,163.94	CT 25047239
Snap-On Industrial	Repairs: Replace Solus Edge Display	\$345.00	
		\$345.00	CT 25047240
Source Graphics	Office Supplies - Wide format Paper and Media	\$2,582.91	
		\$2,582.91	CT 25047241
Sport & Cycle Team Athletics Inc	Ms Black Title Polo L Invoice #229011	\$42.40	
	Ms Royal Armour Fleece Storm Hoodie XL	\$42.40	
	Ms Black Tech Short Size 34	\$39.14	
	Shipping	\$26.15	
		\$150.09	CT 25047242
Starry Sky Coffee Company	RI WA#25042948 17675	\$800.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$800.00	CT 25047243
Christopher Stevens	Reimbursement for Lunch provided to AHC Baseball	\$426.25	
		\$426.25	CT 25047244
Subway	Lunch Purchase for UTC Scholarship Workshop	\$154.42	
	Cash for College Food for Central Coast New Tech	\$56.79	
	Cash for College Food for Nipomo High School	\$56.79	
	Cash for College Food for Lompoc High School	\$56.79	
		\$324.79	CT 25047245
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$3,001.50	
	Supplies for AHC Grounds Dept, 7-1-23 thru 5-31-24	\$619.21	
		\$3,620.71	CT 25047246
Technology West Group LLC	Zoom Lens GS 0.65 - 0.75	\$3,036.55	
	Shipping	\$115.10	
		\$3,151.65	CT 25047247
Testa Catering	Food Purchase for Church Outreach Check-In	\$146.05	
		\$146.05	CT 25047248
Testa's Campus Cuisine	Food Cards for EOPS Students Quote #118	\$60,000.00	
	Food Gift Cards for EOPS Guardian Scholars Program	\$5,000.00	
		\$65,000.00	CT 25047249
Troesh Coleman Pacific Inc	Walk on Bark per Invoice 31342	\$247.10	
	Walk on Bark per Invoice 31355	\$308.88	
		\$555.98	CT 25047250
Trustees of the California State University	CSA Coupon Code 2023- EXT 75. Invoice #5000003283.	\$5,250.00	
	CSA Coupon Code 23/24: CSU Application Codes for	\$5,250.00	
		\$10,500.00	CT 25047251
Ultimate Confetti LLC	Electric Confetti Popper Cannon-Empty Barrel-	\$109.45	
	White Rice Paper Confetti-Water Soluble (1lb) x 9	\$134.55	
	Electric Confetti Popper Cannon Base-	\$590.00	
	Shipping	\$90.00	
		\$924.00	CT 25047252
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$122.57	
		\$122.57	CT 25047253
United Refrigeration Inc	HVAC Supplies, 07-01-23 thru 05-31-24	\$175.72	
		\$175.72	CT 25047254
Urbane Cafe	Food Purchase for UTC Spring 2024 Workshops:	\$345.29	
	Delivery Fee	\$25.00	
	Gratuity	\$47.62	
		\$417.91	CT 25047255
VWR International	Instructional Supplies for Biology labs	\$421.93	
		\$421.93	CT 25047256
Ward's Science Inc	Bials Reagent, 100 mL, VWR Catalog #470300-378,	\$73.90	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ward's Science Inc	Hazardous Charge	\$27.50	
	Shipping	\$28.57	
		\$129.97	CT 25047257
Anne Weger	Piano Accompanist for Chorale Concerts 9/11/2023-	\$600.00	
		\$600.00	CT 25047258
Wex Bank	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$72.79	
	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$91.51	
	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$127.47	
		\$291.77	CT 25047259
Mayra Anaya	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25047260
Brenda Antonio Chavez	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25047261
Franzia Arellano	Manual Refund Submitted	\$236.00	
		\$236.00	CT 25047262
Elijah Black	Manual Refund Submitted	\$26.00	
		\$26.00	CT 25047263
Angel Cardenas	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25047264
Adalberto Cazares	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25047265
Juan Cedillo	Manual Refund Submitted	\$403.00	
		\$403.00	CT 25047266
Travis Clymer	Manual Refund Submitted	\$164.00	
		\$164.00	CT 25047267
Dominic Domeman	Manual Refund Submitted	\$824.00	
		\$824.00	CT 25047268
Wendy Garcia Machuca	Manual Refund Submitted	\$570.00	
		\$570.00	CT 25047269
Daniel Garcia-Villanueva	Manual Refund Submitted	\$1,821.00	
		\$1,821.00	CT 25047270
Diana Gomez	Manual Refund Submitted	\$925.00	
		\$925.00	CT 25047271
Emilio Gomez	Manual Refund Submitted	\$188.00	
		\$188.00	CT 25047272
Michael Hall	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25047273
Karlenn Hernandez	Manual Refund Submitted	\$1,387.00	
		\$1,387.00	CT 25047274
Roberto Hilario-Ventura	Manual Refund Submitted	\$3,698.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,698.00	CT 25047275
Mathew Houston	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25047276
Alexis Ibarra	Manual Refund Submitted	\$824.00	
		\$824.00	CT 25047277
Azuba Jaime	Manual Refund Submitted	\$1,335.00	
		\$1,335.00	CT 25047278
Alexus Jauregui	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25047279
Paul Jordan	Manual Refund Submitted	\$17.00	
		\$17.00	CT 25047280
Joseph Landeros	Manual Refund Submitted	\$1,724.00	
		\$1,724.00	CT 25047281
Samuel Lau	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25047282
Emery LeClair	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25047283
Deborah Lohr	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25047284
Jacob Lopez	Manual Refund Submitted	\$161.00	
		\$161.00	CT 25047285
German Marin	Manual Refund Submitted	\$1,736.00	
		\$1,736.00	CT 25047286
Sophia Martin-Straw	Manual Refund Submitted	\$1,823.00	
		\$1,823.00	CT 25047287
Carmen Mendez	Manual Refund Submitted	\$1,796.00	
		\$1,796.00	CT 25047288
Maria Mendoza	Manual Refund Submitted	\$605.00	
		\$605.00	CT 25047289
Crystal Morales	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25047290
Aaron Mullin-Conant	Manual Refund Submitted	\$1,387.00	
		\$1,387.00	CT 25047291
Bruce Reed	Manual Refund Submitted	\$80.00	
		\$80.00	CT 25047292
Jason Ruelas	Manual Refund Submitted	\$618.00	
		\$618.00	CT 25047293
Vanessa Salto	Manual Refund Submitted	\$1,385.00	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,385.00	CT 25047294
Victoria Sanchez	Manual Refund Submitted	\$1,821.00	
		\$1,821.00	CT 25047295
Dawnette Smith	Manual Refund Submitted	\$2.00	
		\$2.00	CT 25047296
Lindsay Tapia	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25047297
Angel Valdovinos-Ceja	Manual Refund Submitted	\$27.00	
		\$27.00	CT 25047298
Mario Verduzco	Manual Refund Submitted	\$3,698.00	
		\$3,698.00	CT 25047299
Philip Wahl	Manual Refund Submitted	\$528.47	
		\$528.47	CT 25047300
Benjamin Wallace	Manual Refund Submitted	\$450.00	
		\$450.00	CT 25047301
Christopher Whitney	Manual Refund Submitted	\$163.00	
		\$163.00	CT 25047302
Britani Wonder	Manual Refund Submitted	\$1,797.00	
		\$1,797.00	CT 25047303
Sean Abel	SEM Meeting Burlingame, CA	\$336.34	
		\$336.34	CT 25047304
Dana Avila	Open Mileage 1.19.24	\$32.03	
		\$32.03	CT 25047305
Laura Becker	Oversight Board Meeting, Santa Barbara, CA	\$89.62	
		\$89.62	CT 25047306
City Of Santa Maria	Water Services and Disposal Site- SM Campus	\$3,241.42	
	Water Services and Disposal Site- LVC	\$772.23	
	Water Services and Disposal Site- SM Campus	\$4,938.55	
	Water Services and Disposal Site- LVC	\$1,176.54	
	Water Services and Disposal Site- SM Campus	\$3,574.05	
	Water Services and Disposal Site- LVC	\$851.47	
	Water Services and Disposal Site- SM Campus	\$595.32	
	Water Services and Disposal Site- LVC	\$141.83	
	Water Services and Disposal Site- SM Campus	\$986.63	
	Water Services and Disposal Site- LVC	\$235.05	
	Water Services and Disposal Site- SM Campus	\$203.98	
	Water Services and Disposal Site- LVC	\$48.59	
	Water Services and Disposal Site- SM Campus	\$2,310.78	
	Water Services and Disposal Site- LVC	\$550.51	
	Water Services and Disposal Site- SM Campus	\$3,075.54	
	Water Services and Disposal Site- LVC	\$732.71	
	Water Services and Disposal Site- SM Campus	\$101.29	
	Water Services and Disposal Site- LVC	\$24.13	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site- SM Campus	\$120.82	
	Water Services and Disposal Site- LVC	\$28.78	
	Water Services and Disposal Site- SM Campus	\$274.39	
	Water Services and Disposal Site- LVC	\$65.37	
	Water Services and Disposal Site- SM Campus	\$925.28	
	Water Services and Disposal Site- LVC	\$220.43	
		\$25,195.69	CT 25047307
	Disposal Site Landfill- Community Services	\$342.42	
		\$342.42	CT 25047308
Comcast Cable	Comcast Monthly Recurring Costs	\$182.91	
		\$182.91	CT 25047309
Robert Curry	MidPoint Conv. meeting Burlingame CA	\$394.84	
		\$394.84	CT 25047310
Dominic Dal Bello	SEM Meeting Burlingame, CA	\$385.34	
		\$385.34	CT 25047311
Cynthia Diaz	RI WA 25043107 6.11-17.23T	\$1,222.44	
		\$1,222.44	CT 25047312
Digital West Networks, Inc	Internet Service	\$33.83	
	Internet Service	\$145.00	
	Internet Service	\$145.00	
	Internet Service	\$145.00	
	Internet Service	\$145.00	
	Internet Service	\$145.00	
		\$758.83	CT 25047313
Mary Dominguez	Open Mileage 9.18,11.6,12.11.23	\$100.22	
		\$100.22	CT 25047314
Alejandra Enciso	Open Mileage 1.16.24	\$13.80	
		\$13.80	CT 25047315
Dee Dee Escalante-Ramirez	Open Mileage 1.20.24	\$33.90	
	Open Mileage 1.20.24	\$0.00	
		\$33.90	CT 25047316
John Gallien	Anthropology Conf. Tulare, CA	\$689.30	
		\$689.30	CT 25047317
Jeffery Hall	Open Mileage 1.16.24	\$37.52	
		\$37.52	CT 25047318
Christopher Hite	PREPAY MEALS 2.10-11.24	\$0.00	
	PREPAY MEALS 2.10-11.24	\$1,776.00	
	PREPAY MEALS 2.10-11.24	\$0.00	
		\$1,776.00	CT 25047319
Suzanne Levy	Open Mileage 1.16.24	\$12.60	
		\$12.60	CT 25047320
Marina Beach Motel	Prepay one night lodging	\$312.35	

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Marina Beach Motel	6 ROOMS 2.10.24 WEBB, TIMOTHY	\$0.00	
	6 ROOMS 2.10.24 WEBB, TIMOTHY	\$0.00	
	6 ROOMS 2.10.24 WEBB, TIMOTHY	\$2,305.02	
		\$2,617.37	CT 25047321
Marguerite Moreton	Leadership Conf. San Luis Obispo, Ca	\$46.10	
		\$46.10	CT 25047322
Christina Nunez	Prepay out of pocket 80%	\$1,412.00	
		\$1,412.00	CT 25047323
Greg Pensa	Open Mileage 1.16.24	\$47.97	
		\$47.97	CT 25047324
Patricia Prado-Rios	Open Mileage 1.16.20	\$34.17	
		\$34.17	CT 25047325
Ana Sofia Ramirez Gelpi	Open Mileage 1.18.24	\$0.00	
	Open Mileage 1.18.24	\$0.00	
	Open Mileage 1.18.24	\$32.03	
		\$32.03	CT 25047326
Julia Raybould-Rodgers	Prepay out of pocket 80%	\$1,831.15	
		\$1,831.15	CT 25047327
Christine Reed	STEM tour Getty Musenum LA, CA	\$454.43	
		\$454.43	CT 25047328
Oscar Rivera	Open Mileage 1.16.24	\$37.92	
		\$37.92	CT 25047329
Patricia Rodriguez Gallardo	RI WA 25042863 OPEN MILEAGE 5.23	\$33.80	
		\$33.80	CT 25047330
SBIFF	Film Festival Tickets 2.10.24 16 Students 2 advis.	\$1,125.00	
	Film Festival Tickets 2.10.24 16 Students 2 advis.	\$0.00	
	Film Festival Tickets 2.10.24 16 Students 2 advis.	\$1,280.00	
		\$2,405.00	CT 25047331
Keli Seyfert	Open Mileage 1.25.24	\$21.51	
		\$21.51	CT 25047332
Brian Stokes	Anthropology Conf. Tulare, CA	\$688.98	
		\$688.98	CT 25047333
Julia Townsend	Def National Conf. Baltimore, MD	\$1,475.83	
		\$1,475.83	CT 25047334
Kristy Treur	Open Mileage 1.8-24.24	\$121.94	
		\$121.94	CT 25047335
Yondoo Broadband, LLC	Yondoo Broadband to Provide Turn-Key	\$230.00	
	Yondoo Broadband to Provide Turn-Key	\$230.00	
		\$460.00	CT 25047336
Jamie Zamudio	Ed Leadership San Diego, CA	\$245.03	

14 - 44

Allan Hancock College

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$245.03	CT 25047337

Warrant Register

Check Dates from 1/1/2024 to 1/31/2024
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$2,905,471.85
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$4,351.31
Total for Capital Outlay Project Fund 9441	\$1,021,769.76
Total for General Obligation Bond Fund 9447	\$40,398.00
Total for Dental Self-Insurance Fund 9461	\$117,716.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$2,344.89
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$16,840.15

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
January-24	
ACRONYMS	
ACS Exams Institute	American Chemical Society Exams Institute
AHC - ASB ATHLETICS	Allan Hancock College - Associated Student Body Athletics
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC- District Trust Fund	Allan Hancock College- District Trust Fund
AHC Foundation	Allan Hancock College Foundation
B&H Photo	NO ACRONYM
BC Pump Sales And Service	Bill Caldwell Pumps Sales and Service
CACCRAO	California Association of Community College Records and Admissions Officers
CAL-OES	California Office of Emergency Services
CDW Government Inc	Computer Discount Warehouse Government Inc
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
D.A.R.T. Sim	Defib and Rhythm Training Simulator
EBSCO Information Services	Elton B Stephens Company Information Services
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
Garland DBS, Inc	Garland Design Build Solutions, Inc
HCI Systems Inc	NO ACRONYM
J B DEWAR	NO ACRONYM
JLB Sourcing	NO ACRONYM
Kahoot!ASA	Kahoot! Allmennaksjeselska (Public limited company)
KIDI/KRTO/KTAP La Buena	NO ACRONYM
KSBY-TV	NO ACRONYM
M&M Restaurant Supply	NO ACRONYM
NACAC	North American Council on Adoptable Children
NAEMT	National Association of Emergency Medical Technicians
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
OEYT	NO ACRONYM
PARS	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PIO Toolkit	Public Information Officer's Toolkit
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&E Concrete	NO ACRONYM
RD Systems	Russell and Downy Systems
S/P2	NO ACRONYM
SBIFF	Santa Barbara International Film Festival
SESAC	Society of European Stage Authors and Composers
SISC III	Self Insured Schools of California
SLO Safe Ride	San Luis Obispo Safe Ride
State of Colorado, DOR	State of Colorado, Department of Revenue
T-Mobile USA Inc	Telekom-Mobile USA Inc
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	March 19, 2024
Subject: Approval of Employee Personnel Actions	Item Number: 11.B.
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:
---	--------------------

Appointment of 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 Aguilar, Rick	director of football operations/event manager	Athletics	3/20/24	20-A (SS#30)	Replace Seth Damron		
Fiscal Impact 2023-2024 Fiscal Years							
1	unrestricted general fund				\$	38,550.00	

Classified Staff - Appointments, Transfers, and Promotions							
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment
1 Melendrez, David	appointment	program specialist-Rising Scholars	Student Services	4/1/24	19-C	12-FT	New position
2 Munoz, Grace	appointment	program specialist-Rising Scholars	Student Services	4/1/24	19-C	12-FT	New position
3 Ramirez Nolasco, Raul	appointment	custodial lead worker	Facilities	3/20/24	21-B	12-FT	Replace Francisco Ruiz
4 Ramirez, Alexa	appointment	Life & Physical Sciences lab instructional technician	Life and Physical Sciences	3/25/24	20-B	11-PT	Replace Garrett Waterbury
5 Sokolovska, Julia	promotion	coordinator, contract education	Academic Affairs	3/20/24	31-D	12-FT	Replace Denise Baldwin
5 Dorado, Dylan	appointment	courier	Facilities	3/20/24	14-B	12-FT	Replace DeeDee Escalante-Ramirez
Fiscal Impact 2023-2024 Fiscal Year							
1	Transitioning Gang Involved Youth						\$ 23,478.00
2	Rising Scholars Network Grant Year 1						\$ 23,478.00
3	unrestricted general fund						\$ 25,428.00
4	unrestricted general fund						\$ 13,256.00
5	unrestricted general fund						\$ 34,031.00
6	unrestricted general fund						\$ 21,969.00

Classified Staff - Change of Status							
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment
1 Ruiz, Francisco	transfer location	custodial lead worker	Facilities	03/01/24	Santa Maria	LVC	Per article 16.2.2
2 Smith, Joshua	lateral transfer	enrollment services specialist	Admissions & Records	03/20/24	Santa Ynez	Santa Maria	Per article 16.2.2
Fiscal Impact 2023-2024 Fiscal Year							
1	None						\$ -

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 Beil, David	instructional assistant, engineering	Mathematical Sciences	07/01/23	24		
2 Delgadillo, Vanessa	student services medical assistant	Student Health Services	07/01/23	21		
3 Harney, Ashley	campus safety officer	Campus Police	07/01/23	23		
4 Lacasse, Mark	campus safety officer	Campus Police	07/01/23	23		
5 Marquez, Evangelina	student services medical assistant	Student Health Services	07/01/23	21		
6 Martinez, Joseph	lead campus safety officer	Campus Police	07/01/23	26		
7 Mason, Stephen	campus safety officer	Campus Police	07/01/23	23		
8 Miller, Derrick	public safety equipment specialist	Campus Police	07/01/23	25		
9 Rios, Latanya	instructional assistant, dental lab	Health Sciences	07/01/23	24		
10 Rodriguez, Yessenia	campus safety officer	Campus Police	07/01/23	23		
11 Rojo, Julio	instructional technician, media lab	Fine Arts	07/01/23	24		
12 Solis, Edgar	campus safety officer	Campus Police	07/01/23	23		
total fiscal impact				\$	182,613.00	

Reclassification of Classified Bargaining Unit Positions (Continued)				
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
13 Agosto, Araceli	police service dispatcher technician	Campus Police	07/01/23	27
14 Jimenez, Santiago	transcript evaluator	Admissions & Records	07/01/23	27
15 Martinez Polanco, Luis	transcript evaluator	Admissions & Records	07/01/23	27
16 Millan, Gabriela	police service dispatcher technician	Campus Police	07/01/23	27
Fiscal Impact 2023-2024 Fiscal Year				
total fiscal impact				\$ 45,918.00

Classified Staff - Out-of-Class Assignments						
Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.						
Name	Assignment	Department or Division	Effective Dates	From	To	Reason/Comment
1 Hernandez, Erica	administrative assistant III	Finance & Administration	02/27/24-06/30/24	27-E	27-E, plus 5 percent	During employee leave of absence
Fiscal Impact 2023-2024 Fiscal Year						
1	unrestricted general fund					\$ 1,523.00

Short-Term/On-Call, Substitutes, Professional Experts					
Special Note: The college hires short-term/on-call employees, substitutes, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.					
** Important Notice: New employees are not to begin working until clearance has been confirmed from the Human Resources office.					
Name	Action	Position Title	Dates	Hourly Rate	Duties/Responsibilities
1 Tasca, Nicholas	short-term	program assistant V	02/01/24-06/30/24	\$ 26.00	Provide student support in Life & Physical Sciences Department



CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Reappointment of Tenure-Track Faculty	Item Number: 11.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

The listed faculty members have been evaluated in accordance with California Education Code Sections 87660 et. seq. and Article 17 of the district’s agreement with the Faculty Association of Allan Hancock College.

- A. The following probationary faculty members have successfully completed fourth-year evaluations and are recommended for tenure effective fall 2024 in accordance with California Education Code Section 87609(a):

Academic Affairs

Fourth-year:

Name	Discipline	Date of Hire
1 Melanie Guido Brunet	English	Spring 2020
2 Alina Romo	English	Spring 2020

Student Services

Fourth-year:

Name	Discipline	Date of Hire
1 Krystle Navarrette	Counseling	Spring 2020

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve four-year appointments; third year appointments; second year appointments; and, first year appointments of faculty as presented effective fall 2024.

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

- B. The following faculty members have successfully completed third-year evaluations and are recommended for reappointment for the 2024-2025 school years in accordance with California Education Code Section 87608.5(b):

Academic Affairs

Third-year:

Name	Discipline	Date of Hire
1 * Christopher Carroll	English	Fall 2022
2 Leonard Champion	Fire Technology/Coordinator Fire Academy	Spring 2021
3 Feride Schroeder	Geology	Fall 2021

*Hired in fall 2022, this employee was given two semesters tenure-credit base on Education Code 87470.

- C. The following faculty members have successfully completed second-year evaluations and are recommended for reappointment for the 2024-2025 school year in accordance with California Education Code Section 87608(b):

Academic Affairs

Second-year:

Name	Discipline	Date of Hire
1 Chris Eachus	Mathematics	Fall 2022
2 James Houlis	Chemistry	Fall 2022
3 * Erin Krier	Agriculture	Fall 2023
4 Kurt Kruse	Administration of Justice	Fall 2022
5 Amanda Lombard	Mathematics	Fall 2022
6 Shavaun Maxson	Licensed Vocational Nurse	Fall 2022
7 Karina Novoa	Mathematics	Fall 2022
8 Amy Rice	Veterinary Technology	Fall 2022
9 Spencer Schultz	Chemistry	Fall 2022
10 Don Stewart	Conservatory Director, Actor Training	Fall 2022
11 Kacie Wills	English	Fall 2022

*Hired in fall 2023, this employee was given one-year tenure-credit base on Education Code 87470.

- D. The following faculty members have successfully completed first-year evaluations and are recommended for reappointment for the 2024-2025 school year in accordance with California Education Code Section 87608(b):

Academic Affairs

First-year:

Name	Discipline	Date of Hire
1 Alexandria Conrad	Human Services	Spring 2023
2 John Gallien	Psychology	Fall 2023
3 Sian Geraghty	Multimedia/Animation	Spring 2023
4 Marc Hammill	Law Enforcement Academy Coordinator	Spring 2023
5 Michael Hughes	Chemistry	Spring 2023
6 Nathaniel Mahon	Librarian	Fall 2023
7 Anne McMeeking	Technical Theater	Fall 2023
8 Sharaya Olmeda	Librarian	Fall 2023
9 Chuck Provencio	Recreation, Event Sports Management	Fall 2023
10 Justin Rucker	Computer Networking and Electronics	Spring 2023
11 Megan Selby	Fashion and Interior Design	Fall 2023
12 Leanne Wolfram	Registered Nursing	Spring 2023

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Revised and/or New Classified Bargaining Unit Job Descriptions	Item Number: 11.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 36

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
1. Administrative Assistant - Human Resources	24	24
2. Campus Safety Officer	14	23
3. College Achievement Now (CAN)/TRIO Student Support Services Specialist	18	23
4. Instructional Assistant Automotive Technology	20	24
5. Instructional Assistant Dental Laboratory	20	24
6. Instructional Assistant Engineering	20	24
7. Instructional Assistant Machining and Manufacturing Technology	20	24
8. Instructional Assistant Medial Labs	22	24
9. Instructional Assistant Welding	20	24
10. Lead Campus Safety Officer	17	26
11. Police Services Dispatch	20	27
12. Public Safety Equipment Specialist	20	25
13. Student Resource and Support Technician (New)	N/A	24
14. Student Services Medical Assistant	14	19
15. Transcript Evaluator	22	27

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

ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCES)**DEFINITION**

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

CLASS CHARACTERISTICS

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

ESSENTIAL FUNCTIONS

1. Serves as an informational resource and first point of contact for students, staff and the public.
2. ~~Provides and coordinates fingerprinting and/or computer generated background checks and processes results with the Department of Justice and other agencies.~~
3. Processes incoming and outgoing mail.
- 3.4. Create and maintain personnel files, to include form I9 files and other required department filing.
- 4.5. Provides entry level support to input and correct data into the HRIS database such as tuberculosis, immunizations, evaluations, comp time, overtime, health and physical, and other items as assigned;
- 5.6. Gathers information for the preparation, processing, and response of subpoena requests, - and employment verifications and audits.
- 6.7. ~~Supports~~ ~~Coordinates~~ ~~Initiates~~ Facilitates student worker onboarding process.
- 7.8. May support HR council and/or committee meetings as assigned.
- 8.9. Collects data, creates and drafts a variety of written documents and reports; maintains organizational files, records, website, mailing lists, groups and emails.
- 9.10. Supports department purchasing & receiving supplies.
- 10.11. Assists department with administrative tasks and maintains the department calendar.
11. ~~Coordinate the hiring, scheduling, supervision, and evaluation of student workers.~~
12. Fields student, faculty, and staff questions and complaints; forwards to the appropriate HR team member if unable to answer questions and complaints via phone, in person and department email.

13. Assist the recruitment efforts including greeting candidates, making copies, setting up interview rooms, and other recruitment administrative functions.ete.
- ~~12.~~14. Complete administrative and clerical human resources projects as assigned. –
15. Support other Human Resources staff in various duties including data entry, column movement, retirements and resignations, employee leaves, workers compensation, event planning, collective bargaining, annual reporting, compensation and classification studies, professional development, as appropriate;
- ~~13.~~16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Demonstrated ability to:

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

Education and Experience:

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

Working Conditions:

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

Physical Demands:

- Typically may sit for extended periods of time.

- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.
- Operates a computer keyboard.
- Communicates over the telephone and in person.

Special Qualification:

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

R 32/2024

R 7/2022

New 10/2021

CAMPUS SAFETY OFFICER**DEFINITION:**

Under supervision of the College District Police Sergeant, and the Chief of Police maintains peace and order on the Allan Hancock College campus; enforces governmental laws and regulations as well as institutional policies and rules; performs police and traffic functions, crime prevention, responds to medical calls, emergency incidents, and alarms; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a position that performs, under limited supervision, routine patrol duties on or about college district properties for both Santa Maria and Lompoc campus facilities. The incumbent will perform crime prevention and crime suppression activities under the umbrella of Campus Safety a community oriented policing philosophy. Incumbents provide a variety of complex campus safety-related activities and supports day-to-day event, traffic, and criminal activity suppression. ~~conduct crime and collision investigations, miscellaneous public safety reports, facility safety inspections, emergency/disaster response and first aid.~~ The incumbent serves to assist the college district police officer position.

ESSENTIAL FUNCTIONS:

1. Ensures that students, faculty, staff, employees, and visitors of Allan Hancock College have a safe and secure environment.
2. Performs general safety and security duties, such as deterring and preventing unlawful behavior, issuing citations and trespass advisories, providing animal control, preserving and; preserving crime scenes, processing lost and found property, investigating crimes as assigned, conducting surveillance, and testifying in court.
3. ~~Assigned to areas or beats on campus to~~ Patrol and report, which include buildings, grounds and facilities, any for criminal and suspicious activity including as well as for violations of laws, regulations, policies, and rules.
4. Watches for unusual conditions, as well as ~~for~~ signs of fire and safety hazards, medical emergencies, mental health, student conduct incidents and trespassing incidents.
5. Responds to requests for service from students, faculty, staff, and others on campus.
6. Performs traffic duty which may include enforcing parking regulations, supporting special event parking, setting up campus control and variable electronic signage, directing traffic, issuing parking warnings/citations, investigating non-injury traffic accidents, identifying/reporting roadway/parking lot hazards, towing vehicles. Supports authorized vehicle ingress/egress and loading/unloading on walkways and near buildings as assigned.
7. Provides directions and helps operators of disabled motor vehicles. Including vehicle unlocks, battery jumpstarts, vehicle towing or outside agency roadway hazard assists.

8. Provides safety escort service, anytime during shift for anyone who has safety concerns ~~is afraid~~ to walk alone on campus ~~during certain hours~~, particularly after dark.
9. Responsible for completing daily logs, incident reports, traffic and investigative reports, facility work orders, Crisis Intervention CAST, student conduct and student accident Reports.
10. Provides lifesaving response to active emergencies; to include evacuations (fire or environmental conditions), lockdowns, and intruder responses.
11. Provide first responder medical aid; including First Aid, CPR, ARD, Stop-The-Bleed, and Narcan.
- 9-12. Supports Facilities unlocks and lock ups.
- ~~10.~~13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic investigative and law enforcement practices;
- Pertinent provisions of the campus policies including chain of command, rules and applicable local, county, state and federal law sections;
- Crowd control techniques;
- Basic patrol and facilities protection techniques.

Demonstrated Ability To:

- Establish professionalism and ~~foster~~ maintain the respect of students and staff;
- Communicate effectively, both orally and in written form;
- Function effectively in stressful and rapidly changing situations;
- Possess a strong commitment to ~~community oriented~~ policing and willingness to work in an academic environment;
- Operate various types of equipment on their job to include two way radios, public address systems, emergency medical equipment, and modern office and communication technologies ~~machines~~;
- Enforcement of state/local laws and regulations on campus and ensure that institutional policies and rules are being upheld.
- Have a strong working knowledge with computers, cell phones, and other mobile devices for entry of legislative mandated requirements.
- Participate in Department of Motor Vehicles Pull Program

Licences and Certificates Required~~Other Requirements:~~

- Valid California driver's license and ability to qualify ~~quality~~ for district vehicle insurance coverage;
- Ability to train and safely operate district golf carts.
- Valid First Aid/CPR certificate or ability to obtain in first 6 months of employment and maintain throughout employment;
- Ability to complete training in AED, Stop-The-Bleed, and Narcan.

- Ability to complete CA POST Campus Law Enforcement School Security Officer Course training within the first 12-24 months of employment.
- Successfully complete Law Enforcement-level DOJ Live Scan certification
- Jean Clery Act Campus Security Authority (CSA) training
- Disaster Service Worker

Education and Experience:

~~At-M~~minimum a high school diploma/GED or higher with administration of justice degree program or related subject matter **OR** two years of increasingly responsible experience as a security officer. Experience may include previous military, law enforcement or security. Experience in an educational setting preferred.

Working Conditions:

- ~~This position requires a flexible schedule to ensure proper safety.~~
- The incumbent will experience frequent interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with staff, faculty, students, and the general public.
- Patrols are conducted on foot, on bicycles, golf carts or in marked vehicles.

Physical Demands:

- Sitting, standing, walking, bending, twisting, running, walking, or climbing for long periods of time. Lift, carry or drag heavy objects up to 100 lbs. May occasionally lift in excess of 100 lbs. or people.
- ~~Occasional~~ Regular daily sesasonal exposure to weather elements.
- Driving a district vehicle.
- Candidates must have vision of 20/100 correctable to 20/30 with normal color vision with or without reasonable accomdation.

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 7/2023
R04/2016
05/13

Allan Hancock College
Human Resources

Classified- Technical
Range 2648

**COLLEGE ACHIEVEMENT NOW (CAN)/TRiO STUDENT SUPPORT SERVICES
SPECIALIST**

DEFINITION:

Under supervision of ~~Project Director, TRiO~~ the appropriate administrator, the incumbent will perform ~~professional-technical~~ level student services work for the federally funded grant TRiO Student Support Services named College Achievement Now (CAN); to plan, organize, and carry out assigned program responsibilities; to conduct research, investigations, studies and needs assessments; and to value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, performs work in planning, organizing, and carrying out the college's TRiO CAN program and routine program administration. The incumbent has a high frequency of contact with ~~staff~~ employees, students, the general public, and other educational institutions requiring tact and excellent oral communication skills. The incumbent will explain policies, procedures, ~~and precedence to staff, faculty, and students.~~ Incumbents and will also interact with constituents from diverse socioeconomic, cultural, and ethnic backgrounds.

ESSENTIAL FUNCTIONS:

1. Develops, implements and explains written procedures.
2. Assists in report preparation and provides data and reports for the district and other outside agencies.
3. Maintains and audits records for participants in the CAN TRiO program.
4. Establishes and maintains electronic filing systems.
5. Develops and implements plans to increase awareness of program among students, faculty, staff, and the community.
6. Develops and implements procedures to monitor student academic progress.
7. Interacts with faculty and staff to distribute individual student progress and evaluates the progress.
8. Identifies and recruits eligible students, analyzes applications to determine eligibility for services, and advises students individually and in group ~~on maintaining program eligibility~~.
9. Assists with budget development and with monitoring expenditures for the program.
10. Assists students with the completion of forms.
- ~~11. Advises students individually and in groups.~~
- ~~12.~~ 11. Works with staff in other organizational units to gather information and coordinate efforts.
- ~~13.~~ 12. Develops and implements procedures for program assessment and improvement.
- ~~14.~~ 13. Coordinates and assists with the preparation of events and participates in workshops, meetings and in-service training.
- ~~15.~~ 14. Serves as liaison with external agencies.

- 16-15. _____ Recruits, orients, trains, and monitors peer counselors assigned to students receiving program services and performing routine clerical work.
- 17-16. _____ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamentals of student engagement and motivation;
- Basic statistics, research methods, and reporting;
- Records management;
- Community resources and services;
- Office management techniques and organizational skills;
- Written business communications;
- Correct English usage, spelling, grammar, and punctuation.

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Plan, organize, and conduct group functions and events;
- Investigate and research problems, devise solutions and present recommendations;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Use, input, and update data to database systems;
- Perform statistical clerical work;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- ~~Understand and utilize computer and mainframe applications;~~
- Use word/information processing applications and production;
- Present oral and written reports in a clear and concise manner;

Education and Experience:

Associates degree in sociology, psychology, education, or related field, with two years increasing experience **OR** any equivalent combination of training and experience.

(Qualifying experience performing duties closely related to this position may be substituted for the required education on the basis of two years' experience for one year of education.)

Bachelor's degree and bilingual in Spanish 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 staff and the general public.
- ~~The assignment may include late afternoon and evening hours and occasional weekend assignments.~~

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, 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 staff and students with disabilities.

R 7/23
09/15

INSTRUCTIONAL ASSISTANT,-AUTOMOTIVE TECHNOLOGY**DEFINITION**

Under supervision of the appropriate administrator ~~Dean Academic Affairs~~, this position plans and organizes a wide range of instructional assistance activities in the Automotive Technology program; values and promotes the mission and vision of the college.-

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and clerical duties related to the operation of the Automotive Technology Program. The incumbent in this position assists Automotive Technology Instructors with general program operations and administration.

ESSENTIAL FUNCTIONS

1. Assists Automotive Technology Department instructors in the preparation of the automobile used in class demonstrations.
2. Collaborates with other instructional staff in the design and development of instructional materials and study aids.
3. Prepares purchase orders, locates parts, and reviews inventory of supplies, tools and equipment.
4. Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies and equipment.
5. Ensures working condition of equipment relating to safety and operations and initiates repairs, as needed.
6. Tutors and assists individual or small groups of students in assigned subject-matter areas to reinforce classroom lessons.
7. Observes student performance and behavior to assist in the assistance of lab tasks, and ensuring safety and lab clean-up.
8. Assists instructors in maintaining record keeping for materials, projects, and attendance participation.
9. Performs general clerical duties in support of the classroom laboratory.
10. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
11. Provides instructors with information relative to student participation attendance.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principals of automotive repair;
- Automotive tools and equipment;
- Proper procedures and practices in the use of automotive tools and equipment;
- Health and safety practices and precautions applicable to automotive shop areas;
- Capabilities of computer systems, software and hardware common to instructional shop areas;
- Principles of recordkeeping;

- Correct English usage, spelling, grammar and punctuation;
- Business correspondence and report writing.

Demonstrated Ability to:

- Work with a high degree of independence and initiative;
- Understand and carry out oral and written directions;
- Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, automotive technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience in the automotive repair field, preferably as a technician or service writer.

Licenses and other requirements:

ASE or AERA or other professional certifications upon hire.
Ability to be insured by the District's carrier for operation of district motor vehicles.

Working Conditions:

- Duties will be performed in an indoor and outdoor environment;
- Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials;
- Work with machinery;
- Heavy or moderate lifting up to 50#, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time;
- Operating motorized equipment and vehicles;
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person or on the telephone, with staff, students and the general public.

Physical Demands:

- Typically may stand or sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, email and in person.
- Regularly lifts, carries and/or moves objects weighing up to 50 pounds.
- Bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time

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

06/13

INSTRUCTIONAL TECHNICIAN ASSISTANT, DENTAL LABORATORY**DEFINITION**

Under the supervision of the ~~Dean, Academic Affairs~~ appropriate administrator, the instructional assistant laboratory technician performs technical work in the dental laboratory preparations; oversees the supply stockrooms; maintains dental operatories; and dental equipment, builds professional relationships in the community to highlight our Dental Assisting Program and establish, possible donor relationships; monitors sterilization equipment; and assists with the district's hazard communication program and ensures OSHA guidelines.

CLASS CHARACTERISTICS

The instructional dental laboratory ~~technician~~ instructional assistant performs work under the limited supervision. Duties will include; overseeing the daily operations of the dental clinic and dental lab including ordering dental instructional and student clinical supplies, communicating with vendors; establishing new vendor relationships; maintaining dental equipment, and keeping current on new dental technology; assuring that OSHA and Dental Board regulations are met. The incumbent will work with students in a tutorial capacity.

ESSENTIAL FUNCTIONS

- ~~1. Organizes instrument trays for labs.~~
- ~~2.1. Updates and keeps s~~ Schedules, documents, records and maintains student and patient records for dental clinic.
- ~~3.2. Researches and recommends purchase of equipment and supplies for program quality;~~ trains new instructors on how to use new dental equipment and new technologies. Fill out form requests for declaring excess property as needed.
- ~~4.3. Acquires, inspects, maintains, calibrates, and performs basic repairs to laboratory equipment and schedule a repair technician needed. and repairs laboratory equipment and supplies.~~
- ~~5.4. Maintains~~ Organize instrument trays for labs and distributes inventory of instructional dental supplies, and student clinical material supplies, orders and secures supplies and tracks payments as needed.
- ~~5. Supervises~~ Oversees and monitors students' use of instruments and equipment.
- ~~6. Keeps records of biological spore testing of the sterilization equipment.~~
- ~~7. Utilizes instructional aids and software, multimedia visual aids, or study materials.~~
- ~~8. Observes and evaluates students' work to determine progress, provide feedback and support, and makes suggestions for improvement.~~
- ~~9. Provides tutorial support, for dental lab classes.~~
- ~~10. Maintains and organizes dental materials and supplies in the dental~~ Manages the ~~stockroom.~~
- ~~11. Selects and assembles materials, supplies, and equipment for training.~~
- ~~12. Retrieves and safely disposes of laboratory wastes in accordance with college and governmental regulations.~~
- ~~12. 13. Maintains OSHA compliance including management of OSHA guidelines in laboratory settings.~~
- ~~13. 14. Maintains Material Safety Data Sheets (MSDS) and MSDS log-book.~~

14. Collaborates with the Dental Assisting Coordinator for New Student Orientations.

15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment and software maintenance;
 Inventory and record keeping procedures;
 Industry standards for equipment maintenance or repair;
 Sterilization of equipment and instruments;
 General knowledge of dental laboratory equipment and supplies.

Demonstrated Ability to:

- Prioritize activities relating to the various dental laboratories;
- Exercise initiative and good judgment in a variety of procedural situations;
- Learn dental laboratory and department operations, procedures and practices;
- ~~Learn, interpret, and apply department and district procedures and policies relating to the laboratory with sound judgment;~~
- ~~Analyze situations accurately and make sound judgments on laboratory matters without immediate supervision;~~
- Provide tutorial assistance and technical advice to students on the availability and ~~uses of instruction materials and equipment;~~
- Understand and carry out oral and written instruction;
- Develop and maintain cooperative relationships with those contacted in the course ~~of work;~~
- ~~Communicate effectively with faculty and students, and support the student learning experience.~~
- Operate computer and standard office-type applications, such as web browsers, word processing, and dental laboratory-specific applications;

Education/Experience:

Two years of responsible dental office experience, including experience working in a dental office in a clinical capacity for a minimum of two years or any equivalent combination of education, training and experience.

License/Certification:

- Registered Dental Assisting License (RDA) to include the following:
- Registered Dental Assistant Coronal Polish Certificate
- Registered Dental Assistant Radiation Safety Certificate
- Registered Dental Assistant Pit and Fissure Sealant Certificate
- Maintain a minimum of 25 continuing education (CE) credits every two years to maintain an RDA license.
- Basic Life Support (BLS) and Cardiopulmonary resuscitation (CPR) certification

Working Conditions:

Duties are performed in the dental laboratory clinic or in an office environment, at a desk or a computer.

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

The incumbent will have contact, in person, with staff, students, and the general public.

Physical Demands:

May sit for extended periods of time;

Operates a computer keyboard;

Communicates over the telephone and email;

Ability to lift, carry, and/or moves objects weighing up to 25 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 7/2023

03/13

INSTRUCTIONAL ASSISTANT-ENGINEERING**DEFINITION**

Under supervision of the ~~Dean, Academic Affairs~~ appropriate administrator plans and organizes a wide range of instructional assistance activities in the Engineering program. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of instructional support and clerical duties related to the operation of the Engineering Program. The incumbent in this position assists Engineering ~~Technology~~ instructors with general program operations and administration and may perform assigned instructional development tasks.

ESSENTIAL FUNCTIONS

1. Assists Engineering ~~Technology~~ Department instructors in the preparation of materials and equipment used in class demonstrations.
2. Assists instructors in assembling and disassembling laboratory set-ups, demonstrations, and equipment.
3. Performs technical work in an instruction electronics and materials laboratory.
4. Coordinates and participates in the preparation of lab experiments, equipment, materials and supplies, and ensures that the equipment is ready for use at specified times for classroom use and instruction.
5. Assists in hiring, training, and scheduling student workers for day and evening classes and provides guidance to student workers in the proper care and safe use of materials, equipment, and supplies.
6. Repairs and maintains laboratory equipment and may adapt and modify equipment when necessary.
7. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning class supplies and equipment and maintains storerooms in a clean, safe, secure and orderly condition.
8. Safely disposes of laboratory wastes in accordance with college and governmental regulations.
9. Assists instructors in maintaining record keeping for materials, projects, and attendance.
10. Maintains and issues laboratory supplies and equipment; orders, receives, and stores materials and supplies and maintains records with respect to inventories, expenditures, acquisitions and disposal materials, and other records as needed.
11. Assists students through help sessions with course projects and homework assignments in engineering and electronics.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principals of engineering processes;
- Engineering tools and equipment;
- Proper procedures and practices in the use of lab tools and equipment;
- Health and safety practices and precautions applicable lab areas;

- Capabilities of computer systems, software and hardware common to engineering instruction areas;
- Correct English usage, spelling, grammar and punctuation;
- Principles of recordkeeping;
- Business correspondence and report writing.

Demonstrated Ability to:

- Work with a high degree of independence and initiative;
- Understand and carry out oral and written directions;
- Learn, interpret, and apply department policies and procedures.

Education and Experience:

Equivalent to a ~~b~~Bachelor's degree from an accredited college or university with major coursework in education, engineering or a related field OR any equivalent combination of education, training, and experience. At least two years of full-time paid experience in an engineering field is preferred. ~~graduation from high school or its equivalent AND two years of full-time paid experience in engineering fields.~~

Licenses and Certificates Required:

- Must obtain a certificate of completion for a HazMat 40 hr. General Site Worker Hazardous Waste Operations and Emergency Response (Hazwoper) within the first year of employment and keep up the certification by taking an 8-hr. Hazwoper annual refresher course.

Working Conditions:

- Duties will be performed in an indoor and outdoor environment.
- ~~Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials.~~
- Work with machinery; maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, via email or on the telephone with staff and the general public.

Physical Demands:

- Typically may stand or sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone and in person.
- Regularly lifts, carries and/or moves objects weighing up to 50 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.

Allan Hancock College
Human Resources

Classified-Technical
Range ~~20~~24

INSTRUCTIONAL ASSISTANT- MACHINING & MANUFACTURING TECHNOLOGY

DEFINITION

Under supervision of the appropriate administrator ~~Dean, Academic Affairs~~, this position plans and organizes a wide range of instructional assistance activities in the Machining & Manufacturing Technology program; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and ~~clerical-logistical~~ duties related to the operation of the Machining & Manufacturing program. The incumbent in this position assists Machining & Manufacturing instructors with general program operations and administration.

ESSENTIAL FUNCTIONS

1. Assists Machining & Manufacturing instructors in the preparation of manual and computerized numerical control (CNC) equipment, materials, and supplies ~~the automobile~~ used in class demonstrations.
- ~~1-2.~~ Facilitate calibration of equipment and maintain records of same.
- ~~2-3.~~ Collaborates with other instructional staff in the design and development of instructional materials and study aids.
- ~~3-4.~~ ~~Prepares~~ ~~Researches~~ vendors and merchandise and gathers information for purchase orders; locates parts; and reviews inventory of supplies, tools, and equipment.
- ~~4-5.~~ Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies and equipment.
- ~~5-6.~~ Ensures working condition of equipment relating to safety and operations and initiates repair, as needed.
- ~~6-7.~~ Tutors and assists individual or small groups of students in assigned subject-matter areas to reinforce classroom lessons.
- ~~7-8.~~ Observes student performance and behavior to assist in lab tasks and ensure safety and lab clean-up.
- ~~8-9.~~ Assists instructors in maintaining record keeping for materials, projects, and attendance.
- ~~9-10.~~ Performs general ~~clerical-logistical~~ and inventory control duties in support of the classroom laboratory.
- ~~10-11.~~ Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
- ~~11-12.~~ Provides instructors with information relative to student ~~attendance~~ participation.
- ~~12-13.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~Principles of automotive repair~~ machining and manufacturing and associated;
- Machining and manufacturing tools and equipment;
- Principles of precision measurement and quality assurance (ASME Y14.5, ISO-9000)
- Proper procedures and practices in the use of ~~automotive~~ machining and manufacturing tools and equipment;
- Health and safety practices and precautions applicable to instructional shop areas;
- Capabilities of ~~computer~~ CNC systems, software, and hardware common to instructional shop areas;
- Principles of recordkeeping;
- Correct English usage, spelling, grammar and punctuation;
- Business correspondence and report writing.

Demonstrated Ability to:

- Work with a high degree of independence and initiative;
- Understand and carry out oral and written directions;
- Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, machining and manufacturing technology or a related industrial technology field ~~OR graduation from high school or its equivalent~~ AND two years of full-time paid experience in the machining and manufacturing field, preferably as a machinist or tool and die maker.

Licenses and other requirements:

- ~~ASE or AERACSWA certification~~ or equivalent computer-aided design (CAD) experience. ~~other professional certifications upon hire.~~
- Ability to be insured by the District's carrier for operation of district motor vehicles.
- Must obtain a certificate of completion for a HazMat 40 hr. General Site Worker Hazardous Waste Operations and Emergency Response (Hazwoper) within the first year of employment and keep up the certification by taking an 8-hr. Hazwoper annual refresher course.

Working Conditions:

- Duties will be performed in ~~an~~ indoor and outdoor environments;
- Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials;
- Work with machinery;
- Heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time;
- Operating motorized equipment and vehicles;
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have in-person, phone, and/or electronic contact, ~~in person or on the telephone,~~ with staff and the general public.

Physical Demands:

- Typically may stand or sit for extended periods of time.
- Operates a computer and manual and CNC equipment.
- ~~Communicates over the telephone and in person.~~
- Regularly lifts, carries and/or moves objects weighing up to 50 pounds.

Special Qualification:

~~Evidence of a~~ 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

03/21

INSTRUCTIONAL TECHNICIAN-ASSISTANT - MEDIA LABS**DEFINITION**

Under general supervision of the appropriate administrator, the incumbent; oversees the planning, scheduling, operation, and coordination of fine arts media laboratories. Promotes and values the mission and vision of the college.

CLASS CHARACTERISTICS

The ~~in~~ instructional assistant ~~for~~ media laboratories is a professional characterized by possession of a college degree or equivalent in the appropriate fields. The incumbent is expected to share overall responsibility for the operation of film/video, graphics, multimedia, and photography laboratories with area instructors. The incumbent is expected to provide assistance to students and are required to perform at a skilled level with a considerable degree of independence. The incumbent in this class are expected to work with instructors to research and maintain new and replacement equipment. The incumbent will have a high frequency of responsible contact with administrative staff, students and faculty requiring sound judgment and good communication skills.

ESSENTIAL FUNCTIONS

1. Assumes instructional support responsibilities such as providing individual instructional assistance to students in the media laboratories; assisting area instructors in the technical and operational programs and activities in the laboratories; assist information technology services staff in maintaining the hardware and software in the various media laboratories, including preventative maintenance and the coordination of scheduling replacement and/or repairs.
2. ~~Supervises~~ Oversees and trains student workers in the labs and provides guidance as appropriate.
3. Facilitates classroom demonstrations.
4. Installs software modifications, monitors security operations and systems, and manages the files on the network server.
5. Maintains inventory records of expendable supplies and materials, prepares purchase orders, and stocks supplies and materials as required.
6. Maintains equipment and software inventory records and checks out equipment.
7. Monitors and handles laboratory safety procedures and the proper disposal of hazardous materials, including the preparation and clean-up of chemicals ~~stries~~ used in the photography program.
8. ~~May~~ Attend training and in-services as required to maintain qualifications.
9. Performs other related ~~work~~ duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment and computer maintenance;
Inventory and record keeping procedures;
General knowledge of software, installation, and computer graphics network systems.

Demonstrated ability to:

Work with general supervision;
Prioritize activities relating to the various labs;
Understand and carry out oral and written instructions;
Develop and maintain cooperative relationships with those contacted during the course of work;
Exercise initiative and good judgment in a variety of procedural situations.

Education and Experience:

A bachelor's degree in related media field with an emphasis in film, graphics, multi-media, or photography, or an associate's degree in media with an emphasis in film, graphics, multi-media, or photography and related responsible work experience, or any equivalent combination of training and experience.

Licenses and Certificates Required

Must possess a valid receive California driver's license and the ability to qualify for district vehicle insurance coverage obtain a certificate of completion for a HazMat 40 hr. General Site Worker Hazardous Waste Operations and Emergency Response (Hazwoper) within the first year of employment and keep up the certification by taking an 8-hr. Hazwoper annual refresher course.

Working Conditions:

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

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

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

Physical Demands:

Operates a computer keyboard

Communicates over the telephone, by email and in person.

Regularly lifts, carries and/or moves objects weighing up to 15 pounds.

Special Qualification:

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

INSTRUCTIONAL ASSISTANT-WELDING**DEFINITION**

Under supervision of the ~~Dean, Academic Affairs~~ appropriate administrator plans and organizes a wide range of instructional assistance activities in the Welding Technology program; values and promotes the mission and vision of the college

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent performs a wide range of responsible instructional support and clerical duties related to the operation of the Welding Program. The incumbent in this position assists Welding Technology instructors with general program operations and administration and may perform assigned instructional development tasks.

ESSENTIAL FUNCTIONS

1. Assists Welding Technology Department instructors in the preparation of materials and equipment used in class demonstrations.
2. Maintains gas storage area by ensuring proper labeling, rotating of cylinders, acceptance of new gas containers and return of empty gas cylinders and proper locking procedures and maintains proper storage of the inside lab and outside storage areas.
3. Tracks inventory and orders replacement gases using proper purchase order procedures.
4. Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments; keeps records and processes the return of supplies and equipment.
5. Ensures working condition of equipment relating to safety and operations and initiates repairs, as needed.
6. Provides instructors with information relative to student attendance.
7. Assists faculty and students in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.
8. Assists instructors in maintaining record keeping for materials, projects, and ~~attendance~~ participation.
9. Performs general clerical duties in support of the classroom laboratory.
10. ~~Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment.~~
11. Prepare and maintain accurate records and reports.
12. Perform other related functions as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles of welding processes;
- Welding tools and equipment;
- Proper procedures and practices in the use of lab tools and equipment;
- Health and safety practices and precautions applicable to welding shop areas;
- Computer systems, software and hardware common to instructional shop areas;

- Correct English usage, spelling, grammar and punctuation;
- Principles of recordkeeping;
- Business correspondence and report writing.

Demonstrated Ability to:

- Work with a high degree of independence and initiative;
- Understand and carry out oral and written directions;
- Learn, interpret, and apply department policies and procedures with sound judgment.

Education and Experience:

Equivalent to an associate's degree from an accredited college or university with major coursework in education, welding technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience in manufacturing/production fields with experience in welding.

Licenses and other requirements:

- Must take required safety courses as outlined in the Injury Illness Prevention Program and Forklift Truck tests as required by the college.
- Ability to be insured by the District's carrier for operation of district motor vehicles. ~~if needed.~~

Working Conditions:

- Duties will be performed in an indoor and outdoor environment.
- Exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials.
- Work with machinery; maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, standing, sitting or walking for prolonged periods of time.
- Operating motorized equipment and vehicles.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact in person, by email, or on the telephone with staff and the general public.

Physical Demands:

- Typically may stand or 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 50 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

11/18

06/13

Allan Hancock College
Human Resources

Classified-Technical
Range 2720

POLICE SERVICES/PUBLIC SAFETY DISPATCHER/ RECORDS -TECHNICIAN

DEFINITION:

Under the supervision of the College District Police Sergeant, and the Chief of Police, this position is responsible for a variety of comprehensive public safety dispatcher, records, alarm, and access control technical support duties for the Allan Hancock College District Police Department. The police support services technician is distinguished from other categories of clerical and support staff in that incumbents are required to complete or have completed the California Peace Officer Standards and Training (POST) public safety dispatcher certification program; The department operates using the Community Oriented Policing value philosophy, values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent will exercise considerable independence of action with minimal supervision and will be expected to make independent decisions concerning the application of appropriate technical and public safety dispatch and records procedures. This position ~~requires~~ engages in a high frequency of counter, phone, email and radio contact with students, staff, faculty high-ranking public other Law Enforcement agencies, Fire, EMS, District Attorney's Office safety officials, vendors, and community members requiring ~~good~~ high level of knowledge, professionalism, and strong communication and written skills. The incumbent must be able to meet all training and background requirements of the California POST public safety dispatcher program, records management system, Public Records Act certification and local, state, and federal data systems. ~~requirements of the Hancock College Police Department background investigation.~~ This position ensures accuracy and timeliness of local, state, and federal regulated reporting and recordkeeping of reports, evidence, ~~and~~ lost & found property systems, and data systems for Clery, Criminal Offender Record Information (CORI), National Incident-Based Reporting System (NIBRS), Racial and Identity Profiling Act (RIPA), and Banner, for the Allan Hancock College District police department.

ESSENTIAL FUNCTIONS:

1. Answer and triage ~~Ascertain~~ essential emergency and non-emergency calls for service information during both routine and stressful conditions while monitoring/operating all equipment and accesses all resources within the Police Department Dispatch Center;- maintains status and location of all field units.
- 1.2. Analyzes situations accurately and takes effective action to help ensure office and public safety.
- 2.3. Receives and d~~D~~ispatches routine and emergency radio calls clearly with appropriate police terminology, while operating California Law Enforcement Telecommunications System (CLETS) data system, Computer Aided Dispatch (CAD), Records Management

Systems(RMS), and Alarm Systems, and the Student Services ARGOS System. Refers non-law enforcement matters to appropriate campus departments.

4. Provides information to outside public safety agencies during emergencies/disasters; provides community notification through blue phone and PA Systems CLERY required Emergency Notification and Timely Warnings; maintains dispatch logs; answers incoming business calls, and maintains police department phone directory.

3-5.Provides general information and assistance to the public and contacts on-duty/on-call facilities and maintenance for emergencies or calls for service.

4-6.Enters /receives and ensures the protection of routine confidential information through CLETS, NIBRS, RIPA, CLERS, CORI, and Student Services ARGOS systems, as well as confidential criminal report information; retrieves data.

7. Prepares, distributes, and maintains crime reports for Student Services, District Attorney's Office, Probation and Parole Offices, and local law enforcement agencies. police office forms and security forms,

5-8.Gathersassists with crime statistics for annual Clery Report preparation This includes working with AHC partners in determining campus properties, non-campus, public property, and all Clery Geographical locations.

6-9.Processes state mandated refund requests; assists students, staff and faculty with obtaining parking permit, parking related questions and referrals to Student Services Cashiers.orders parking related forms.

7.—Coordinates staff travel arrangements; assists in maintaining police department training records; maintains meeting calendar and daily schedule of special activities on campus.

10.

11. Processes Banner Request for staff training and travel.

8-12. 8.—Ability to carry out Standardized Emergency Management Systems (SEMS) — procedures and the Incident Command System (ICS).

9-13. Maintains police department training records and manuals.

10-14. _____ Assists with the coordination of the SEM/NIMS and safety training for campus —employees.

11-15. _____ Maintains working knowledge of computerized campus lock/security systems, fire and security alarm program files for campus; programs alarms as needed with frequent contact with alarm and security companies.

12-16. _____ Process facilities – Locksmith key/access code requisition for distribution and return; emailing employees, issuing keys-access codes (and burglary alarm codes), and processing returned keys. Maintains hardcopy requisitions at department, working frequently with Facilities – Locksmith for requisition accountability and audit.

13-Processes monthly employee timesheets and payroll documents and documents monthly analysis of overtime.

17.

14-13-Processes purchase orders, places orders, follows-up with deliveries and _____ and _____ documentation. Processes contract/agreement payments.

18.

~~15-14-~~Enters budget transfers as directed.

19.

20. ~~15-~~Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Public safety dispatch and records techniques;
- California law Enforcement Telecommunications System (CLETS);
- Standardized Emergency management System (SEMS) procedures;
- Best campus safety practices, including CLERY;
- Written business communications;
- Professional telephone and police radio etiquette;
- Office organization and file maintenance;
- Microsoft Word, Excel, PowerPoint and CAD/RMS applications.

Demonstrated ability to:

- Independently and effectively handle work unit priorities and projects;
- Interpret and apply law enforcement policies and procedures;
- Understand and carry out oral and written directives;
- Analyze operational and procedural problems and recommend proposed solutions;
- Function in a competent, professional manner during critical incident response;
- Operate computer and computer aided dispatch 911 system with speed and accuracy;
- Draft and prepare clear and accurate memoranda and correspondence;
- Understand and function within the law enforcement chain of command structure;
- Operates communications equipment and other standard office equipment.
- Understand/Maintain confidentiality of police and student records (FERPA)

Education and Experience:

An Associate of Science degree or higher in administration of justice or public administration or related subject matter OR the equivalent of completion of high school and public safety dispatch or police records management certification from California POST, OR four years of increasingly responsible secretarial or clerical experience, OR any equivalent combination of qualifying education, training and experience.

Licenses, Certificates ~~Training~~ and Training Required:

- Post POST Public Safety Dispatch Course ~~certificate~~ certificate (120 hours), within the first 12 months of employment

- California Law Enforcement Telecommunication System (CLETS) certificate, within the first 12 months of employment.
- California Peace Officer Association Public Records Act training, within the first 2 years of employment.

Working Conditions:

- The incumbent will experience frequent interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with staff, faculty, students, and the general public.
- Work requires travel to other offices or locations to attend meetings or conduct work.
- Will support emergency operations and special event staffing

Physical Demands:

- Work may require sitting, standing and walking for prolonged periods and frequent lifting, carrying, pushing and/or pulling of objects weighing up to 25 pounds with occasional objects weighing 50 pounds maximum.

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 physical and learning disabilities.

R 7/2023

R 05/2016

R 06/13

R7/12

10/06

STUDENT RESOURCE AND SUPPORT TECHNICIAN**DEFINITION:**

Under supervision of the appropriate administrator, the incumbent assists to plan, organize, develop, and carry out student resource programs responsibilities, distribution of basic needs resources to students, oversee program-related special events, and support campus outreach activities, while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent performs technical and clerical duties with a considerable degree of independence and has a high frequency of contacts with students, staff, representatives of social service and educational agencies, and the public requiring tact and excellent oral communication skills. Incumbents in this position will support the distribution of student resources such as, but not limited to, food, clothing, school supplies, hygiene products. There will be regular interactions with clientele from diverse socioeconomic, cultural, and ethnic backgrounds.

ESSENTIAL FUNCTIONS:

1. Ensures available resources are distributed to eligible students.
2. Monitors, tracks, and inventories student resources.
3. Oversees the storage of food deliveries and discards expired or spoiled food in a safe manner.
4. Tracks individual distributions via electronic records.
5. Promotes basic needs resources and ensures students understand how to access community food assistance programs.
6. Conducts CalFresh outreach and enrollment workshops to various support programs and in classrooms.
7. Supports efforts to increase student participation in basic needs outreach and food security programs.
8. Assist students to complete applications for available community resources.
9. Track student CalFresh applications in collaboration with county CalFresh partners.
10. Works with campus partners to increase awareness of resources available to students on campus and in the community.
11. Assists in coordinating and participates in outreach events on campus and in the community.
12. Assists in the coordination and gathering of resource donations such as but not limited to food, clothing, school supplies.
13. Oversees community partner deliveries of resources for students.
14. Supports in the recruitment, training, and scheduling of student employees.
15. Assist with data gathering for reports.
16. Basic usage of applicable software programs.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Trauma informed principles to food insecurity and basic needs
- Principles of diversity, equity, and inclusion
- Basic needs support to promote academic success
- Customer service standards and procedures
- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Electronic data processing including input, update, and retrieval in assigned database systems
- Telephone and web registration procedures
- The importance of the mission and philosophy of community college
- Scheduling, coordination and allocation of resources
- Student management skills
- Written business communications including word/information processing applications and production
- Campus related resources, programs and services available to students.

Demonstrated Ability to:

- Perform technical duties in the maintenance of student academic records
- Actively listen and understand the needs of students;
- Support research and analysis.
- Maintain relevant state Management Information Systems (MIS) reporting procedures and requirements.
- Maintain and create accurate files and records.
- Perform complex technical duties with computerized database systems.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate assigned office equipment.
- Work confidentially with discretion and in compliance with Family Educational Rights and Privacy Act (FERPA) regulations.
- Organize workload and establish priorities with attention to detail and accuracy;
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

Licenses and Certificates Required:

- Must possess a valid class C California Driver's License at the time of hire.
- Obtaining California Food Handlers Card within 30 days of employment and renewal of the California Food Handlers Card every 3 years is required.

Education and Experience:

Possession of or the equivalent of an associate degree; with 1-year working or volunteering or working with community or student resource programs or in a food pantry, and 1-year clerical experience involving complex record keeping. A bachelor's degree is preferred. The ability to speak Spanish and/or Mixteco is desirable.

Working Conditions:

- Duties are performed in office environments, on school campuses and at local social service agency sites in the community.
- 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, community liaisons and the public.
- The incumbent will work on campus and will have some travel between campus sites.
- Special Events, training, and meetings may require the incumbent to travel within the state of California and potentially out of state.

Physical Demands:

- Typically may stand or sit for extended periods of time
- Regularly lifts, carries, and/or moves objects weighing up to 25 pounds;
- Operates a computer and or technological devices;
- Travels throughout the county, region and state as needed;
- Participates in learning activities, special events and community-based projects.
- Bending at the waist, kneeling, or crouching.

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.

New 3/2024

STUDENT SERVICES MEDICAL ASSISTANT**DEFINITION**

Under supervision of ~~Dean, Student Services~~ the appropriate administrator, the incumbent will work as part of the Health and Wellness Services medical office team performing clinical, technical, and clerical duties to meet the goal of providing primary health care for students. The incumbent will perform duties within their scope of practice and abide by any and all laws and regulations imposed on their license/certification.; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent, under limited supervision, will assist in front office duties, which include answering the phones, making appointments, filing and medical records maintenance. This assignment of duties will require a broader knowledge of the organizational unit, which includes a substantial amount of administrative detail and non-routine work.

ESSENTIAL FUNCTIONS

1. May assist with front office duties that include answering phones, making appointments and assisting students.
2. Assists with direct health care procedures and tasks, checks students in, obtains history, vital signs, chief complaint(CC), and prepares student for Registered Nurse (RN)/Medical Doctor (MD)/Nurse Practitioner (NP)/Physician Assistant (PA) evaluation.
3. Explains treatment procedures to students and prepares students for test/treatment/examination.
4. Performs routine lab test under RN/MD/NP/PA supervision.
5. Prepares exam rooms for visits, cleans rooms and instruments/equipment.
6. Maintains medical equipment in working order, including running controls when needed.
7. Inventories and orders medical supplies and materials including medications, restocks treatment rooms.
8. Prepares and maintains health education and office files.
9. Maintains confidentiality and privacy of students at all times.
10. Assists with education and health promotion under the direction of the RN.
11. Pulls charts and Maintains reminders for next appointments.
12. Maintains patients medical records in Electronic Health Record and ensures paperwork is completed properly.
- ~~11.~~ 13. Maintains Electronic Health Record software and trains on updates.
14. Assists RN/MD/NP/PA.
- ~~12.~~ 15. Provides patient support and education via telehealth platform as an extension of care.
- ~~13.~~ 16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

- ~~Knowledge of B~~basic elements of good English usage, spelling, arithmetic, filing, and telephone etiquette;
- ~~Knowledge of M~~medical terminology.
- Health Insurance Portability and Accountability Act (HIPPA) regulations;
- Bilingual in Spanish preferred

Demonstrated Ability to:

- Ability to Learn necessary college and office operations, procedures, and equipment usage;
- Operate a computer and other technology accurately and effectively;
- Develop and maintain cooperative relationships with those encountered in the workplace;
- Maintain clinic flow and provide assistance to medical provider.

Working Conditions:

- Duties are primarily performed in an office/ health center environment, at a desk or at a computer;
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent has a high frequency of responsible contact with students, staff and the general public requiring tact and good communication skills.

Education/Experience:

~~An equivalent to a high school diploma, Graduation from high school or the equivalent.~~
cCertificate of completion from an accredited medical assistant program or currently enrolled in medical assisting program.

~~**CPR and First Aid certification.**~~

Licenses and Certifications:

Requirement to be certificated in CPR and Automated External Defibrillator(AED).
First Aid Training

Physical Demands:

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

Special Qualification:

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

TRANSCRIPT EVALUATION SPECIALIST EVALUATOR**DEFINITION**

Under minimal supervision of ~~Director, Admissions and Records~~ appropriate administrator, the incumbent will perform a variety of complex technical duties involving the transcript evaluation of student records to determine graduation eligibility, certificates of completion, certification of CSU General Education Breadth ~~r~~Requirements, and Intersegmental General Education Transfer Curriculum (IGETC), and California General Education Transfer Curriculum (CAL-GETC) requirements as well as ~~and~~ course prerequisites; verify student external course work for eligibility for an AA/AS degree or certificate, and performing work involved in student registration, record retention and reporting; promotes and values the mission and vision of the college.

CLASS CHARACTERISTICS

The incumbent in this position performs work with ~~minimal supervision and~~ with a high degree of accuracy in the planning, organizing, and carrying out of a student external transcript evaluation program and performs specialized admissions and records and registration functions with a considerable degree of independence. An incumbent has a high frequency of contact with staff, students and the general public requiring tact and good communication skills. The incumbent may train ~~lower level~~ staff within the department. ~~All~~ Positions in this class require the ability to use an automated system to input and retrieve data with accuracy.

ESSENTIAL FUNCTIONS

1. Perform complex and technical duties involved in the external evaluation of student records and College level transcripts for completion of degree and /or certificates requirements and completion of general education and CSU, IGETC/CAL-GETC requirements for admissions to a four-year college/university.
- 1-2. May serve as a backup with degree and certificate evaluation and awarding as needed.
- 2-3. Receive and annotate electronic external transcripts;
4. Determine equivalency of courses completed at other educational institutions; interpret course descriptions; check for course repetitions, prerequisites; verify accreditation of other educational institutions.
- 3-5. Evaluates and annotates credit for prior learning upon approval from the respective academic department.
- 4-6. Evaluate external military service coursework ~~military service~~ credit training is entered into the ~~student information system~~ SIS. Certify completion of American Institutions, CSU GE Breadth and IGETC requirements.
7. Reviews high school transcripts for foreign language, Academic Placement (AP) test scores and IGETC requirements. ~~Review online admission applications for potential duplicates;~~
8. Determines the Math and English Placement from high school transcripts.
9. Utilize appropriate state, regional and national student-transfer information systems (i.e., ASSIST) to access course articulation with California four-year colleges and universities for purposes of transcript evaluations.
10. Manages course equivalencies for out-of-state institutions, universities, independent colleges, and community colleges at AHC. Develops and maintains mappings for course

- equivalency in the SIS, including CSU, IGETC/CAL-GETC transferable courses, and Institutional equivalencies, Generates pseudo-course for elective credits in the SIS.
11. Research for satisfactory external institutions' course attributes and maintains them for proper equivalency on SIS.
 12. Collaborate with the articulation officer for purposes of proper evaluation methods.
 13. Develops and updates transfer institution tables. Integrates accreditation agreements and categorizes transfer levels.
 - ~~5-14.~~ Review online admission applications for potential duplicates;
 - ~~6-15.~~ Enter prerequisite overrides into the ~~Student Information System~~SIS;
 - ~~7-16.~~ Enter provisional prerequisites into ~~Student Information System~~SIS and follow-up to ensure prerequisite has been met before the start of term;
 - ~~8-17.~~ Assist students, staff, faculty and the general public regarding registration and general college policies and procedures.
 - ~~9-18.~~ Assist students with the student portal, CCCApply and the college website
 - ~~10-19.~~ Process subpoenas requesting student information; inform students of legal requests and provide proper documentation to the appropriate agencies.
 - ~~11-20.~~ Determine and verify student eligibility for California residency.
 - ~~12-21.~~ Verify completeness and accuracy of forms submitted to Admissions and Records
 - ~~13-22.~~ Assist the immediate supervisor in ~~Maintain~~-maintaining up-to-date written procedures for the position.
 - ~~14-23.~~ Process on ~~d~~Demand ~~S~~Service ~~t~~Transcript requestss
 - ~~15-24.~~ Process ~~photo and non-photo~~ ID cards
 - ~~16-25.~~ Input student data information from admissions and records forms and maintain accuracy of student database.
 - ~~17-26.~~ Assist with the preparation of graduates for the annual commencement ceremony.
 - ~~18-27.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems;
- Receptionist and telephone etiquette;
- Written business communications.
- Database and data entry techniques;
- Mathematical calculations.

Demonstrated ability to:

- Learn, interpret and apply various college and state regulations, policies, and procedures;
- Evaluate student transcripts;
- Learn and apply, with good judgment, laws, policies and procedures related to the assigned student personnel area;
- Perform responsible technical work with speed and accuracy;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Remember and recall detailed information such as names, course numbers, grading systems, ~~units~~units, external attributes;
- Provide effective and prompt customer service;

- Perform arithmetic calculations with speed and accuracy.

Education and Experience:

A bachelor's degree ~~OR an associate degree with experience.~~ and Five years (5) of increasingly responsible experience in student records or any combination of education training, and experience considered to be equivalent. ~~may be substituted for the associate degree.~~

Working Conditions:

- Duties are primarily performed in a high-volume 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, electronic meetings or on the telephone, with staff and the general public.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, 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 7/2023
R 01/2020
R 01/2013
10/2000

CONSENT ITEM

To: Board of Trustees	Date: March 19, 2024
From: Superintendent/President	
Subject: Acceptance of Donation	Item Number: 11.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

The Pacific Conservatory Performing Arts (PCPA) received a donation of two cases of wine. The wine was donated for the PCPA concessions at the Marian Theater for preshow events. The donation is worth \$696.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees accept the donation from Verdad and Lindquist Family Wines.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Notice of Completion for the O – 300 Demolition Project (Bid No. 24-01)	Item Number: 11.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

On December 1, 2023, the board awarded the contract to Bedford Demolition & Contracting, Inc. for the O – 300 Demolition Project (Bid No. 24-01). The total amount of the demolition was \$234,450. The work is now complete. Therefore, it is appropriate for the district to file a notice of completion with the Santa Barbara County Recorder's Office.

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

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends that the board of trustees approve filing a Notice of Completion for the O – 300 Demolition Project, performed by Bedford Demolition & Contracting, Inc.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Notice of Completion for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07)	Item Number: 11.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

On October 4, 2023, the board awarded the contract to Quincon, Inc. for the Lompoc Valley Center Public Safety Training Complex Roof Prop (Bid No. 23-07). The total amount of the roof prop project was \$429,596. The work is now complete. Therefore, it is appropriate for the district to file a notice of completion with the Santa Barbara County Recorder's Office.

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

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends that the board of trustees approve filing a Notice of Completion for the Lompoc Valley Center Public Safety Training Complex Roof Prop Project, performed by Quincon, Inc.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 11.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND

Acceptance of Grants Approved

Institutional Grants has been notified of funding for the following grants in the amount of \$2,782,468.

1. California Community Colleges Chancellor's Office English Language Learners Adults Healthcare Pathways Success Plan (\$142,468)

The college has been awarded \$142,468 in funding to partner with Lompoc Unified Adult Education Consortium English Language Learner Healthcare Pathways Grant which will help the region develop healthcare-focused vocational pathways for English language learners (ELL) across all levels of English proficiency. Lompoc Adult School and Career Center are the lead on this project and will be focused on ensuring the outcome of 20 ELL students enrolling in the programs, 12 ELL students completing the training with certifications or licenses, and 12 attaining jobs.

No matching funds are required. The project period is July 1, 2023 to June 30, 2026. (Submitted by Sofia Ramirez Gelpi)

2. California Community Colleges Chancellor's Office Hire Up (\$2,640,000)

The college has been awarded \$2,640,000 in funding to support the establishment of the Hire UP pilot program to provide stipends to formerly incarcerated students, CalWORKs recipients, and former foster youth. This grant will help students meet the true cost of college attendance, gain clear access to credential programs and workforce support.

No matching funds are required. The project period is July 1, 2024 to June 30, 2025. (Submitted by Genevieve Siwabessy)

FISCAL IMPACT

1. California Community Colleges Chancellor's Office English Language Learners Adults Healthcare Pathways Success Plan (\$142,468)
2. California Community Colleges Chancellor's Office Hire Up (\$2,640,000)

RECOMMENDATION

Staff recommends the board of trustees accept these contracts for a total of \$2,782,468 in restricted funds to the district and review the grant proposals as submitted.

Administrator Initiating Item: Jon Hooten	Final Disposition:
--	--------------------

Review of Grant Proposals Submitted

Institutional Grants has submitted the following grant applications for a total of \$1,200,000 in requested funds.

1. National Science Foundation (NSF): C-ENGAGE (\$1,200,000)

The college applied for \$1,200,000 in funding in partnership with Cuesta College and Cal Poly, San Luis Obispo to support students in STEM pathways. This is the second iteration of this project. Two AHC cohorts of 20 engineering and computer science students each will receive financial support of up to \$10,000 per year for two years. Each C-ENGAGE scholar will be matched with an AHC mentor, a Cal Poly mentor, and receive academic, personal, and professional development support. Scholars that continue on to Cal Poly will continue to be supported at the university component of the project.

No matching funds are required. The project period is for one year from August 1, 2024 to July 2030. (Submitted by Dominic Dal Bello, Christine Reid)

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.I.
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:
--	--------------------

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		BIOLOGY		
Devine, Domenica	40399	BIOL 100	Introductory Biology	.388
Devine, Domenica	40500	BIOL 100	Introductory Biology	.004
		MUSIC		
Dechaine, Nichole	41057	MUS 170	Applied Music	.066
		RECREATION		
Provencio, Charles	40274	REC 103	Leadership in Rec. Services	.131

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		CHEMISTRY		
Davis, Natalia	40212	CHEM 120	Introductory Chemistry	.188
		COUNSELING		
Pina, Laura	Assigned	COUN	Counseling SEAP – Other Duties	.023
Pina, Laura	Assigned	COUN	Counseling SEAP	.091
		EMERGENCY MEDICAL SERVICES PARAMEDIC		
Rouleau, Kati	41746	EMSP 353	Paramedic Field Internship	.110
Rouleau, Kati	41745	EMSP 343	Paramedic Clinical Practicum	.184
		FIRE TECHNOLOGY		
Burch, William	40895	FT 307	Firefighter 1 Academy 1A	.132
Camacho, Jeremy	40895	FT 307	Firefighter 1 Academy 1A	.088
Collins, Brandyn	40895	FT 307	Firefighter 1 Academy 1A	.088
Martinez, Essex	40895	FT 307	Firefighter 1 Academy 1A	.059
Montejo, Vincent	40895	FT 307	Firefighter 1 Academy 1A	.103
Stevens, Nicole	40895	FT 307	Firefighter 1 Academy 1A	.066
		LAW ENFORCEMENT		
Camarena, Juan	41831	LE 425	PC 832 Firearms	.004
Gomez, Ruben	41831	LE 425	PC 832 Firearms	.029
Kuhl, Perry	41344	LE 321	Basic Law Enforcement Academy	.008
Vega, Woodrow	41344	LE 321	Basic Law Enforcement Academy	.017
		LIBRARY		
Downey, Jennifer	Assigned	LIBR	Librarian-SM	.028
Hopper, Michelle	Assigned	LIBR	Librarian-SM	.027
Moore, Mary Michelle	Assigned	LIBR	Librarian-SM	.030
Moore, Mary Michelle	40759	LBRY 170	Research Methods	.133
Pierini, Rosalyn	Assigned	LIBR	Librarian-SM	.002
Weinschenk, Ethan	Assigned	LIBR	Librarian-SM	.002
		MUSIC		
Coelho, Jerry	41057	MUS 170	Applied Music	.061
Foreman, Karen	41057	MUS 170	Applied Music	.083
Johnson, Carl	41057	MUS 170	Applied Music	.083
Ruyle, Chad	41057	MUS 170	Applied Music	.127
		SPEECH COMMUNICATION		
Hoskins, Matthew	40528	SPCH 101	Public Speaking	.200

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SPRING 2024**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADULT BASIC SKILLS		
Moretti, Alicia	40640	BASK 7015	Reading and Writing Lab	.310
Muranaka, Linda	42211	BASK 7011	Basic Math	.054
Rivera, Griselda	42212	BASK 7005	High School Equivalency Exam Prep	.162
		VOCATIONAL COMMUNITY EDUCATION		
Wambolt, Lilia	42115	VOCE 7108	Computer Skills Lab	.081

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

INSTRUCTOR District Funded	ASSIGNMENT	DOLLAR AMOUNT
Auten, Diane	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00
Avery, Helena	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Bierly, Gary	Large class stipend spring 2024, HIST/HUM 101 (CRN 40684/40865) had 63 students at census. Per article 14.6.2. \$600.00 x 3 units = \$1,800 (1/22/24 - 5/22/24).	\$1,800.00
Bierly, Gary	Large class stipend spring 2024, HIST/HUM 102 (CRN 40323/40324) had 59 students at census. Per article 14.6.2. \$600.00 x 3 units = \$1,800 (1/22/24 - 5/22/24).	\$1,800.00
Bierly, Gary	Large class stipend, spring 2024, HIST/HUM 101, (CRN 40093/40103) had 56 students at census. Per article 14.6.2, the \$600 x 1 unit = \$1,800 (1/22/24 - 3/15/24).	\$1,800.00
Buckarma, Sunshyne	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Camarena, Juan	To provide not-for-credit training via contract education (2/6/24 - 2/9/24).	\$1,336.80
Cazares, Rocio	To provide not-for-credit training via contract education. Orange County EVOG (1/29/24).	\$597.12
Cazares, Rocio	To provide not-for-credit training via contract education (2/13/24 - 2/15/24).	\$1,791.36
Cazares, Rocio	To provide not-for-credit training via contract education (2/13/24 - 2/15/24).	\$2,239.20
Dal Bello, Dominic	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00
Davis, Natalia	Per Article 11.11, science double lecture, Chem 120, CRN 41008 and 41009 (1/22/24 - 5/22/24).	\$2,489.47
Day, Alan	To provide not-for-credit training via contract education. Orange County EVOG (1/30/24 - 2/2/24).	\$1,775.00
Day, Alan	To provide not-for-credit training via contract education (2/6/24 - 2/9/24).	\$1,997.46
Derry, Jody	Large class stipend, spring 2024, CBOT 100, CRN 40329 had 56 students at census. Per Article 14.6.2 \$600 x 1 units = \$600 (1/22/24 - 3/15/24).	\$600.00
Dickel, Jason	To provide not-for-credit training via contract education (2/2/24).	\$606.00
Dickinson, Jeremy	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Dockstader, David	Assisting and instructing students with DMV exam prep and Class A driving exam (2/23/24).	\$278.08
Doyle, Timothy	Per Article 11.11, science double lecture-Chem 120 CRN 40413 and 40414 (1/22/24 - 5/22/24).	\$2,812.61
Fox, Alicia	Work on site with the open anatomy lab workers (1/22/24 - 5/22/24).	\$600.00
Fox, Alicia	Will teach an additional 24 hours of the BIO189 cadaver dissection class for spring 2024, fulltime overload (1/22/24 - 5/22/24).	\$1,132.80
Garrett, William	To provide not-for-credit training via contract education. Orange County EVOC (1/30/24 - 2/1/24).	\$1,775.52
Garrett, William	To provide not-for-credit training via contract education. Golden West (2/12/24 - 2/15/24).	\$2,515.32
Garrett, William	To provide not-for-credit training via contract education. Golden West (2/12/24 - 2/15/24).	\$2,071.44
George, Kenneth	To provide not-for-credit training via contract education (2/8/24 - 2/9/24).	\$1,137.44
Greene, Jeffrey	To provide not-for-credit training via contract education (2/8/24).	\$568.72
Greene, Jeffrey	To provide not-for-credit training via contract education. Golden West (2/12/24).	\$284.36
Huddle, Kevin	To provide not-for-credit training via contract education (2/9/24).	\$696.08
Huddle, Kevin	To provide not-for-credit training via contract education. Golden West (2/15/24).	\$870.01
Licoscos, Christine	Evaluator for Adam Pasion part-time faculty evaluation fall 2023 (1/16/24).	\$200.00
Loomis, Sherry	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Lopez, Joe	To provide not-for-credit training via contract education (2/15/24).	\$915.12
Lowery, Herod	Assisting with moving truck and trailers for the truck driving program (1/31/24).	\$88.48
Magana, Jorge	Non-instructional: spring 2024 coordination duties for Perishable Skills program, not-for-credit courses (2/5/24 - 2/26/24).	\$1,571.85
Magana, Jorge	To provide not-for-credit training via contract education. Orange County EVOC (1/29/24 - 2/2/24).	\$2,843.60
Magana, Jorge	To provide not-for-credit training via contract education (2/5/24 - 2/9/24).	\$2,630.33
Magana, Jorge	To provide not-for-credit training via contract education (2/12/24 - 2/15/24).	\$2,843.60
Magdalena, Ramos	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00
Mahon, Nathaniel	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Marsh, Jennifer	Per Article 11.11, science double lecture, BIO 100, CRN 40020 and 41006 (1/22/24 - 5/22/24).	\$2,489.47
Marszalkowski, Paul	Piano accompanist for the college's voice concerts (5 hours), choir concerts (20 hours), and applied music recitals (8 hours) (1/22/24 - 5/22/24).	\$1,508.76
Marszalkowski, Paul	Piano accompanist for rehearsals during spring 2024 semester voice concerts (2/5/24 - 5/22/24).	\$1,554.48
Martinez, Merari	Assisting and instructing students with DMV exam prep and Class A driving exam (2/22/24).	\$385.76
McDonald, Jeffrey	To provide not-for-credit training via contract education (2/9/24).	\$507.76
McDonald, Jeffrey	To provide not-for-credit training via contract education. Golden West (2/13/24).	\$190.41
Mitchem, Derek	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00
Moret, Jeanine	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Neumann, Timothy	To provide not-for-credit training via contract education. AICC (2/12/24 - 2/14/24).	\$2,485.80
Parker, Elizabeth	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Perkins, Michael	To provide not-for-credit training via contract education (2/15/24).	\$497.16
Phillips, Tracy	Per Article 11.11, science double lecture, CHEM 120, CRN 40395 and 40517 (1/22/24 - 5/22/24).	\$2,505.89
Pollack, Uri	Stipend of \$500 per academic year, per program review MOU: paramedic for 2023-24 academic year (1/22/24 - 5/22/24).	\$500.00
Ramirez, Sebastian	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Reid, Robert	To provide not-for-credit training via contract education (1/29/24 - 2/2/24).	\$3,030.00
Smiley, Michael	Coordination duties for the paramedic program (1/16/24 - 5/24/24).	\$3,972.05
Sorenson, Gregory	To provide not-for-credit training via contract education (2/14/24).	\$710.09
Sorenson, Sydney	30-hour distance education training (12/20/23 - 1/31/24).	\$1,800.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Straub, Christopher	Large class stipend, spring 2024, HIST/ES 120 CRN 41651 and 41664 had 60 students at census. Per Article 14.6.2 \$600.00 x 3 units = \$1,800.00 (1/22/24 - 5/22/24).	\$1,800.00
Temple, Patricia	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Tuan, Juanita	30-hour training distance education training (12/20/23 - 1/31/24).	\$1,800.00
Tye Talkin, Helen	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/20/23 - 1/31/24).	\$1,800.00
Valle, Jesus	To provide not-for-credit training via contract education (2/12/24 - 2/15/24).	\$710.09
Vasquez, Frank	To provide not-for-credit training via contract education (2/12/24 - 2/15/24).	\$3,314.40
Vernon, Sherman	Culturally responsive curriculum modification (12/3/23 - 1/21/24).	\$2,608.00
Wambolt, Lilia	Stipend of \$500 per academic year, per program review MOU: BASK and VOCE for 2023-24 academic year (1/22/24 - 5/22/24).	\$500.00
West, Liz	30-hour training distance education training (12/20/23 - 1/31/24).	\$1,800.00

Grant Funded

Appel, Jeff	Coordinator duties for the math department, equitable placement, support, and completion grant, AB1705 (1/22/24 - 5/22/24).	\$2,400.00
Astacio, Jaime	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Ayres, Amanda	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,787.28
Becerra, Lynn	Culturally responsive professional development Training (2/2/24).	\$180.00
Brennan, Marcia	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$2,151.60
Cecena, John	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Conner, Bethany	Open skills lab tutoring support for nursing students (2/2/24 - 5/3/24).	\$1,680.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Deleija, Veronica	2023-24 Innovation Award project co-Lead: Identify, support, and remediate nursing students who are at-risk for clinical failure. Report outcomes and open skills lab tutoring for students in the nursing program (1/22/24 - 5/15/24).	\$1,920.00
Eachus, Chris	Coordinator duties for the math department for the equitable placement, support and completion grant AB1705 (1/22/24 - 5/22/24).	\$2,400.00
Gallien, John	Provide support for success teams and guided pathway initiatives through data analysis. Attend meetings and represent guided pathways at Academic Senate (1/29/24 - 5/17/24).	\$2,880.00
Gloeckner, Robin	Participated in the culturally responsive professional development training (2/2/24).	\$140.19
Halderman, Anthony	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,860.87
Hernandez, David	Men's Support Group every other Wednesday to discuss challenges in their personal, academic and career life. Provide tips for coping with challenges as well as group counseling to learn from each other (2/7/24 - 5/8/24).	\$1,440.00
Hidinger, Matthew	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,759.56
Keiser, Andria	Duties (including meetings and research) related to fall 2023 and spring 2024 semester English Language Learners student cohort (10/20/23 - 11/20/23).	\$180.00
Kopecky, Susie	Research successful corequisite ESL freshman composition models at other community colleges and gather information so the English department may benefit from other college experiences as mentioned in Section 3 of the college's AB1705 Implementation plan (1/22/24 - 5/22/24).	\$1,800.00
Krier, Erin	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Landeros, Martin	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Licoscas, Christine	Peer review planning for the following project: Provide support to adjunct and full-time faculty teaching corequisite classes by promoting the use of a wall-to-wall instruction model which maximizes the integration of two linked courses (1/22/24 - 5/22/24).	\$106.64
Lovell, Ron	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Manalo, Larry	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Maxson, Shavaun	2023-24 Innovation Award project co-Lead: Identify, support, and remediate nursing students who are at-risk for clinical failure. Report outcomes and open skills lab tutoring for students in the nursing program (1/22/24 - 3/15/24).	\$960.00
McMahon, Michael	To provide writing center "English Learners: A Smooth Transition into English 101" workshop for students, includes research and presentation (2/22/24).	\$121.68
Meza, Ryan	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,508.76
Miyahara, Leonard	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,980.00
Moretti, Alicia	To provide writing center "Resumes and Cover Letters" workshop for students, includes research and presentation. (5/8/24).	\$125.24
Novoa, Karina	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,980.00
Nunez, Christina	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Nunez, Christina	Peer review planning for the following project: Provide support to adjunct and full-time faculty teaching corequisite classes by promoting the use of a wall-to-wall instruction model which maximizes the integration of two linked courses (1/22/24 - 5/22/24).	\$120.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Nunez, Christina	To provide writing center "Grammer & Punctuation: Comma Rules" workshop for students, includes research and presentation (2/7/24).	\$120.00
Nunez, Christina	To provide writing center "Reading Strategies for College Students" workshop for students, includes research and presentation (2/7/24).	\$120.00
Raybould-Rogers, Julia	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Raybould-Rogers, Julia	Coordination duties for the English department for equitable placement, support and completion grant, AB 1705 (1/22/24 - 5/22/24).	\$4,800.00
Raybould-Rogers, Julia	Peer review planning for the following project: Provide support to adjunct and full-time faculty teaching corequisite classes by promoting the use of a wall-to-wall instruction model which maximizes the integration of two linked courses (1/22/24 - 5/22/24).	\$120.00
Romo, Alina	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Romo, Alina	To provide writing center "MLA: In-text Citations & Works Cited" workshop for students, includes research and presentation (2/21/24).	\$60.00
Sanders, Andrea	Faculty are working in a learning community purposed for advancing student athletes and increasing retention and success. Please see attached for detailed information (1/22/24 - 5/22/24).	\$1,560.00
Scovil, Tracy	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,860.00
Senior, Robert	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Senior, Robert	Faculty are working in a learning community purposed for advancing student athletes and increasing retention and success. Please see attached for detailed information (1/22/24 - 5/22/24).	\$1,560.00
Shaffer, Emily	Participated in the culturally responsive professional development training (2/2/24).	\$126.36
Smith, Brandon	Participated in the culturally responsive professional development training (2/2/24).	\$134.73

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Sorenson, Sydney	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Stokes, Brian	Co-chair a success team. Hold monthly meetings with success team, attend success team navigator's meetings, work to advance the goals and initiatives through the success team (1/29/24 - 5/17/24).	\$1,020.00
Sullivan, Darren	Provide support for success teams and Guided Pathways (GP) initiatives through data analysis. Attend GP meetings, represent GP at Academic Senate (1/29/24 - 5/17/24).	\$9,331.00
Sullivan, Darren	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,759.56
Sutter, Wendy	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,980.00
Wills, Kacie	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$3,240.00
Wills, Kacie	To provide writing center "Steps to a Strong Thesis" workshop for students, includes research and presentation (3/27/24).	\$120.00
Wright-Morgan, Christina	Culturally responsive curriculum modification (1/1/24 - 2/11/24).	\$2,132.80
Youngblood, Brian	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,980.00
Yun, Paul	Title V embedded services training and implementation throughout the semester (1/17/24 - 5/22/24).	\$1,508.76

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Authorization for Out-of-State Travel	Item Number: 11.J.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

BACKGROUND

In accordance with board policy 4300, the Pacific Conservatory of the Performing Arts (PCPA) Student Chapter of United States Institute for Theatre Technology (USITT), advised by part-time faculty members Jennifer Zornow and Jacob Woolworth, and PCPA Conservatory Director of Technical Theatre/Assistant Professor Anne McMeeking, are requesting approval to attend the USITT conference in Seattle, WA on March 19-24, 2024. The purpose of this trip is to participate in the technical theatre industry's yearly, four-day conference and product showcase. Five current students have been selected by Disney Live Entertainment Division to be participants in the pathways program at USITT. This program aligns students with professional mentorship through the USITT organization and its industry partners. PCPA has been selected as the inaugural west-coast educational partner for the pathways program by Disney Live Entertainment, with the intention to continue this educational partnership through 2026 and in perpetuity if feasible.

FISCAL IMPACT

Through a combination of student driven fundraising and sponsorships (Disney Live Entertainment, USITT), there will be no cost incurred to the district.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for part-time faculty members Jennifer Zornow and Jacob Woolworth, PCPA Conservatory Director of Technical Theatre/Assistant Professor Anne McMeeking, and six PCPA students to attend the USITT conference in Seattle, WA on March 19-24, 2024.

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

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Authorization for Out-of-State Travel for the Superintendent/President	Item Number: 11.K.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

BACKGROUND

Authorization for out-of-state travel is requested for the superintendent/president to travel as indicated below:

<u>No.</u>	<u>Meeting With</u>	<u>Location</u>	<u>Date(s)</u>	<u>Purpose of Travel</u>
1.	Hispanic Association of Colleges & Universities (HACU) Capitol Hill Forum	Washington, DC	April 9-11, 2024	To attend Capitol Hill Forum

FISCAL IMPACT

- The estimated cost is approximately \$1,600.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for the superintendent/president to attend the 2024 HACU Capitol Hill Forum in Washington, DC on April 9-11, 2024.

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

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Adoption of Additions and Changes in the Academic Policy and Planning Committee Curriculum Report	Item Number: 11.L.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

BACKGROUND

The curriculum report for the period February 1, 2024 to February 15, 2024, 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:
--	--------------------

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

March 19, 2024

For the period February 1, 2024 to February 15 2024

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

Linda Kelly, 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:  3/14/24
President, Academic Senate
Allan Hancock College Date

Adopted by Board of Trustees:  3/19/24
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
THEA 198Y	Catalog: Topics in Theatrical Performance Banner: Exploration of Little Shop of Horrors to Agitators Justification: This course will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors, and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form. LOE: Audition, interview, and/or portfolio review.	1.00
THEA 198Z	Catalog: Topics in Theatrical Performance Banner: Rep of Little Shop of Horrors to Agitators Justification: See above. LOE: Audition, interview, and/or portfolio review.	3.00
THEA 199Y	Catalog: Topics in Theatre Banner: Exploration of Little Shop of Horrors to Agitators Justification: See above. LOE: Audition, interview, and/or portfolio review.	1.00
THEA 199Z	Catalog: Topics in Theatre Banner: Rep of Little Shop of Horrors to Agitators Justification: See above. LOE: Audition, interview, and/or portfolio review.	3.00

New Noncredit Courses

Prefix & Number	Course Title & Justification	Units
NURX 7110	Lifelong Learning in Nursing 1 Justification: The course is designed to reinforce the importance of life-long learning in both the nursing program and nursing practice. It promotes success in both academic and clinical endeavors. It is a requisite behavior in nursing practice. The professional nurse continues to reflect and learn from every patient encounters.	24.00-32.00
NURX 7111	Lifelong Learning in Nursing 2 Justification: same as above.	24.00-32.00
NURX 7112	Practicing RN Skills Justification: The course refreshes prior nursing knowledge and skills in preparation for the final semester of the RN program. The students reported that they struggled to perform RN-level thinking and clinical practice due to the long break. The course will refresh and layer the requisite nursing knowledge and skills of a final semester RN student. The class will have both didactic and clinical components.	24.00-32.00

Prefix & Number	Course Title & Justification	Units
NURX 7114	Think Like a Vocational Nurse	24.00-32.00
	Justification: The course prefix is changed to NURX to enable listing the course next to the other nursing courses. A DE modality is also added. No other changes to the course outline.	

New and Modified Requisites

Prefix & Number	Course Title	Requisites
THEA 198Y	Catalog: Topics in Theatrical Performance Banner: Exploration of Little Shop of Horrors to Agitators	LOE: Audition, interview, and/or portfolio review.
THEA 198Z	Catalog: Topics in Theatrical Performance Banner: Rep of Little Shop of Horrors to Agitators	LOE: Audition, interview, and/or portfolio review.
THEA 199Y	Catalog: Topics in Theatre Banner: Exploration of Little Shop of Horrors to Agitators	LOE: Audition, interview, and/or portfolio review.
THEA 199Z	Catalog: Topics in Theatre Banner: Rep of Little Shop of Horrors to Agitators	LOE: Audition, interview, and/or portfolio review.
NURX 7110	Lifelong Learning in Nursing 1	LOE: Prior enrollment in RN courses.
NURX 7111	Lifelong Learning in Nursing 2	LOE: Prior enrollment in RN courses.
NURX 7112	Practicing RN Skills	LOE: Prior enrollment in RN courses.
NURX 7114	Think Like a Vocational Nurse	Corequisite: Concurrent enrollment in AHC LVN courses.

Textbook Change

Prefix & Number	Course Title	Text Changes
FILM 105	Film and Television Writing 1	<i>Screenwriter's Bible</i> updated to 7th Ed and <i>The Writer's Journey</i> updated to 25 th Anniversary Ed

Request for Distance Education

Prefix & Number	Course Title	DE Modality
NURX 7110	Lifelong Learning in Nursing 1	DE Async and Sync
NURX 7111	Lifelong Learning in Nursing 2	DE Async and Sync
NURX 7114	Think Like a Vocational Nurse	DE Async and Sync

Discipline Change

Prefix & Number	Course Title	Discipline Change
PHTO 110	Basic Photography	From "Photography (Masters Required)" to "Photographic Technology/ Commercial Photography or Photography (Masters Required)"
PHTO 140	Introduction to Color Photography	From "Photography (Masters Required)" to "Photographic Technology/ Commercial Photography or Photography (Masters Required)"
PHTO 170	Digital Photography	From "Photography (Masters Required)" to "Photographic Technology/ Commercial Photography or Photography (Masters Required)"

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of New Community Services (Fee-Based) Education Courses	Item Number: 11.M.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 5

BACKGROUND

The following fee-based courses for the College for Kids – Hancock Horizons, College for Kids Dance, and Fitness Classes for Adults programs are proposed. The required review process was completed.

College for Kids - Hancock Horizons

Exploring Academic and Career Excellence – This four-week program allows students going into ninth through twelfth grade students to prepare for college level writing and math expectations, along with personal and career exploration. For summer 2024, the career focus will be STEM. Upon completion of the program, students will perform better in their academic classes and obtain career decision-making skills. The courses in this program are part of a learning community. Students participating in the summer program are expected to enroll in all courses in the program. Total Cost of the Program Per Student: \$260

Course Details	Course Description
Hancock Horizons - Math (CFK 8060) (16-32 hours)	This course is to help students increase their math skills and concepts applied to Real-Life applications and problem-solving strategies in preparation for college-level math. (9 th through 12 th grade)
Hancock Horizons – Reading and Writing (CFK 8061) (16-32 hours)	This course is to help students increase their reading and writing skills in preparation for college level composition. (9 th through 12 th grade)

(continued)

FISCAL IMPACT

Community Services (fee-based) courses are self-supporting.

RECOMMENDATION

Staff recommends that the board of trustees approve the fee-based courses as proposed and authorize that these courses be repeated as frequently as needed to support the needs of the community.

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

Course Details	Course Description
Hancock Horizons – Future Scholars (CFK 8062) (4-8 hours)	Assists students in considering individual development with the goal of increasing knowledge of self and others providing students with the essential tools to ensure a success in college. (9 th through 12 th grade)
Hancock Horizons – Future Professionals (CFK 8063) (4-8 hours)	This course provides exposure to career research, and career resources to develop a career plan. (9 th through 12 th grade)
Exploring a Career in STEM: Automotive Mechanics and Technology (CFK 8064) (1-4 hours)	Students will be introduced to careers related to cars and car maintenance including providing necessary services, such as automotive repairs. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's automotive technology program designed to give students the high-tech skills they need to enter the dynamic and ever-evolving automotive industry. (9 th through 12 th grade)
Exploring a Career in STEM: Plants and Animals in Agriculture including Veterinary Technician (CFK 8065) (1-4 hours)	Students will be introduced to careers related to plants and animals within our agricultural systems including agricultural banking, pest control, natural resources management, and farm and ranch sustainability and productivity. Additional information will be provided related to veterinary technicians. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's agricultural sciences program as well as the veterinarian technician program designed to give students the skills needed to enter these dynamic and ever-evolving industries. (9 th through 12 th grade)
Exploring a Career in STEM: Robotics and Electronics (CFK 8066) (1-4 hours)	Students will be introduced to careers related to robotics and electronics including designing and developing technological devices and how technology helps individuals, businesses, and communities thrive. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's electronics program designed to give students the skills needed to enter this dynamic and ever-evolving industry. (9 th through 12 th grade)

Course Details	Course Description
Exploring a Career in STEM: Welding and Machining (CFK 8067) (1-4 hours)	Students will be introduced to careers related to welding and machining including building and repairing items essential for our modern lives, techniques used in modern welding and metalwork, manual machine operations, computer numerical control operations, computer-aided drafting and manufacturing designing, and manufacturing programming. The explorative experience will include demonstrations and hands-on opportunities to learn about these thriving STEM career opportunities and the different degree. (9 th through 12 th grade)
Exploring a Career in STEM: Engineering (CFK 8068) (1-4 hours)	Students will be introduced to careers within the engineering field including designing the objects that we use every day, from simple tools to high-tech devices; technologies needed to sustain life, such as clean water, energy, transportation systems, medical devices, and more; creating systems that allow us to explore outer space, to investigate the atom, to travel far distances, and to connect with each other. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's engineering program designed to give students the skills needed to enter this dynamic and ever-evolving industry. (9 th through 12 th grade)
Exploring a Career in STEM: Architectural Design and Computer-Aided Drafting (CFK 8069) (1-4 hours)	Students will be introduced to careers related to architectural design including various styles and structures of buildings in our community, designing spaces to be more functional, designing structures of one's own imagination, architectural graphics, computer-aided design and drafting, architectural drawing systems, building construction and code requirements, and architectural planning. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's architecture drafting program designed to give students the skills needed to enter this dynamic and ever-evolving industry. (9 th through 12 th grade)

Course Details	Course Description
<p>Exploring a Career in STEM: Environmental Health and Safety (CFK 8070) (1-4 hours)</p>	<p>Students will be introduced to careers related to environmental health and safety including assessing environmental impacts, sustainability and public health, managing environmental regulatory compliance, monitoring and collecting water, soil and air samples, workplace safety and hazard analysis, researching and interpreting environmental health and safety laws and regulations, and developing and implementing environmental sustainability and workplace safety programs. The explorative experience will include demonstrations and hands-on opportunities to learn about this thriving STEM career opportunity and the different degree and certificate options available at Allan Hancock College's environmental health and safety program designed to give students the skills needed to enter this dynamic and ever-evolving industry. (9th through 12th grade)</p>
<p>Exploring a Career in STEM: Life and Physical Sciences (CFK 8071) (1-4 hours)</p>	<p>Students will be introduced to careers related to biology, physics, chemistry, geology and astronomy including exploring the world around us DNA, genetics, and evolution; the chemistry of manufacturing food, household and personal care products, paints and building supplies; natural resource management, climate change, and natural hazards like flooding, earthquakes, and landslides; mapping, data analysis, and communication; using physics to understand conceptually what happens in any given physical scenario, compute predictions of how fast or how far things will go, learn to simulate physical phenomena with coding; astronomical observations in the sky with and without instruments such as telescopes including the moon, stars, constellations, planets and other solar system bodies. The explorative experience will include demonstrations and hands-on opportunities to learn about the different thriving STEM career opportunities within the life and physical sciences and the various degree and certificate options available at Allan Hancock College's life and physical sciences department designed to give students the skills needed to enter these types of dynamic and ever-evolving industries. (9th through 12th grade)</p>

College for Kids Dance

Courses are stand-alone college for kids dance courses. Zulu Dance strives to show every child the true meaning of hip-hop: peace, love, unity, and having fun! They spread that message through teaching dance to as many kids as possible. Zulu Dance has after-school programs across the country, including the central coast where the founder is originally from.

Course Details	Course Description	Cost
Zulu Hip Hop Dance (Age 4-5) (CFK 8012) (6-8 hours)	Fun Hip-Hop choreography, special dance games, lessons about the history of hip-hop, and uplifting music are used to cultivate every child's confidence. Zulu Dance strives to show every child the true meaning of hip-hop, which is peace, love, unity, and having fun! (Age 4-5)	\$126
Zulu Hip Hop Dance (Age 6-8) (CFK 8013) (6-8 hours)	Fun Hip-Hop choreography, special dance games, lessons about the history of hip-hop, and uplifting music are used to cultivate every child's confidence. Zulu Dance strives to show every child the true meaning of hip-hop, which is peace, love, unity, and having fun! (Age 6-8)	\$126
Zulu Hip Hop Dance (Age 9-12) (CFK 8018) (6-8 hours)	Fun Hip-Hop choreography, special dance games, lessons about the history of hip-hop, and uplifting music are used to cultivate every child's confidence. Zulu Dance strives to show every child the true meaning of hip-hop, which is peace, love, unity, and having fun! (Age 9-12)	\$126
Zulu DJ Class (Age 13-18) (CFK 8020) (6-8 hours)	Students will learn how to Mix Music, Scratching, Break Down Music, Music Application, Song Transitions, & DJ History Lessons! (Age 13-18)	\$192
Zulu DJ Class (Age 9-12) (CFK 8022) (6-8 hours)	Students will learn how to Mix Music, Scratching, Break Down Music, Music Application, Song Transitions, & DJ History Lessons! (Age 9-12)	\$192

Fitness Classes for Adults:

Courses are stand-alone fitness courses. These courses are being proposed by a current instructor.

Course Details	Course Description	Cost
Full-Body Barre Workout (CSFT 8032) (6-16 hours)	Full-body barre work is a technique inspired by elements of ballet, yoga, and Pilates. It has an emphasis on building core strength and long, lean muscles throughout the workout.	\$80
HIIT Workout (CSFT 8033) (6-16 hours)	HIIT is interval training workout. Increase heart rate to at least 80% of one's maximum heart rate.	\$80

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Approval of Equivalency Certification for Faculty	Item Number: 11.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

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>
Wagner, Warren	Vocational Community Education (noncredit) - Commercial Truck Driving

FISCAL IMPACT

None

RECOMMENDATION

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

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

Allan Hancock College
Community Education

Regular Certification
 Not Approved

**Equivalency Certification for Noncredit
Short-term Vocational**

Name: Warren Wagner Department: Community Education

Semester/Year: Spring 2024 Discipline/Area: Vocational Ed - Commercial Truck Driving

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

Minimum Qualifications

A bachelor's degree and two years of occupational experience related to the subject of the course taught, or
An associate degree, and six years of occupational experience related to the subject of the course taught, or
Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, or
For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

Criteria for Equivalency

- Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.
- Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

GE Area A - See Attached
GE Area B - See Attached
GE Area D - See Attached
GE Area D1 - See Attached
GE Area D2 - See Attached
GE Area D generic - See Attached

Warren W Wagner
Signature of Candidate (2024 10:05 PST)

Date Feb 13, 2024

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

Signature of Department Chair <u>Dolicia Navarotto</u>	Date <u>2/12/24</u>	Signature of Dean <u>[Signature]</u>	Date <u>Feb 13, 2024</u>
Signature of Appropriate Academic Vice President <u>[Signature]</u>	Date	Signature of Committee Chair Professional Standards Committee <u>[Signature]</u>	Date

Commercial Truck Driver Equivalency

Candidate's name: Warren Wagner

Term/Year: Spring 2024

Date of submission: August 23, 2023

GE Area A:

- A certified commercial truck driver must apply the scientific method to interpret service manuals, understand the theory of the systems being diagnosed, develop an initial hypothesis based on customer input, follow testing and diagnostic procedures to isolate and repair system defects, and verify the repair resolved the system defect.
- A commercial truck driver must understand the principles of fluid dynamics and hydraulics, the composition of friction materials, and automotive electrical systems.
- The applicant also holds a Class A commercial driver's license.

GE Area B:

- A commercial truck driver must be able to understand and communicate with diverse customers with diverse needs. Technicians must utilize knowledge of social groups to interact constructively, communicate effectively, and manage customer and internal relations.
- A self-employed commercial truck driver or business owner must apply microeconomic and macroeconomic concepts to predict and respond to market forces on consumer spending.

GE Area C:

- SPAN/ENGL bilingual: The Commercial Truck Driving candidate is at a functional level of the Spanish language. They have a basic command of the language needed in a limited range of simple, routine, and familiar tasks and situations. For example, they can understand and pass on simple messages, are able to deal with simple, straightforward information, and are able to maintain simple face-to-face conversations, using at least one form of the present, past, and future tenses. At this level, the candidate can understand and use up to 1,000 of the most frequently encountered or personally relevant vocabulary items.

GE Area D:

D1:

- A licensed commercial truck driver must effectively translate the results of a vehicle diagnosis into written form for either the service advisor or customer so that a layperson can understand the diagnosis and repair of the vehicle (English Composition).

- A licensed commercial truck driver must effectively research repair manuals, databases, and other sources to locate necessary information to understand problems and to propose and perform necessary repairs.

D2:

- A licensed commercial truck driver must demonstrate the ability to decipher information from the customer in either oral or written form regarding their vehicle complaint, use the information to diagnose the vehicle problem causing the customer's concern and communicate the findings either orally or in written form to the service advisor or customer.
- For a licensed commercial truck driver, every aspect of a job revolves around analytical thinking skills. These skills are used to confirm a customer's concern, perform root-cause diagnostic procedures, and verify the repair.
- A licensed commercial truck driver must use mathematical skills to manage and calculate ratios, measurements, comparisons, and specifications related to problem investigation, development of appropriate repair solutions, and repair performance. A licensed automotive technician may also apply mathematical skills and reasoning to machine parts and tools to exact specifications.

D generic:

- As a licensed commercial truck driver, the applicant must effectively translate the results of a vehicle diagnosis into written form for either the service advisor or customer so that a layperson can understand the diagnosis and repair of the vehicle (English Composition). Further, as a licensed commercial truck driver, the applicant must effectively research repair manuals, databases, and other sources to locate necessary information to understand problems and to propose and perform necessary repairs.
- As a business owner/manager, the applicant must also clearly understand all laws and regulations connected to running a business, hiring and recruitment, drug and alcohol testing, and employee supervision. He must also be current in training aspects such as sexual and workplace harassment training, including training related to his employment/business.
- Applicant is also certified via the "Supervisor's Guide to Reasonable Suspicion Management Training."

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Acceptance of Employee Resignations and Retirements	Item Number: 14.A.
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
Williamson, Lori	Science Laboratory Specialist	Life & Physical Sciences	06/01/24	08/01/97

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

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX	Item Number: 14.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

BACKGROUND

Revised administrative procedure 3433, Prohibition of Sexual Harassment under Title IX, underwent the review process. During the review, the administrative procedure received updates recommended by the league and to closely align with current practice.

The administrative procedure is recommended by the California Community College League's Policy and has been vetted through the shared governance process.

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



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

AP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of ~~his/her/their~~their age or because of ~~his/her/their~~their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - ~~**Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their~~their age or because of ~~his/her/their~~their temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including

instances where the victim is incapable of giving consent because of ~~his/her/their~~their age or because of ~~his/her/their~~their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of ~~his/her/their~~their age or because of ~~his/her/their~~their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
 - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape — Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

⊖ **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for ~~his/her/their~~their safety or the safety of others or suffer substantial emotional distress.

References: Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Title IX, Education Amendments of 1972;

Approved: 10/13/20

Revised: TBD Board Date

(This is a new procedure)



INFORMATION ITEM

To: Board of Trustees	Date: March 19, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 3434, Responding to Harassment Based on Sex under Title IX	Item Number: 14.C.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 22

BACKGROUND

Revised administrative procedure 3434, Responding to Harassment Based on Sex under Title IX, underwent the review process. During the review, the administrative procedure received updates recommended by the league and to closely align with current practice.

The administrative procedure is recommended by the California Community College League's Policy and has been vetted through the shared governance process.

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



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

AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX

Introduction

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations and that ~~meet~~meets Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is the Chief Student Services Officer and the Title IX Coordinator's contact information is:
 800 South College Dr., bldg. A-213
 (805)922-6966 ext.3659
 TitleIX@hancockcollege.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

The investigation and adjudication of alleged sexual harassment under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of ~~its~~the District’s choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Parties have the right to consult with an attorney, at their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as an advisor.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke their consent at any time.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
 - unable to communicate due to a mental or physical condition.

Decision-Maker: The Chief Instructional Officer or designee will oversee the live hearing and make a determination of responsibility. The District may have one Decision-Maker determine whether the Respondent is responsible, and another Decision-Maker determine the appropriate level of penalty for the conduct. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:

- **Sex Offenses**: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape (except Statutory Rape)**: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - ~~Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.~~
- **Sexual Assault with an Object**: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse**:
 - **Incest**: Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape – Non-Forcible**: Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence**: Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence**: Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or

- By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Because individuals may be deterred from reporting incidents of sexual harassment if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform individuals that the primary concern is for student and employee safety and that use of alcohol or drugs never makes a Complainant at fault for sexual harassment. An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus)

District Employees and Officials with Authority

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other

employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

Individuals identified as supervisors under California's Fair Employee and Housing Act also be identified as Officials with Authority.

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report

Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with written notice of options for, available assistance in, and how to request available supportive measures. The District will provide such measures to Complainant and Respondent as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will ~~only make disclosures~~not disclose that the District is providing supportive measures except to those with a need to know to enable the District to provide the service. Supportive measures may include changes to academic, living, transportation, and working situation or protective measures such as counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue a no-contact directive prohibiting the Respondent from contacting the

Complainant during the pendency of the investigation. The District shall not issue a mutual no-contact directive automatically, but instead shall consider the specific circumstances of each report of sexual harassment to determine whether a mutual no-contact directive is necessary or justifiable to protect a Party's safety or well-being, or to respond to interference with an investigation. If the District issues any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action. If the District issues a mutual no-contact directive, the District shall also provide the Parties with a written justification for the directive.

Sexual Assault and Domestic Violence Counselors

For further information about services provided by sexual assault and domestic violence counselors on campus, see AP 3540 Sexual and Other Assaults on Campus and in Campus Programs.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency removalRemoval

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's ~~Chief Human Resources Officer~~Title IX Coordinator or designee will conduct the individualized safety and risk analysis.

If the ~~Chief Human Resources Officer~~Title IX Coordinator or designee determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of their removal. The ~~Chief Human Resources Officer~~Title IX Coordinator or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative ~~leave~~Leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process:**Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; ~~and~~
- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- For student Parties, notice regarding appropriate counseling resources the District has developed and maintains.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of ~~formal complaint~~Formal Complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not ~~require~~required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential or actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-

Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within **180** calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the **180**-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping. The District shall grant a student Party's reasonable request for an extension of a deadline related to a complaint during periods of examinations or school closures.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Student Complainant Requests for Confidentiality

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, if found responsible, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;
- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed, or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student-Complainant's request for confidentiality, it shall still take reasonable steps to respond to the Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating an investigation or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the request for confidentiality will limit the steps the District will take to respond to the report of sexual harassment.

If the District determines that it must disclose the student-Complainant's identity to the Respondent or proceed with a Formal Complaint, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained investigators~~Investigators~~

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment ~~and~~, how the District's grievance procedures operate, ~~and~~ trauma-informed investigation techniques. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Burden of Gathering Evidence and Burden of Proof

The District, not the Parties, has the responsibility to gather information and interview witnesses. ~~When the~~ As part of the District's burden of gathering evidence, the District's investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide, whether it is more likely than inculpatory or exculpatory. The investigator shall not that reported conduct occurred make findings or determinations of law or fact.

Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure. Written evidence submitted by a Party is limited to 20 pages or 10,000 words.

Evidence of Past Sexual History

An investigator or Decision-Maker shall not consider the past sexual history of the Complainant except in the limited circumstances described below:

- The investigator or Decision-Maker shall not consider the Complainant's prior sexual history unless such questions or evidence is offered to prove that someone other than the Respondent committed the alleged conduct; or
- The investigator or Decision-Maker shall not consider the Complainant's prior sexual behavior unless the questions or evidence concern specific incidents of the

Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

- Where the investigator or Decision-Maker allows consideration of questions or evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or Decision-Maker shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

Notice of Investigative Interview

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send/make available to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- ~~A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;~~
- A table of contents if the report exceeds ten pages; and

- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they ~~do~~does not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing ~~or other time of determination regarding responsibility~~, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party or a witness requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

The Decision-Maker shall provide an explanation of the meaning of the preponderance of the evidence standard and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines

that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the Decision-Maker has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

Cross-Examination

The District ~~will~~shall permit each Party's Advisor to ask the other Party and any ~~witnesses~~witness relevant questions ~~and follow-up questions~~, including ~~those~~ questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination. The other Party shall have an opportunity to object to a question posed. The District may limit such objections to written form, and neither the Decision-Maker nor the District are obligated to respond, other than to include any objection in the record. The Decision-Maker shall have the authority and obligation to discard or rephrase any question that the Decision-Maker deems to be irrelevant. In making these determinations, the Decision-Maker is not bound by, but may take guidance from, the formal rules of evidence.

~~Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination.~~

If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker may admit any statement of that Party or witness in reaching a determination regarding responsibility. The Decision-Maker will give the statements whatever weight the Decision-Maker determines appropriate, bearing in mind that the statements have not been tested by cross-examination. In doing so, the Decision-Maker should consider, and if possible, determine, whether the witness or Party made the statement and what the statement proves. ~~A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.~~

The Decision-Maker cannot draw an inference about the determination of responsibility based solely on a Party's or witness's absence from the live hearing or refusal to submit to cross-examination or to answer any question.

The Decision-Maker may also ask any Party or witness questions. If a Party or witness refuses to respond to a Decision-Maker's questions, the Decision-Maker is not precluded from relying on that Party or witness' statements.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than **20 business days** after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;

- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, ~~suspension, or discharge~~ transfer, suspension, or dismissal as prescribed in discharge. Employee sanctions are guided by District policy and procedure, State and Federal laws and regulations, California Education Code, and collective bargaining agreements.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within **ten business** days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The Chief Business Officer will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within **five (5) business** days of receiving a Party's appeal;

- Allow the non-appealing Parties at least **ten (10) business** days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within **45** business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal ~~resolution~~Resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student or any allegations of sexual assault.

Retaliation ~~prohibited~~Prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District. The District will also provide its policy and procedures related to Title IX to all volunteers who will regularly interact with students and each individual or entity under contract with the District to perform any service involving regular interaction with students.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The District will provide a comprehensive trauma-informed training program to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, best practices for assessment of a sexual harassment complaint, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, ~~and~~ how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, bias, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. Materials for this training must include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

The District will provide Officials with Authority with training regarding their obligation to report sexual harassment and instruction on how to report sexual harassment to the Title IX Coordinator.

File retentionRetention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;

- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

References: ~~20 U.S.~~
Education Code Sections 468167380 et seq.;
34 Code of Federal Regulations Parts 106.1 et seq.
20 U.S. Code Sections 1681 et seq.;

Approved: 10/13/20
Revised: 12/20/22
Revised: TBD Board Date

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: First Review of Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	Item Number: 14.D.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 22

BACKGROUND

Revised administrative procedure 3435, Discrimination and Harassment Complaints and Investigations, underwent the review process. During the review, the administrative procedure received updates recommended by the league and to closely align with current practice.

The administrative procedure is recommended by the California Community College League's Policy and has been vetted through the shared governance process.

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



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 3 – Human Resources

AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS

Title IX Related Complaints

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Reporting and Filing Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

All responsible employees are required to report all actual or suspected sexual harassment to the Chief Human Resources Officer or other college Administrator immediately. A responsible employee is any employee who has the authority to take action to redress sexual harassment or provide supportive measures to students, or who has been given the duty of reporting incidents of sexual harassment to an appropriate District official who has that authority.

Confidential Reporting

An employee who is a therapist, physician, psychotherapist, member of the clergy, sexual assault counselor, domestic violence counselor, or other individual acting in a professional capacity for which confidentiality is mandated by law is exempt from having to report sexual harassment concerns to the Title IX Coordinator or other designated employee, unless otherwise required by law.

An employee who is not considered a responsible employee must inform each student who provides him/her/them with information regarding sexual harassment of the student's

ability to report to a responsible employee and direct the student to those specific reporting resources.

Outreach

When a responsible employee reports actual or suspected sexual harassment involving students to the Title IX Coordinator or designee, who will assess the report of sexual harassment and provide outreach, as appropriate, to each identifiable student who is alleged to be the victim of the reported conduct. The outreach shall include all of the following information:

- The District received a report that the student may have been a victim of sexual harassment;
- A statement that retaliation for filing a complaint or participating in the complaint process, or both, under this procedure is prohibited;
- Counseling resources within the District or in the community;
- Where a crime may have occurred, notice that the student has the right, but not the obligation, to report the matter to law enforcement;
- The District's complaint and investigation procedures established pursuant to this procedure;
- Potential interim measures, such as no-contact directives, housing changes, and academic schedule changes, where applicable;
- The importance of preserving evidence;
- A request for the student to meet with the Title IX coordinator or other designated employee to discuss options for responding to the report; and
- The manner in which the District responds to reports of sexual harassment and a description of potential disciplinary consequences.

The District shall consider and respond to requests for accommodations relating to prior incidents of student sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the District's policies.

Complaints

A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law. Complaints must be filed with the Chief Human Resources Officer or designee unless the Party submitting the complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President.

The District may request but shall not require the Complainant to submit a complaint on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at the human resources department or on the district website. The Chief Human Resources Officer or designee shall record the verbal complaint in

writing. The Chief Human Resources Officer or designee will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A complaint must meet **each of the following** criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures or state or federal law prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegations of discrimination, harassment, or retaliation; and
- The Complainant must file any complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the complaint does not meet the requirements set forth above, the Chief Human Resources Officer or designee will ~~promptly contact~~ notify the Complainant ~~and specify the defect.~~ If the Complainant is unable to fix the defect within 14 days that the complaint, the Chief Human Resources Officer or designee shall consider the does not contain allegations contained in the complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding unlawful discrimination that are sufficient under this procedure to trigger an investigation. The Chief Human Resources Officer or designee will specify why the complaint is defective.

If the defect is based on the Complainant's failure to state sufficient facts to support a claim of unlawful discrimination, the Chief Human Resources Officer or designee shall offer the Complainant an opportunity to proffer additional facts to support his/her/their claims through an intake interview, which shall be scheduled as soon as reasonably convenient for the Complainant and Chief Human Resources Officer or designee.

If, after the intake interview, the Chief Human Resources Officer or designee determines that the Complainant has still not stated sufficient facts to support a claim of unlawful discrimination, the Chief Human Resources Officer or designee shall provide the Complainant with a written determination explaining the basis for dismissing the complaint within 14 days of the intake interview. The Chief Human Resources Officer or designee must also notify the Complainant of his/her/their right to appeal this determination directly to the Chancellor of the California Community Colleges within 30 days from the date of the notice of dismissal.

Oversight of Complaint Procedure

The Chief Human Resources Officer or designee is the "responsible District officer" charged with receiving complaints of discrimination or harassment and coordinating their investigation.

~~The actual investigation of complaints may~~must be assigned by the Chief Human Resources Officer or designee ~~the Assistant Director, Human Resources, HR Coordinators, to other staff, or to a neutral investigator.~~ A neutral investigator means an outside persons or organizations under contract withinvestigator or an internal investigator who is not in the chain of command of the Districtrespondent, not substantially implicated by the allegations in the complaint, and who is otherwise impartial. Neutral investigators must be properly trained to conduct such investigations.

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Chief Human Resources Officer or designee. Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the Chief Human Resources Officer or designee and at the California Community Colleges Chancellor's Office website.

Advisers in Student Harassment Complaints

Student Parties in complaints involving sexual harassment are permitted to have a support person or adviser accompany him/her/them during any stage of the complaint process described in this procedure. Student Parties in complaints involving sexual harassment have the right to consult with an attorney, at his/her/their own expense, at any stage of the complaint process if he/she/they wishes to do so. An attorney may serve as a support person or adviser.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department of Fair Employment and Housing (DFEH)(CRD).

Any District employee who receives a harassment or discrimination complaint shall notify the Chief Human Resources Officer or designee immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the Chief Human Resources Officer or designee shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office ~~of~~ Civil Rights of the U.S. Department of Education and employee Complainants may file a complaint with the California Civil Rights Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- In matters involving student sexual harassment, provide student Parties notice regarding appropriate counseling resources developed and maintained by the District.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Chief Human Resources Officer or designee should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

Regardless of whether a complaint has been filed under this procedure, if the District knows, or reasonably should know, about possible sexual harassment involving individuals subject to the District's policies at the time, the District shall promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the District determines that an investigation is not required.

Student Complainant Requests for Confidentiality

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;
- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed, or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student Complainant's request for confidentiality, it shall still take reasonable steps to respond to the ~~complaint~~ Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against Respondent or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the steps the District will take to respond to the complaint will be limited by the Complainant's request for confidentiality.

If the District determines that it must disclose the student Complainant's identity to the Respondent or proceed with an investigation, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

Investigation

The Chief Human Resources Officer or designee shall:

- Provide notice to student Parties to a sexual harassment complaint that the District is conducting an investigation. The notice shall include the allegations against the Respondent and the alleged District policy violations under review. If new allegations that arise during the course of the District's investigation that could subject either student Party to new or additional discipline or corrective action, the Chief Human Resources Officer or designee shall provide a supplemental notice to the student Parties.
- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Chief Human Resources Officer or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially using trauma-informed investigation techniques.

The investigation and adjudication of alleged misconduct under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Investigators will use the following steps: interviewing the Complainant; interviewing the accused individual; identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred. Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure. Written evidence submitted by a Party is limited to 20 pages or 10,000 words.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report, and the District shall notify the Complainant and Respondent of the outcome within 90 days of the District receiving the complaint. The District will toll the timeline while the Parties are engaged in good faith efforts at informal resolution.

Cooperation Expected: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness with information relevant to the allegations, including the Complainant ~~and any available witnesses identified by the Complainant in the complaint~~;
- An explanation of why an identified potential witness was not interviewed;
- An analysis of relevant data or other evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of student and employee Respondents during the investigation process and any ensuing discipline.

Evidence of Past Sexual History

An investigator or hearing officer, if required by this procedure, shall not consider the past sexual history of the Complainant or Respondent except in the limited circumstances described below:

- The investigator or hearing officer shall not consider prior or subsequent sexual history between the Complainant and anyone other than the Respondent for any reason unless directly relevant to prove that physical injuries alleged to have been inflicted by the Respondent were inflicted by another individual;
- The investigator or hearing officer shall not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations;
 - Where the investigator or hearing officer allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or hearing officer shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving a complaint, the district shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant, setting forth all of the following:

- The Superintendent/President's or their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on a preponderance of the evidence standard and the basis for that determination including factual findings;
- In the event a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- The proposed resolution of the complaint;
- The Complainant's right to appeal to the District's Board of Trustees and the California Community Colleges Chancellor's Office; and
- In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

- The Superintendent/President's or their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- The proposed resolution of the complaint; and
- The Complainant's right to appeal to the District's Board of Trustees and to file a complaint with the California Civil Rights Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

- The Superintendent/President's or their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- The proposed resolution of the complaint, including any disciplinary action against the Respondent; and
- In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

The District will toll the timelines described above while the Parties are engaged in good faith efforts at informal resolution.

In matters involving an academic employee placed on involuntary paid administrative leave, the District shall complete its investigation within 90 working days of the administrative leave commencing, unless the period of paid administrative leave is extended by agreement of the employee and District for a period not exceeding 30 additional calendar days.

Discipline for Student Sexual Misconduct Not Subject to Title IX

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference, conducted by a neutral decision-maker other than the investigator.

In other complaints involving sexual harassment against a student, the District shall decide whether a hearing is necessary to determine whether any sexual violence more likely than not occurred. In making this decision, the District may consider whether the Parties elected to participate in the investigation and whether each Party had the opportunity to suggest questions to be asked of the other Party and witnesses during the investigation.

The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. Either Party or any witness may request to answer the questions by videoconference from a remote location.

At the hearing, the other Party shall have an opportunity to note an objection to the questions posed. The District may limit such objections to written form, and neither the hearing officer nor the District are obligated to respond, other than to include any objection in the record. The hearing officer shall have the authority and obligation to discard or rephrase any question that the hearing officer deems to be repetitive, irrelevant, or harassing. In making these determinations, the hearing officer is not bound by, but may take guidance from, the formal rules of evidence.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the hearing officer has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

The hearing officer shall provide an explanation of the meaning of the preponderance of the evidence standard, and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

~~Evidence of Past Sexual History~~

~~An investigator or hearing officer, if required by this procedure, shall not consider the past sexual history of the Complainant or Respondent except in the limited circumstances described below:~~

- ~~• The investigator or hearing officer shall not consider prior or subsequent sexual history between the Complainant and anyone other than the Respondent for any reason unless directly relevant to prove that physical injuries alleged to have been inflicted by the Respondent were inflicted by another individual;~~
- ~~• The investigator or hearing officer shall not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations;~~
 - ~~• Where the investigator or hearing officer allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.~~

~~Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or hearing officer shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.~~

Discipline and Corrective Action

If harassment, discrimination, or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, transfer, suspension, or dismissal as prescribed in discharge. Employee sanctions are guided by District policy and procedure, State and Federal laws and regulations, California Education Code, and collective bargaining agreements or education code.

Remedies for the Complainant might include, but are not limited to:

- providing an escort to ensure that the Complainant can move safely between classes and activities;
- ensuring that the Complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, address the hostile environment, if one has been created, prevent its recurrence, address its affects, and protect the Complainant and witnesses from retaliation as a result of communicating with the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems- and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board's review on appeal is limited to the following issues:

- whether there was a procedural error in violation of this procedure;
- whether there was a defect in the investigation;
- whether new evidence unavailable during the investigation despite the Complainant's due diligence would substantially impact the outcome of the investigation;
- whether correct legal standards were applied; and
- whether the District's determination was an abuse of discretion.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the ~~forty-sixth~~46th day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the Complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within ~~thirty~~30 days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the Complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the California Civil Rights Department of Fair Employment and Housing.

In any complaint dismissed pursuant to Title 5 Section 59332, a complainant may file a written appeal with the California Community Colleges Chancellor's Office within 30 days from the date of the notice of dismissal.

Remand

The California Community ~~College~~Colleges Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community ~~College~~Colleges Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community ~~College~~Colleges Chancellor's Office within 30 days by following the appeal procedures above.

Extension of Time

A student Complainant or Respondent may request, in writing, an extension of a deadline related to a complaint during periods of examinations or school closures. The District shall grant a student Party's reasonable request for an extension of a deadline related to a complaint during periods of examinations or school closures.

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

The extension of time provisions described above do not apply to investigations involving an academic employee placed on involuntary paid administrative leave.

Disclosures to the California Community Colleges Chancellor's Office

Upon request of the California Community Colleges Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report, unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or a statement indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

Interim and Supportive Measures

Interim measures are individualized services offered as appropriate to either or both the Complainant and Respondent in an alleged incident of sexual misconduct, prior to an investigation or while an investigation is pending.

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a complaint has been filed.

The District will provide interim or supportive measures to Parties as appropriate and as reasonably available.

Interim and supportive measures may include changes to academic, living, transportation, and working situation or protective measures such as counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

No-Contact Directives

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue an interim no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The District shall not issue an interim mutual no-contact directive automatically, but instead shall consider the specific circumstances of each case to determine whether a mutual no-contact directive is necessary or justifiable to protect the noncomplaining party's safety or well-being, or to respond to interference with an investigation. If the District issues a no-contact directive

after making decision of responsibility, the no-contract directive shall be unilateral and only apply against the Party found responsible.

Upon the issuance of a mutual no-contact directive, the District shall provide the Parties with a written justification for the directive and an explanation of the terms of the directive. Upon the issuance of any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action.

File Retention

÷The District will retain on file for a period of at least five years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties, of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, the district shall provide all relevant, ~~non-privileged~~privileged documents upon request of the ~~Chancellor~~California Community Colleges Chancellor's Office.

Dissemination of Policy and Procedures

District policy and procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, all employees, all volunteers who will regularly interact with students, and each individual or entity under contract with the District to perform any service involving regular interaction with students at the District. District policy and procedures related to harassment will also be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An

employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of “abusive conduct,” and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor’s harassment training must also address potential exposure and liability for employers and individuals, supervisor’s obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, and appropriate remedial measures to correct harassing behavior.

Training for responsible employees must also address the responsible employee’s obligation to report sexual harassment and instruction on how to report sexual harassment to the responsible District officer.

The District will also provide comprehensive, trauma-informed training to each employee involved in the District’s sexual harassment or discrimination grievance procedure including investigating and adjudicating complaints involving sexual violence, sexual assault, domestic violence, dating violence, and stalking. This training shall include information on trauma-informed investigatory and hearing practices that help ensure an impartial and equitable process, best practices for assessment of a sexual harassment or sexual violence complaint, best practices for questioning of the complainant, respondent, and witnesses, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Materials for this training shall include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District

law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. ~~If other rules are violated, the District will address such violations separately from an allegation of sexual violence.~~ An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

References:

Education Code Sections 212.5, 231.5, 66281.5, 66281.8, ~~and 67386~~, and 87623;
 Government Code Section 12950.1;
 Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
 Title 2 Sections 11023 and 11024;

Adopted: 4/10/18

Revised: 10/13/20

Revised: 6/11/19

Revised: 12/20/22

Revised: TBD Board Date

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: First Review of Board Policy and Revised Administrative Procedure 4230, Grading and Academic Record Symbols	Item Number: 14.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

BACKGROUND

Board policy and administrative procedure 4230, Grading and Academic Record Symbols are legally required. After review, the board policy required no revisions or updates. The administrative procedure was revised to align with updated Title 5 regulations.

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



**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

Reference: Title 5 Section 55023

Adopted: 7/9/19

Reviewed:



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

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

Evaluative Symbols:

- A – Excellent (Grade Point = 4)
- B – Good (Grade Point = 3)
- C – Satisfactory (Grade Point = 2)
- D – Less than satisfactory (Grade Point = 1)
- F – Failing (Grade Point = 0)
- P – Passing (At least satisfactory – units awarded not counted in GPA)
- NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)
- SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative Symbols:

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up according to the following:

DEADLINE FOR COMPLETION:

- For summer session, the deadline is the last day of instruction of the following fall semester, or earlier.
- For fall semester, the deadline is the last day of instruction of the following spring semester, or earlier.
- For the winter intersession, the deadline is the last day of instruction of the following spring semester, or earlier.
- For the spring semester, the deadline is the last day of instruction of the following fall semester, or earlier.

If the deadline is less than outlined above, the completion date is indicated by the instructor on the Incomplete contract.

It is the instructor's responsibility to submit a grade if the above deadline has or has not been met. Once the above outlined date has passed, incomplete grades will automatically change from an "I" to the default grade listed above. If the student completes the work, it is the instructor's responsibility to submit his / her copy of the Incomplete Contract with the grade earned to the Admissions & Records office.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress: The "IP" symbol shall be used only in courses ~~which that~~ extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. ~~The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.~~ replace the IP symbol once the course is completed. The "IP" symbol shall not be used in calculating grade point averages. ~~If a student enrolled in an "open entry, open exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.~~

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal from a course(s) to due to specific events beyond the student's control and based upon verifiable documentation. Such reasons include, but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;

- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the Director, Admissions and Records.

An EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change.

Reference: Title 5 Section 55023, 55024

Approved: 5/14/19

Revised:

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Bond Measure I Citizens' Oversight Committee 2023 Annual Report	Item Number: 14.F.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 9

BACKGROUND

The Bond Measure I Citizens' Oversight Committee was established at the October 17, 2006 Allan Hancock Joint Community College District Board of Trustees meeting. The committee, currently comprised of seven members, has been meeting since November 7, 2006. Pursuant to the California Constitution and the Education Code, the committee bylaws require that it "shall present to the board, in public session, an annual written report which shall include the following: (a) a statement indicating whether the district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and (b) a summary of the committee's proceedings and activities for the preceding year."

At the March 19, 2024 board meeting, the annual report will be presented to the district on behalf of the Citizens' Oversight Committee for the period of January 1 through December 31, 2023.

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



2023

Annual Report to the Board of Trustees

Bond Measure I
Citizens' Oversight Committee

Presented March 19, 2024



2023 Citizens' Oversight Committee members

Judith Dale

Support Organization

Angelica Gutierrez

Business Organization

Samantha Martinez

Student Representative

Roy Reed

Taxpayers Association

Sue Slavens

Senior Organization

Kenneth Wolf

Community at-large

DISTRICT STAFF

Kevin G. Walthers, Ph.D.

Superintendent/President

Melinda Martinez

Executive Secretary to the Superintendent/President

Lauren Milbourne

Director, Public Affairs & Communications

Eric D. Smith

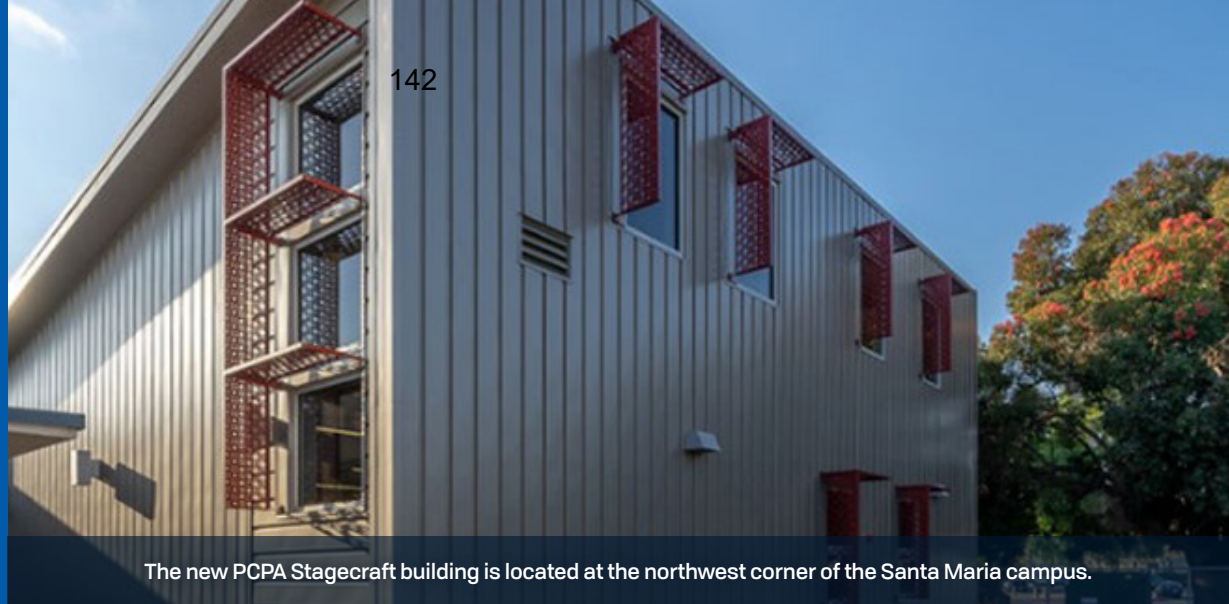
Associate Superintendent Vice President, Finance & Administration

Andy Specht, Ph.D.

Director, Information Technology Services

Cover Image:

New Fine Arts Complex



The new PCPA Stagecraft building is located at the northwest corner of the Santa Maria campus.

LETTER FROM THE THE CHAIR



On behalf of the Allan Hancock College Measure I Citizens' Oversight Committee, it is my privilege as Chair to present the Measure I 2023 Annual Report to the Board of Trustees.

Since the community approved the bond in 2006, Measure I has revolutionized and modernized the college. This year has seen the grand opening of one of the largest projects to date: the new Fine Arts Complex. Located on the Santa Maria campus, the Fine Arts Complex is the hub for creativity and learning at Hancock. The two-story, 88,787-square-foot facility is an impressive presence on campus. It features a 350-seat concert hall and houses the college's dance, drama, film, graphics, music, photography, and multimedia arts programs. The Fine Arts Complex joins other major bond-funded buildings, like the Public Safety Training Complex in Lompoc and the Industrial Technology and Student Services buildings on the Santa Maria campus. The face of the college continues to transform in ways that will positively serve our community for generations to come.

The committee regularly receives detailed information from the college's management and staff concerning the progress and expenditures related to the various projects identified in the 2006 Measure I Bond. The committee plays an important role in informing the public about the District's expenditures of bond money, providing oversight to ensure that bond revenues are spent on construction projects as promised to voters.

It is the opinion of this committee that based on the oversight activities and the independent financial and performance audits noted herein, the college remains in full compliance with the requirements of Article XIII A, Section 1(b) (3) of the Constitution of the State of California.

Our committee trusts you will find the annual report accurate, informative, and comprehensive.

Sincerely,

Angelica Gutierrez

Chair

Measure I Citizens' Oversight Committee

Bond Measure I Overview

Northern Santa Barbara County residents voted June 6, 2006, to approve Measure I, the \$180 million general obligation facilities bond to improve Allan Hancock College. Funding from the bond helps the college modernize technology, upgrade the failing infrastructure of decades-old classrooms and labs, and build new teaching and learning spaces.

Measure I was presented to voters under the provision of Proposition 39, stipulating that at least 55 percent of voters approve a measure for its passage. It passed with 56.9 percent of the vote.

The Citizens' Oversight Committee

As promised to voters and required by law, on August 15, 2006, the Allan Hancock College Board of Trustees adopted Resolution No. 06-35, establishing the Bond Measure I Citizens' Oversight Committee.

The laws governing implementation of the Citizens' Oversight Committee require a minimum of seven members be selected based on criteria established by Proposition 39:

- One active member from the following: a business organization representing the business community located in the district; a senior citizens' organization; a bona-fide taxpayers association; a support organization for the college; and, a student enrolled in a community college support group.
- Two members of the community at-large.

Members of the Citizens' Oversight Committee are appointed for one- or two-year terms and may not serve more than two consecutive terms. Members serve without compensation. Meetings are open to the public and subject to the Brown Act.

Recognition

Thank you to Angelica Gutierrez, Roy Reed, and Kenneth Wolf for their service on the Bond Measure I Citizens' Oversight Committee.



Angelica Gutierrez, 2019-2023



Roy Reed, 2019-2023



Kenneth Wolf, 2019-2023

Period covered by the report

This report covers the time period of January 1 – December 31, 2023.

Statement of purpose/ responsibilities of the Citizens’ Oversight Committee

The Measure I Citizens’ Oversight Committee, with members representing the various facets of our communities, serves as the representative of local residents to monitor the expenditures of Measure I funds. The Citizens’ Oversight Committee reviews the progress and expenditure reports to ensure that bond proceeds were expended only for the purposes set forth in the Measure I Bond, and reports their findings annually to the Allan Hancock College Board of Trustees via this report.

Report on independent financial and performance audits

The district has received, and the Citizens’ Oversight Committee has reviewed, the financial and performance audit for the Measure I Bond Construction Fund for the fiscal year ending June 30, 2023. COSSOLIAS/WILSON/DOMINGUEZ/ LEAVITT (CWDL), Certified Public Accountants, prepared the report to comply with Proposition 39 accountability within the California Constitution.

CWDL stated, “In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure I General Obligation Bond Funds of the District at June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.” The auditors further noted, “There were no audit findings reported in the prior year’s Financial Statement Findings.”

Financial compliance confirmation

All expenditures authorized by Measure I have been reviewed by the Citizens’ Oversight Committee to ensure the money was spent only on improvement projects as required by Proposition 39. All funds expended from Measure I will be audited annually by an independent accounting firm.

The Citizens’ Oversight Committee has reviewed expenditures and projects, and finds the district is in compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and consistent with the district’s approved Measure I local bond measure.

Allan Hancock Joint Community College District

General Obligation Bond Expenditure Report

September 1, 2006 – December 31, 2023

Total General Obligation	
Bond Authorization:	\$180,000,000
Series A Issuance	\$68,000,000
Series B and B1 Issuance	\$29,999,556
Series C Issuance	\$38,860,309
Series D Issuance	\$8,773,376
Series E Issuance	\$23,000,000
Series F Issuance	\$11,059,086
General Obligation Bond	
Remaining Authorization	\$307,673

REVENUE

Series A Issuance	\$68,000,000
Premium on Sale of Bonds Issuance A	\$528,271
Series B and B1 Issuance	\$29,999,556
Premium on Sale of Bonds Issuance B and B1	\$115,261
Series C Issuance	\$38,860,309
Premium on Sale of Bonds Issuance C	\$135,891
Series D Issuance	\$8,773,376
Premium on Sale of Bonds Issuance D	\$70,187
Series E Issuance	\$23,000,000
Premium on Sale of Bonds Issuance E	\$88,746
Series F Issuance	\$11,059,086
Premium on Sale of Bonds Issuance F	\$42,503
Interest	\$8,263,131
TOTAL AVAILABLE REVENUE	\$188,936,317

EXPENDITURES (January 1 - December 31, 2023)

Project Management	\$15,245
Fine Arts Complex	\$1,327,562
STEM/MESA Center	N/A
PCPA-Stage Craft Bldg Relocation	\$3,573,136
Auto Mechanics Relocation	N/A
Demolition Bldg E & F	\$348,623
Demolition Bldg O-300	\$71,476
Fine Arts Alarm Project	\$77,110
TOTAL EXPENDITURES 2023	\$5,413,152
Total Prior Period Expenditures	\$176,095,330
GRAND TOTAL EXPENDITURES	\$181,508,481

ENDING BALANCE **\$7,427,836**

Measure I Projects Status

Current Capital Construction Projects



FINE ARTS COMPLEX

The 88,787-square-foot Fine Arts Complex was occupied by faculty, staff and students beginning in winter quarter of 2023. Since its opening, students have been learning about and honing their craft in music, dance, theater, ceramics, painting and a host of other fine arts activities throughout the facility. The Fine Arts Complex sits at the heart of the campus and is a bustling hub of activity throughout the day.

Architect: DLR Group

Construction Manager: Roebbelen Construction Management Services, Inc.

Contractor: AMG & Associates

Total Project Budget: \$48,453,206



PCPA STAGECRAFT

The recently completed PCPA Stagecraft facility is a 6,676-square-foot structure located on the northwest corner of the Santa Maria Campus. This state-of-the-art structure houses costume and set design and other stagecraft functions for PCPA performances. The grand opening was held September 15, 2023.

Architect: 19six Architects

Construction Manager: Allan Hancock College

Contractor: Quincon, Inc.

Total Project Budget: \$6,900,000



Buildings E & F during and after demolition.

DEMOLITION PROJECTS

The college recently demolished two older structures, the E and F buildings, which were directly north of the Performing Arts Center. This demolition project was completed in August 2023.

A second demolition project in 2023 to raze building O-300 began on December 11, 2023. This 31,630-square-foot building formerly housed PCPA Stagecraft and other continuing education functions. Estimated completion for the demolition is January 2024.

Construction Manager: Roebbelin Construction Management Services
Project Budgets:

Buildings E & F Demolition: \$433,227

Building O Demolition: \$1,500,000

Projects Successfully Completed by Bond Measure I

CAPITAL CONSTRUCTION

Santa Maria Campus



Academic Resource Center

Project total: \$3,317,135
Year Completed: 2006



Student Services Center

Project total: \$20,893,316
Year Completed: 2013



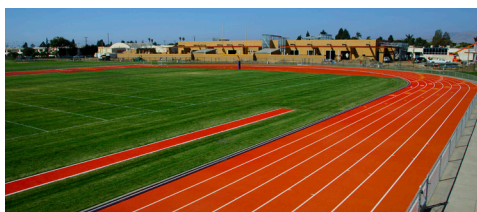
Science Building

Project total: \$4,611,072
Year Completed: 2007



Industrial Technology/Physical Education and Athletic Fields (Buildings and Fields)

Project total: \$39,558,106
Year Completed: 2014



Community Education Building

Project total: \$1,971,485
Year Completed: 2007



MESA/STEM Academic Success Center

Project total: \$1,807,813
Year Completed: 2021



Childcare Center Addition

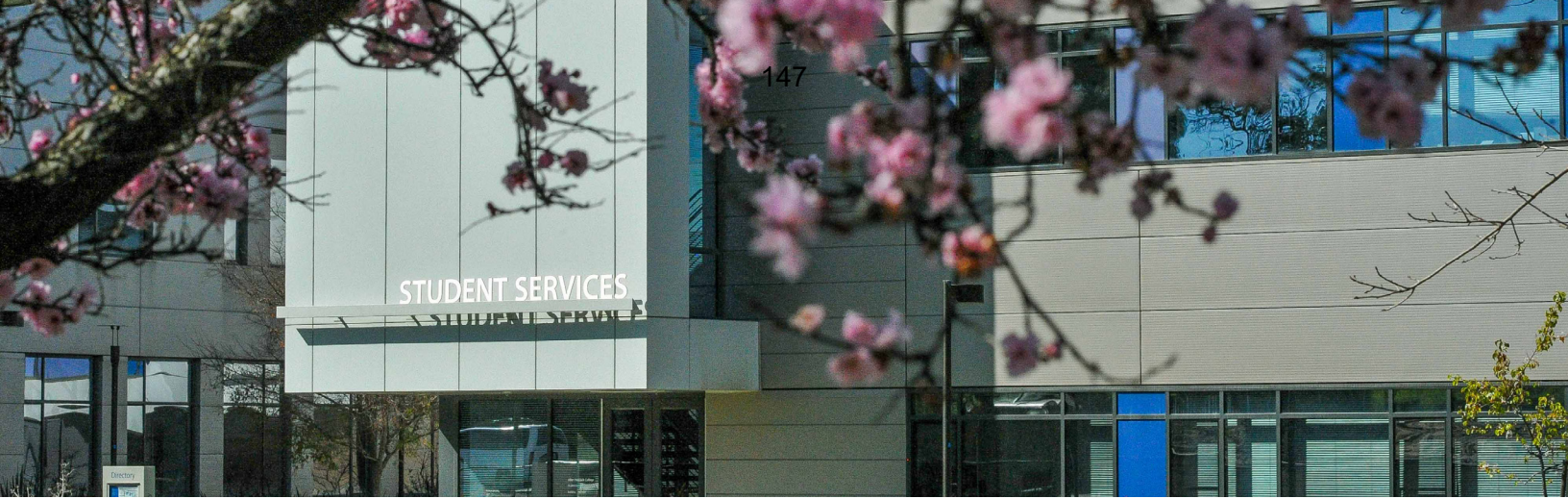
Project total: \$8,371,957
Year Completed: 2013

Lompoc Valley Center



Public Safety Training Complex

Project total: \$40,503,730
Year Completed: 2017



Completed Scheduled Maintenance Projects

SANTA MARIA CAMPUS PROJECTS

Building D Repairs and Upgrades	Building N Roof, Phase III	Audio Visual, Skills & Science
Parking Lot 1 Expansion	M300 Heating, Ventilation and Air Conditioning (HVAC) Upgrades Phase I	Underground Fuel/Oil Tank Repair & Replacement
Copper Cabling Project	Phase I Energy Projects	Campus Upgrade to Voice over Internet Protocol (VOIP)
Building C Roof, Paint, and Flooring	Roof Repair and Replacement, Buildings E, F, G, H, & M300	
Pool Resurfacing		

LOMPOC VALLEY CENTER PROJECTS

Chiller Replacement	Emergency Medical Services (EMS) Upgrade & Heating, Ventilation and Air Conditioning (HVAC) Repair
---------------------	--

Completed Scheduled Maintenance Total: \$13,913,739

Measure I online

The agendas, minutes, and annual reports for Bond Measure I Citizens' Oversight Committee meetings are posted on the college's website. To learn more about Measure I, visit www.hancockcollege.edu/measurei.

Measure I Citizens' Oversight Committee contact information

To contact Allan Hancock College regarding Bond Measure I, or members of the Citizens' Oversight Committee, please call or email:

Melinda Martinez
Executive Secretary to the
Superintendent/President

Ph: 805-922-6966 ext. 3454
melinda.martinez1@hancockcollege.edu

2023 Allan Hancock Joint Community College District Board of Trustees

Gregory A. Pensa, President

Area 5 (Santa Ynez Valley, Vandenberg Space Force Base,
East Santa Maria, and the Cuyama Valley)

Hilda Zacarías, Vice President

Area 1 (Northern Santa Maria)

Alejandra Enciso, Trustee

Area 3 (Central Santa Maria, Guadalupe)

Jeffery Hall, Trustee

Area 4 (Lompoc Valley)

Suzanne Levy, Ed.D., Trustee

Area 2 (Casmalia, South Santa Maria, Orcutt)

Oscar Rivera, Student Trustee

Kevin G. Walthers, Ph.D.

Superintendent/President



800 South College Drive, Santa Maria, CA 93454-6399
www.hancockcollege.edu/measurei
805-922-6966

Annual Report

Editors:
Melinda Martinez
Lauren Milbourne

Design & Printing:
Tihani Moore
Allan Hancock College
Campus Graphics



INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Concurrent Enrollment Update	Item Number: 14.G.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

BACKGROUND

Allan Hancock College offered 244 sections of Concurrent Enrollment in 2023-2024, representing over 6,000 enrollments. Three hundred sections of Concurrent Enrollment are anticipated to be offered during the academic year 2024-2025, representing over 7,000 enrollments.

Concurrent Enrollment charts listed below include:

- Concurrent Enrollment courses for 2023-2024
- Concurrent Enrollment courses by high school site in 2023-2024
- New approved courses for 2024-2025
- Concurrent Enrollment courses under review for 2024-2025
- Concurrent Enrollment courses denied for 2024-2025
- Concurrent Enrollment to be offered by Taft College in 2024-2025

Concurrent Enrollment courses for 2023-2024:

High School	Fall Sections	Spring Sections	Total 2023-2024
Cabrillo High School	3	2	5
Ernest Righetti High School	14	26	40
Family Partnership Charter School	0	1	1
Lompoc High School	5	7	12
Maple High School	2	2	4
Orcutt Academy High School	13	13	26
Pioneer Valley High School	23	32	55
Santa Maria High School	18	29	47
Santa Ynez Valley Union High School	5	10	15
Mark Richardson CTE Center & AG Farm	12	21	33
St. Joseph High School	4	2	6
Total # of sections, 2023-2024:	99	145	244

Concurrent Enrollment courses offered at each high school site 2023-2024:

High School	Subject	Description	# of Sections
Cabrillo High School	ATH 104	Care/Prevention - Athletic Injuries	1
	GRPH 112	Digital Imagery Lab	1
	GRPH 113	Digital Illustration	1
	POLS 103	American Government	2

(continued)

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

Concurrent Enrollment courses offered at each high school site 2023-2024:

High School	Subject	Description	# of Sections
Ernest Righetti High School	AG 150	Intro to Agribusiness	1
	AG 152	Intro to Animal Science	1
	AG 157	Agricultural Sales, Communication & Leadership	1
	AG 158	Agricultural Economics	1
	ATH 104	Care/Prevention - Athletic Injuries	1
	BIOL 100	Introductory Biology	2
	DANC 140	Ballet Folklorico I	1
	DANC 142	Ballet Folklorico II	1
	DANC 145	Folklorico Zapateados	1
	FILM 110	Intro to Motion Picture & Video Production	1
	FRCH 101	Elementary French I	1
	FRCH 102	Elementary French II	1
	GEOL 100	Physical Geology	2
	HIST 101	World Civilizations to 1600	2
	HIST 102	World Civilizations since 1500	2
	PROD 301	Intro to Life and Career Planning	18
	VEN 120	Viticulture Operations 1	1
	WLDT 106	Beginning Welding	1
	WLDT 300	Shop Math & Measurements	1
	Family Partnership Charter School	PROD 301	Intro to Life and Career Planning
Lompoc High School	AG 152	Intro to Animal Science	1
	AG 156	Intro to Environmental Horticulture	1
	ART 120	Drawing 1	1
	AT 100	Automotive Fundamentals	1
	HIST 107	US History to 1877	4
	HIST 108	US History from 1877 to Present	4
Maple High School	ENGL 100	Writing for Career/Tech Fields	2
	POLS 103	American Government	2
Mark Richardson CTE Center & Ag Farm	AG 153	Intro to Sustainable Agriculture	3
	AG 191	Agriculture Production Enterprise	3
	CA 119	Intro to Hospitality Industry	3
	CA 120	Principles of Food 1	3
	CA 124	Sanitation, Safety, and Equipment	3
	EL 105	PC Preventive Maintenance & Upgrading	3
	EL 106	Networking Essentials 1	3
	EL 107	Networking Essentials 2	3
	MT 109	Survey of Machining and Manufacturing	3
	MT 113	SolidWorks 1	3
MT 116	Mastercam 1 (CAD/CAM)	3	

High School	Subject	Description	# of Sections	
Orcutt Academy High School	ECS 100	Child Growth and Development	2	
	EDUC 130	Exploring Teaching	2	
	HIST 101	World Civilizations to 1600	3	
	HIST 102	World Civilizations since 1500	3	
	HIST 107	US History to 1877	3	
	HIST 108	US History from 1877 to Present	3	
	MATH 121	Trigonometry	2	
	MATH 131	College Algebra	2	
	PROD 301	Intro to Life and Career Planning	6	
Pioneer Valley High School	AG 150	Intro to Agribusiness	1	
	AG 152	Intro to Animal Science	1	
	AG 154	Intro to Fruit Science	1	
	AG 156	Intro to Environmental Horticulture	1	
	AG 157	Agricultural Sales, Communication & Leadership	1	
	AG 158	Agricultural Economics	2	
	ATH 104	Care/Prevention - Athletic Injuries	1	
	BUS 101	Introduction to Business	2	
	ENTR 101	Intro to Entrepreneurship	2	
	FASH 110	Apparel Construction	3	
	HIST 101	World Civilizations to 1600	3	
	HIST 102	World Civilizations since 1500	3	
	HIST 107	US History to 1877	4	
	HIST 108	US History from 1877 to Present	4	
	MATH 123	Elementary Statistics	1	
	POLS 103	American Government	3	
	PROD 301	Intro to Life and Career Planning	22	
	Santa Maria High School	AG 155	Intro to Mechanized Agriculture	4
		AG 156	Intro to Environmental Horticulture	1
AG 158		Agricultural Economics	1	
BUS 101		Intro to Business	1	
ENTR 101		Intro to Entrepreneurship	1	
FRCH 101		Elementary French I	2	
FRCH 102		Elementary French II	1	
HIST 107		US History to 1877	5	
HIST 108		US History from 1877 to Present	5	
PHYS 100		Concepts in Physics	1	
POLS 103		American Government	2	
PROD 301		Intro to Life and Career Planning	20	
WLDT 106		Beginning Welding	3	

High School	Subject	Description	# of Sections
Santa Ynez High School	AT 100	Automotive Fundamentals	2
	ATH 104	Care/Prevention - Athletic Injuries	1
	FILM 110	Intro to Motion Picture & Video Production	2
	HIST 107	US History to 1877	3
	HIST 108	US History from 1877 to Present	3
	MMAC 126	Intro to Motion Graphics	1
	POLS 103	American Government	3
St Joseph High School	HIST 107	US History to 1877	2
	HIST 108	US History from 1877 to Present	2
	POLS 103	American Government	2

New approved Concurrent Enrollment courses for 2024-2025:

Course Title	# of Sections Requested	High Schools Applied
AG 150 Intro to Agribusiness	1	Lompoc
AG 157 AG Sales, Communication & Leadership	1	Lompoc
AG 158 Agricultural Economics	1	Lompoc
ECS 100 Child Growth and Development	1	Lompoc
ECS 101 Child, Family and Community	1	Lompoc
EDUC 130 Exploring Teaching	1	Lompoc
EDUC 132 Child Identity and Learning	1	Lompoc
Total # of sections:	7	

Concurrent Enrollment courses under review for 2024-2025:

Course Title	# of Sections Requested	High Schools Applied
AG 154 Intro to Fruit Science	1	Righetti
AG 156 Intro to Environmental Horticulture	1	Righetti
AT 100 Automotive Fundamentals	3	CTE
AT 303 Automotive Electricity	3	CTE
BIOL 100 Introductory Biology	1	Lompoc
BIOL 120 Humans and the Environment	2	Orcutt Academy
GEOL 100 Physical Geology	1	Lompoc
GEOL 114 Oceanography	1	Lompoc
GEOL 131 Geology of California	1	Lompoc
SPAN 101 Elementary Spanish I	5	Orcutt Academy/Santa Maria
SPAN 102 Elementary Spanish II	5	Orcutt Academy/Santa Maria
SPAN 103 Intermediate Spanish I	1	Orcutt Academy
Total # of potential sections:	25	

Denied Concurrent Enrollment courses for 2024-2025:

Course Title	# of Sections Requested	High Schools Applied
BUS 101 Introduction to Business*	2	Lompoc/Santa Maria
BUS 102 Marketing*	1	Lompoc
ECON 101 Principles of Macro-Economics*	1	Lompoc
ECS 100 Child Growth and Development*	1	Lompoc
ECS 101 Child, Family and Community*	1	Lompoc
EDUC 130 Exploring Teaching*	1	Lompoc
EDUC 132 Child Identity and Learning*	1	Lompoc
ENGL 102 Freshman Composition Literature	2	Righetti/Orcutt Academy/Santa Maria
ENGL 103 Critical Thinking and Composition	2	Lompoc/Orcutt Academy
ENGL 104 Technical Writing	1	Lompoc
ENGL 105 Language and Culture	1	Lompoc
ENGL 145 British Literature to 1800	2	Orcutt Academy
ENGL 146 British Literature 1800 to Present	2	Orcutt Academy
ENTR 101 Intro to Entrepreneurship*	1	Santa Maria
FILM 101 Film as Art and Communication*	1	Orcutt Academy
FILM 102 Hollywood and the American Film*	1	Orcutt Academy
GEOG 101 Physical Geography*	1	Lompoc
GEOG 102 Human Geography*	1	Lompoc
MATH 123 Elementary Statistics	5	Orcutt Academy/Santa Maria
MATH 141 Precalculus	1	Lompoc
MATH 181 Calculus 1	2	Lompoc/Orcutt Academy
MATH 182 Calculus 2	1	Orcutt Academy
POLS 103 American Government*	2	Pioneer Valley
PSY 101 General Psychology*	3	Lompoc/Orcutt Academy
SPCH 101 Public Speaking	1	Lompoc
SPCH 102 Small Group Communication	1	Lompoc
Total # of potential sections:	39	

- ***Proposed instructors did not meet minimum qualification requirements or equivalency**
- 18 sections denied as the instructor failed to meet minimum qualifications or equivalency
- Complete list of Concurrent Enrollment Courses to be offered in 2024 -2025 is pending

Concurrent Enrollment Courses approved for Taft College to offer in 2024-2025:

- English 102
- English 103
- English 104
- English 105
- English 145
- English 146
- Math 121
- Math 123
- Math 131
- Math 141
- Math 181
- Math 182


INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 14.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND
Strategic Enrollment Management Program

The college is currently participating in this year's Strategic Enrollment Management (SEM) program offered by the Institutional Effectiveness Partnership Initiative (IEPI), a California Community Colleges partnership organization focused on helping colleges improve their operational effectiveness. The program is structured so that college teams of about 10 participants identify a SEM project, and then work throughout the academic year on completion of the project. The program includes three in-person meetings that provide enrollment management training for participants, as well as access to mentors throughout the year who are available for consultation on the project.

Our team, comprised of faculty, staff, and administrators, is drafting a new Strategic Enrollment Management plan for the college. This plan will help focus our enrollment activities and align them with existing and emerging strategic priorities, and our process allows for input from stakeholders across the college.

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

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 14.I.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND
Vision Aligned Reporting

For the past three years, the California Community Colleges Chancellor's Office (CCCCO) has been designing, piloting, and refining Vision Aligned Reporting. Through this new program reporting process, our college will report only information that offers direct visibility into how our program activities impact student outcomes with a focus on those outcomes outlined in the CCCCCO's Vision 2030. It is expected that Vision Aligned Reporting will enable colleges to more effectively improve student outcomes including closing achievement gaps, increasing degree and certificate attainment, increasing transfers to four-year institutions, reducing students' excess unit accumulation, and enabling more students to secure gainful employment.

Starting in fall 2024, nine of our programs will be participating in the first phase of implementation.

The first-year implementation goals will be for refining the approach to:

- Align reporting with statewide goals.
- Improve capacity to plan, budget, and report in a holistic way that maximizes the colleges' time and resources.
- Enable institutions to evaluate, learn, and evolve to better support student success.
- Make it easier for decision-makers to interpret and act on data from our institutions.
- Model strategic risk-taking and commitment to continuous improvement.
- Activate the Vision for Success core commitments and achieve the Vision 2030 goals.

On February 21, 2024, Allan Hancock College program leads from each of the nine programs – NextUP (formally known as Cooperating Agencies Foster Youth Educational Support (CAFYES); CalWORKS; LAP (Disabled Student Programs and Services); Extended Opportunity Program and Services and Cooperative Agencies Resources for Education (EOPS/CARE); Mathematics, Engineering, Science Achievement (MESA); Student Equity and Achievement Program (SEAP); Strong Workforce Local Share; Transfer Center; and Veterans Success Center – participated in a regional convening held in Goleta to preview the reporting tool, have conversations within programs, and strategize as a college. Program leads and other college representatives will continue to meet regularly to ensure timely implementation.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------


INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 14.J.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 2

BACKGROUND
Department of Education Title V Eligibility

Each year the U.S. Department of Education (DOE) determines grant eligibility for Developing Hispanic Serving Institutions (DHSI) programs based on student and financial data collected by the National Center for Education Statistics (NCES). Eligibility criteria are based on a minimum threshold of needy students as demonstrated by the percent of degree and certificate seeking students that receive Title IV need-based financial assistance (50 percent threshold) or students who are Pell Grant recipients (varying thresholds). Typically, Allan Hancock College does not meet these thresholds from the original calculations done by the NCES, but after a more thorough analysis from the Institutional Effectiveness office, the Pell threshold has been achieved through an application process. This year the DOE set a minimum threshold of Pell awards at 44 percent compared to prior year thresholds of around 35 percent. The college was not able to meet this threshold and as a result, needed to submit one or more waiver requests. The college did meet the second criteria -- the Average Core Expenses per FTE -- through the application process, with core expenses per FTE below the \$19,274 criteria.

As part of the waiver submission, the Institutional Effectiveness office responded to these two waiver requests:

1. Provide evidence that at least 30 percent of the students served by your institution in the 2021-22 base year were students from low-income families. The regulations at 34 CFR Part 606.7(c) and 34 CFR 607.7(e) define a low-income individual to be one from a family whose taxable income for the base year did not exceed 150 percent of an amount equal to the poverty level as determined by the U.S. Census Bureau.
2. Provide evidence your institution, in the 2021-22 base year, substantially increased the higher education opportunities for low-income students who were also educationally disadvantaged, or from groups underrepresented in postsecondary education, or were minority students. The program regulations at 34 CFR 606.7(b) and 607.7(e) define "*educationally disadvantaged*," "*minority student*" and "*underrepresented*."

Include the following information:

- i. A description of the student body characteristics, including the racial/ethnic composition and the number of low-income students, for the 2021-22 base year.
- ii. The number of low-income students for the 2021-22 base year that were also educationally disadvantaged, from groups underrepresented in postsecondary education, or minority students.
- iii. A description of the programs and services in place during the 2021-22 base year that were specifically designed to increase the educational opportunities for the low-income students who were also educationally disadvantaged, from groups underrepresented in postsecondary education, or minority students.

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
--	--------------------

- iv. A longitudinal progression detailing the number of these students served by the institution's programs and services during the past five academic periods: 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

Staff at the DOE are reading waivers and will provide a response by the end of March 2024.

National Science Foundation C6-LSAMP Report

Mr. Armando Cortez assisted Mr. Dom Dal Bello with a time-consuming request from the National Science Foundation to categorize all programs at Hancock and seven other grant partner colleges into various STEM and non-STEM programs aligned with Classification of Instructional Program (CIP) Codes and to submit student data for each college over multiple years.

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND

Allan Hancock College is proud to announce the expansion of its highly successful Promise program, now offering two years of fee-free college tuition for local graduating high school seniors. Known as HP2, this initiative was publicly unveiled on March 8, 2024, during a press conference coordinated by Public Affairs.

To ensure widespread awareness and engagement, a comprehensive branding suite was developed to market the HP2 initiative, accompanied by a well-attended press conference that garnered extensive news media coverage. This strategic approach aimed to maximize outreach and convey the transformative impact of the expanded Promise program. Included in the branding suite is a hierarchy of design elements, multiple pop-up banners, a step-and-repeat, a social media teaser campaign, a postcard (which will be mailed to all households in April 2024), and a newly revamped Promise digital marketing campaign (which will roll out in May 2024).

Administrator Initiating Item: Jon Hooten	Final Disposition:
--	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 14.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

BACKGROUND

The district allocates one-time funds to maintain facilities and to construct minor upgrades to facilities where there are emerging needs. This year, there are four minor projects that were vetted through the Facilities Council and are currently underway. They are funded through one-time funds, PCPA funds, and AB1705 categorical funds.

Building S2 Changing Room

Campus Police requested a small project to convert a rarely used restroom to a female changing room. Currently, there is a single changing room in building S2 which is shared by the entire department. The new/additional changing room will provide safe space for women to change and for storing their equipment and clothing. This project will cost \$16,300 and is funded by one-time funds.



Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

STATE OF CALIFORNIA
FACTUAL DIAGRAM

DATE OF COLLISION _____ TIME _____ DATE NUMBER _____ OFFICER I.D. _____
DAY _____ VS _____

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE=1"=20')

Exhibit
B

Woman's Locker Room



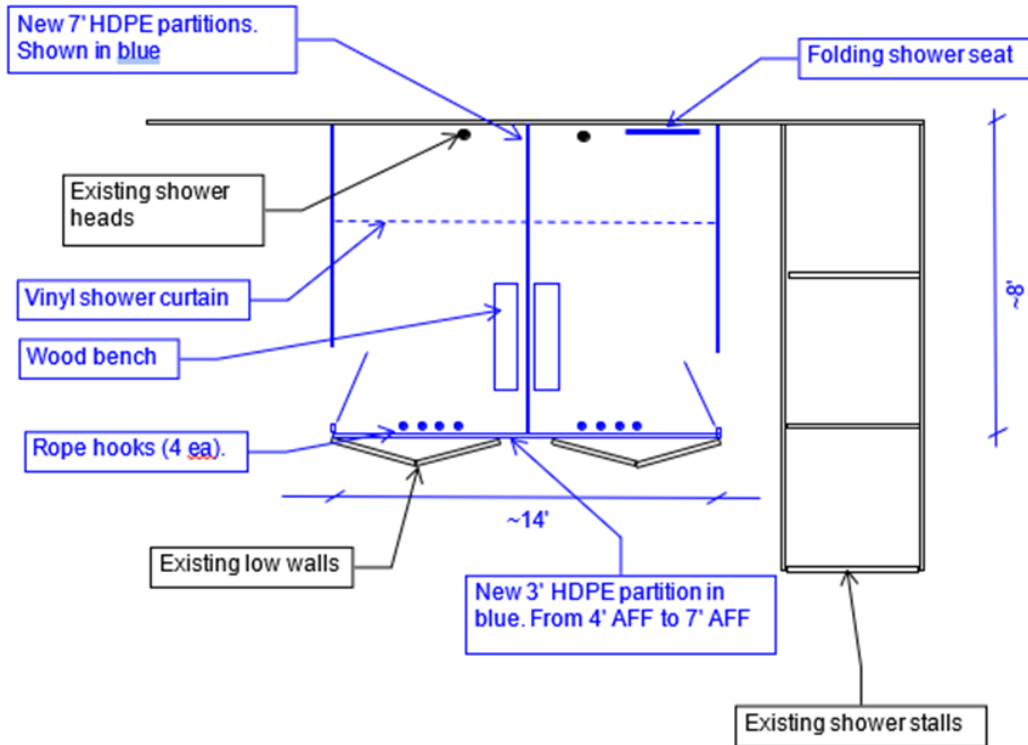
Exterior Window



DRAWN BY _____ L.A. DISTRICT _____ MO. DAY VS. AIRTEL NO. _____ NAME _____ IND. DAY VS.

Building N All Gender Changing Areas

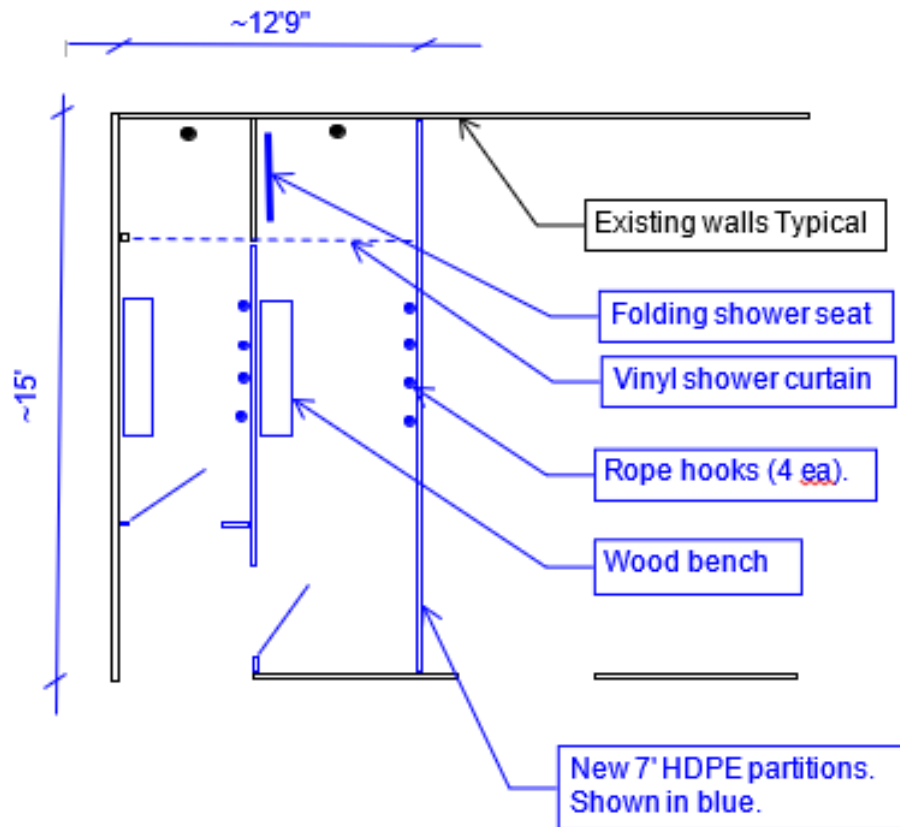
The N building currently has male and female locker rooms with open showers and changing spaces. Working with the dean of athletics, the facilities team designed a low-cost solution to set up two small private shower/changing areas in each of the two locker rooms. The project will enclose two shower stalls in each locker room using partitions. The partitioned areas will be for all genders and is intended for single use occupancy. This project is funded by one-time funds and will cost approximately \$46,800 to complete. Diagrams for both spaces are attached.



NOTES:

- HDPE Solid plastic, class B fire rated. Standard color to be selected
- Floor mounted and headrail braced
- Panels and doors 84" high with 4.5" bottom gap
- Doors: 36" wide, continuous aluminum keepers, S.S. hinges and handles
- Door bumpers
- Continuous S.S. brackets
- Vinyl shower curtains at 72" high between shower stall and dressing area
- Rope hooks. Bobrick B-76717 or similar
- Folding shower seat. Bobrick B-5192 or similar

Gender neutral shower & changing areas in Women's locker room

**NOTES:**

- HDPE Solid plastic, class B fire rated. Standard color to be selected
- Floor mounted and headrail braced
- Panels and doors 84" high with 4.5" bottom gap
- Doors: 36" wide, continuous aluminum keepers, S.S. hinges and handles
- Door bumpers
- Continuous S.S. brackets
- Vinyl shower curtains at 72" high between shower stall and dressing area
- Rope hooks. Bobrick B-76717 or similar
- Folding shower seat. Bobrick B-5192 or similar

Gender neutral shower & changing areas in Men's locker room

Columbia Business Center (CBC) Human Resources (HR)Space

The Pacific Conservatory Performing Arts (PCPA) administrative area in the CBC building contains a walled-off HR office that does not adequately address privacy and confidentiality needs for employees and the HR manager. The upgraded space will have floor to ceiling walls to provide better soundproofing for discussions between HR and employees. This project will cost approximately \$15,000 and is funded by PCPA.

**Building C Language Lab**

The lab and classrooms in C-10, C-11, and C-12 were constructed with indoor windows to separate the classrooms and language lab. The windows are painted black and serve no purpose. The proposed renovations are to remove the windows and fill the openings to create a better sound barrier for students and faculty. There will be other minor additions to the space to improve flow and storage and the old furniture will be replaced. These changes will benefit the students' learning experience and create a new quiet space.

The project will cost approximately \$110,000 and is funded by categorical funds (\$60,000 for furniture and \$50,000 for construction).

Remove existing hollow metal door and window frames. Infill with 2x wood framing, batt insulation and drywall. Finish to match existing wall. Paint wall full height and width. Install top set wall base



To: Board of Trustees	Date:
From: Superintendent/President	March 19, 2024
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

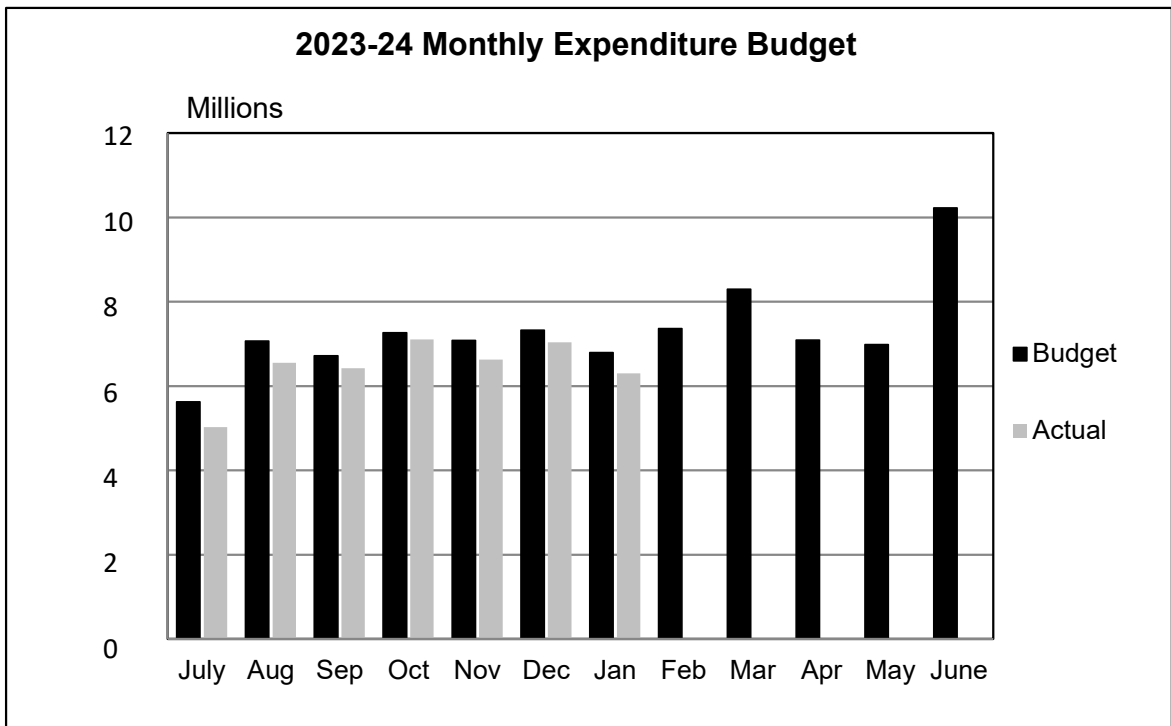
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB) 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:
---	--------------------

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

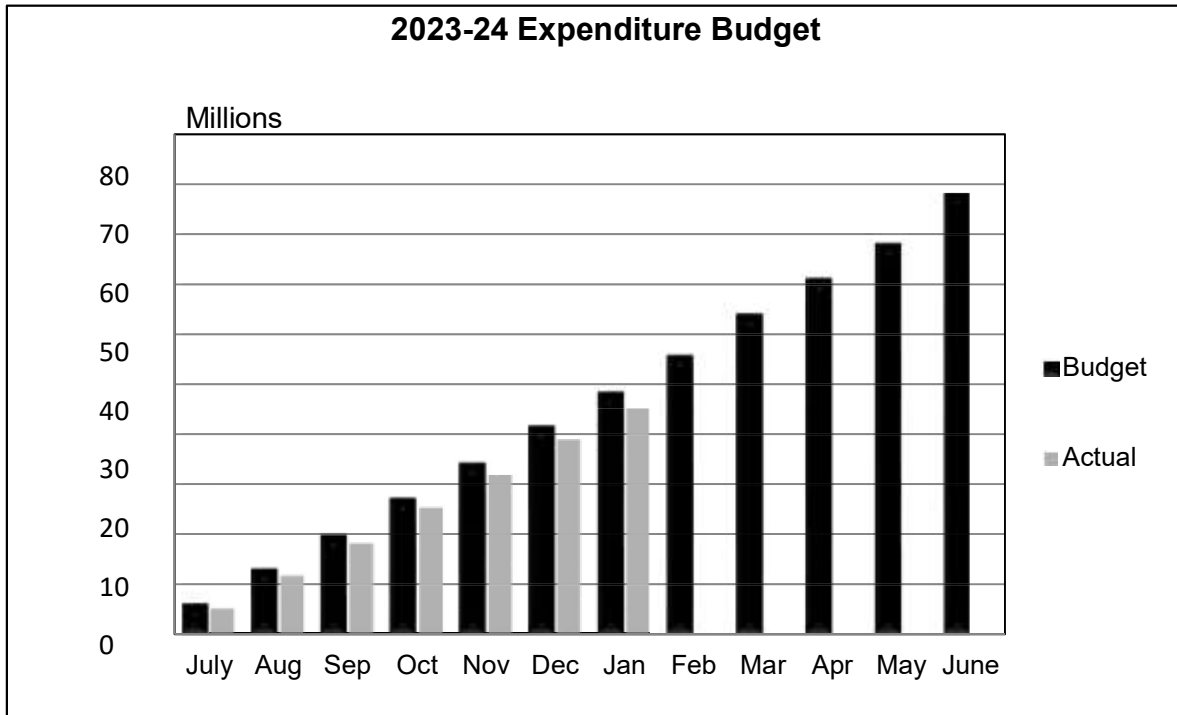
	January Budget	January Expenditures	Percentage Variance
Academic Salaries	2,581,958	2,358,510	91.35%
Classified Salaries	1,672,951	1,648,034	98.51%
Employee Benefits	1,401,963	1,401,756	99.99%
Supplies and Materials	158,113	158,055	99.96%
Other Operating Expenses	552,412	449,336	81.34%
Capital Outlay	112,935	109,894	97.31%
Other Outgo/Transfers	<u>311,849</u>	<u>176,292</u>	56.53%
	6,792,181	6,301,877	92.78%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July - January Budget	July - January Year to Date	Percentage Variance
Academic Salaries	17,398,425	16,558,299	95.17%
Classified Salaries	12,850,606	11,832,650	92.08%
Employee Benefits	9,159,701	9,048,968	98.79%
Supplies and Materials	1,069,144	940,976	88.01%
Other Operating Expenses	5,453,285	5,064,349	92.87%
Capital Outlay	469,062	403,939	86.12%
Other Outgo/Transfers	<u>1,476,175</u>	<u>1,214,100</u>	82.25%
	47,876,398	45,063,281	94.12%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<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	\$ 745	2.18%	\$ 4,724,312	\$ 979,292	20.73%
State Revenues	60,251,082	30,350,311	50.37%	32,339,419	27,513,434	85.08%
Local Revenues	26,114,081	11,478,181	43.95%	1,994,751	1,362,897	68.32%
Total REVENUES	<u>86,399,363</u>	<u>41,829,237</u>	<u>48.41%</u>	<u>39,058,482</u>	<u>29,855,623</u>	<u>76.44%</u>
EXPENDITURES						
Academic Salaries	29,683,195	16,558,299	55.78%	4,537,636	2,085,262	45.95%
Classified Salaries	22,131,615	11,832,650	53.46%	8,802,711	3,574,887	40.61%
Employee Benefits	18,405,475	9,048,968	49.16%	3,905,460	1,583,052	40.53%
Supplies and Materials	1,769,967	940,976	53.16%	3,413,333	1,044,853	30.61%
Other Operating Exp. and Services	9,513,224	5,064,349	53.23%	6,720,124	2,112,310	31.43%
Capital Outlay	891,503	403,939	45.31%	4,308,610	902,554	20.95%
Total EXPENDITURES	<u>82,394,979</u>	<u>43,849,181</u>	<u>53.22%</u>	<u>31,687,874</u>	<u>11,302,919</u>	<u>35.67%</u>
Excess of Revenues Over/ (Under) Expenditures	4,004,384	(2,019,944)		7,370,608	18,552,705	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	0	1,675	0.00%	111,326	2,500	2.25%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>1,675</u>	<u>0.00%</u>	<u>111,326</u>	<u>2,500</u>	<u>2.25%</u>
OPERATING TRANSFERS OUT						
Other Outgo	5,437,618	1,214,100	22.33%	5,566,794	1,264,029	22.71%
Total OPERATING TRANSFERS OUT	<u>5,437,618</u>	<u>1,214,100</u>	<u>22.33%</u>	<u>5,566,794</u>	<u>1,264,029</u>	<u>22.71%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(1,433,234)	(3,232,369)		1,915,140	17,291,175	
FUND BALANCE						
Fund Balance, July 1st	<u>27,914,203</u>	<u>27,914,203</u>		<u>10,875,537</u>	<u>10,875,537</u>	
Current Balance	<u>\$ 26,480,970</u>	<u>\$ 24,681,834</u>		<u>\$ 12,790,676</u>	<u>\$ 28,166,712</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 499,411	\$ 99,572	19.94%
State Revenues	1,129,029	922,134	81.67%
Local Revenues	744,589	285,234	38.31%
Total REVENUES	<u>2,373,029</u>	<u>1,306,940</u>	<u>55.07%</u>
EXPENDITURES			
Academic Salaries	239,087	123,334	51.59%
Classified Salaries	985,217	433,120	43.96%
Employee Benefits	150,150	101,750	67.77%
Supplies and Materials	388,546	56,817	14.62%
Other Operating Exp. and Services	198,513	20,021	10.09%
Capital Outlay	486,865	195,164	40.09%
Total EXPENDITURES	<u>2,448,379</u>	<u>930,206</u>	<u>37.99%</u>
Excess of Revenues Over/ (Under) Expenditures	(75,350)	376,733	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	30,000	20,000	66.67%
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>20,000</u>	<u>66.67%</u>
FUND BALANCE			
Fund balance, July 1	<u>561,720</u>	<u>561,720</u>	
Current Balance	<u>\$ 516,370</u>	<u>\$ 958,453</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 2,666,148	\$ 1,757,723	65.93%
Total REVENUES	<u>2,666,148</u>	<u>1,757,723</u>	<u>65.93%</u>
EXPENDITURES			
Classified Salaries	3,120,644	1,740,899	55.79%
Employee Benefits	759,443	397,099	52.29%
Supplies and Materials	445,252	239,151	53.71%
Other Operating Exp. and Services	766,161	473,126	61.75%
Capital Outlay	43,006	32,021	74.46%
Total EXPENDITURES	<u>5,134,506</u>	<u>2,882,296</u>	<u>56.14%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,468,358)	(1,124,573)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	3,009,319	771,918	25.65%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,319</u>	<u>771,918</u>	<u>25.65%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,172,488	711,608	60.69%
Total OPERATING TRANSFERS OUT	<u>1,172,488</u>	<u>711,608</u>	<u>60.69%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(631,527)	(1,064,263)	
FUND BALANCE			
Fund balance, July 1	3,780,276	3,780,276	
Current Balance	<u>\$ 3,148,750</u>	<u>\$ 2,716,013</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	\$ 45,713	\$ 27,428	60.00%
Local Revenues	25,000	100,584	402.34%
Total REVENUES	<u>70,713</u>	<u>128,012</u>	<u>181.03%</u>
EXPENDITURES			
Supplies and Materials	10,064	13,651	135.64%
Other Operating Exp. and Services	150,079	139,608	93.02%
Capital Outlay	<u>13,089,739</u>	<u>3,927,106</u>	<u>30.00%</u>
Total EXPENDITURES	<u>13,249,882</u>	<u>4,080,365</u>	<u>30.80%</u>
Excess of Revenues Over/ (Under) Expenditures	(13,179,170)	(3,952,352)	
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	(11,689,193)	(3,952,352)	
FUND BALANCE			
Fund balance, July 1	<u>16,165,833</u>	<u>16,165,833</u>	
Current Balance	<u>\$ 4,476,640</u>	<u>\$ 12,213,481</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<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	109,223	95,038	87.01%
Capital Outlay	7,149,004	865,603	12.11%
Total EXPENDITURES	<u>7,260,693</u>	<u>961,781</u>	<u>13.25%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,185,693)	(915,364)	
FUND BALANCE			
Fund balance, July 1	<u>8,303,139</u>	<u>8,303,139</u>	
Current Balance	<u>\$ 1,117,446</u>	<u>\$ 7,387,775</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 685,000	\$ 426,121	62.21%
Total REVENUES	<u>685,000</u>	<u>426,121</u>	<u>62.21%</u>
EXPENDITURES			
Other Operating Exp. and Services	636,000	479,017	75.32%
Total EXPENDITURES	<u>636,000</u>	<u>479,017</u>	<u>75.32%</u>
Excess of Revenues Over/ (Under) Expenditures	49,000	(52,896)	
FUND BALANCE			
Fund balance, July 1	<u>851,075</u>	<u>851,075</u>	
Current Balance	<u>\$ 900,075</u>	<u>\$ 798,179</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 11,159	278.98%
Total REVENUES	<u>4,000</u>	<u>11,159</u>	<u>278.98%</u>
EXPENDITURES			
Supplies and Materials	19,766	0	0.00%
Other Operating Exp. and Services	203,000	2,345	1.16%
Capital Outlay	25,310	0	0.00%
Total EXPENDITURES	<u>248,076</u>	<u>2,345</u>	<u>0.95%</u>
Excess of Revenues Over/ (Under) Expenditures	(244,076)	8,814	
FUND BALANCE			
Fund balance, July 1	<u>837,406</u>	<u>837,406</u>	
Current Balance	<u>\$ 593,330</u>	<u>\$ 846,220</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 5,519	137.98%
Total REVENUES	<u>4,000</u>	<u>5,519</u>	<u>137.98%</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)	2,219	
FUND BALANCE			
Fund balance, July 1	<u>997,194</u>	<u>997,194</u>	
Current Balance	<u>\$ 961,944</u>	<u>\$ 999,413</u>	

02488704
34- -01-B -61 -037-04
0101 -11-03818-04



RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from January 1, 2024 to January 31, 2024

MARKET AND COST RECONCILIATION

	01/31/2024 MARKET	01/31/2024 BOOK VALUE
Beginning Market And Cost	10,007,300.92	10,277,041.72
Investment Activity		
Interest	166.32	166.32
Dividends	10,950.09	10,950.09
Realized Gain/Loss	- 25,606.17	- 25,606.17
Change In Unrealized Gain/Loss	- 34,985.42	.00
Net Accrued Income (Current-Prior)	- 133.67	- 133.67
Total Investment Activity	- 49,608.85	- 14,623.43
Net Change In Market And Cost	- 49,608.85	- 14,623.43
Ending Market And Cost	9,957,692.07	10,262,418.29

02488704
 34- -01-B -61 -037-04
 0101 -11-03818-04



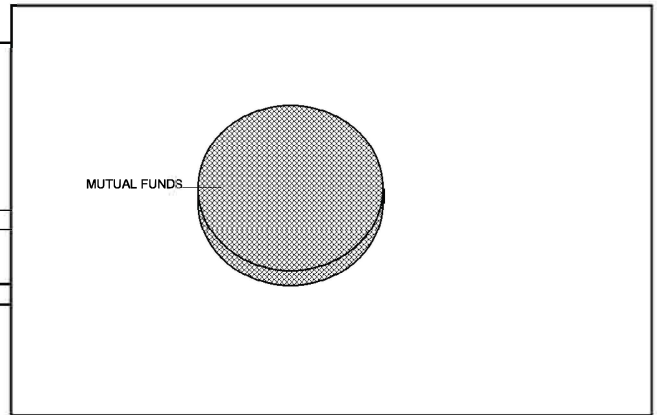
RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from January 1, 2024 to January 31, 2024

ASSET SUMMARY

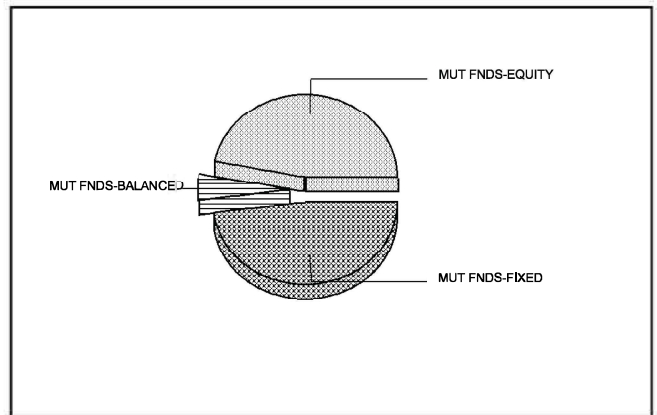
ASSETS	01/31/2024 MARKET	01/31/2024 BOOK VALUE	% OF MARKET
Cash And Equivalents	13,944.02	13,944.02	0.14
Mutual Funds-Equity	4,574,234.93	4,439,471.09	45.94
Mutual Funds-Fixed Income	4,870,166.33	5,313,528.80	48.91
Mutual Funds-Balanced	499,303.72	495,431.31	5.01
Total Assets	9,957,649.00	10,262,375.22	100.00
Accrued Income	43.07	43.07	0.00
Grand Total	9,957,692.07	10,262,418.29	100.00

Estimated Annual Income **290,150.62**



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 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 185,072	\$ 136,132	73.56%
Total REVENUES	<u>185,072</u>	<u>136,132</u>	<u>73.56%</u>
EXPENDITURES			
Supplies and Materials	333,849	287,417	86.09%
Other Operating Exp. and Services	104,270	91,219	87.48%
Total EXPENDITURES	<u>438,119</u>	<u>378,636</u>	<u>86.42%</u>
Excess of Revenues Over/ (Under) Expenditures	(253,046)	(242,504)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	444,884	444,884	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>444,884</u>	<u>444,884</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	253,102	121,315	47.93%
Total OPERATING TRANSFERS OUT	<u>253,102</u>	<u>121,315</u>	<u>47.93%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(61,264)	81,065	
FUND BALANCE			
Fund balance, July 1	<u>266,797</u>	<u>266,797</u>	
Current Balance	<u>\$ 205,533</u>	<u>\$ 347,862</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 40,254	\$ 40,360	100.26%
Total REVENUES	<u>40,254</u>	<u>40,360</u>	<u>100.26%</u>
EXPENDITURES			
Supplies and Materials	346	0	0.00%
Other Operating Exp. and Services	65,576	31,810	48.51%
Total EXPENDITURES	<u>65,922</u>	<u>31,810</u>	<u>48.25%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,668)	8,550	
OPERATING TRANSFERS OUT			
Other Outgo	1,400	1,325	94.64%
Total OPERATING TRANSFERS OUT	<u>1,400</u>	<u>1,325</u>	<u>94.64%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(27,068)	7,225	
FUND BALANCE			
Fund balance, July 1	<u>51,319</u>	<u>51,319</u>	
Current Balance	<u>\$ 24,251</u>	<u>\$ 58,544</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 14,800	\$ 21,038	142.15%
Total REVENUES	<u>14,800</u>	<u>21,038</u>	<u>142.15%</u>
EXPENDITURES			
Supplies and Materials	4,616	239	5.18%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	134,510	131,855	98.03%
Total EXPENDITURES	<u>139,190</u>	<u>132,094</u>	<u>94.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(124,390)	(111,055)	
FUND BALANCE			
Fund balance, July 1	<u>206,864</u>	<u>206,864</u>	
Current Balance	<u>\$ 82,474</u>	<u>\$ 95,809</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 11,123,381	\$ 9,603,948	86.34%
State Revenues	3,671,260	5,593,385	152.36%
Local Revenues	0	4	0.00%
Total REVENUES	<u>14,794,641</u>	<u>15,197,337</u>	<u>102.72%</u>
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	634,762	419,131	66.03%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>419,131</u>	<u>66.03%</u>
OPERATING TRANSFERS OUT			
Other Outgo	15,429,403	12,563,313	81.42%
Total OPERATING TRANSFERS OUT	<u>15,429,403</u>	<u>12,563,313</u>	<u>81.42%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	3,053,155	
FUND BALANCE			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 3,074,964</u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 1,000	\$ 0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	0	
FUND BALANCE			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
Current Balance	<u>\$ 8,708</u>	<u>\$ 8,708</u>	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 146,195	\$ 356,795	244.05%
Total REVENUES	<u>146,195</u>	<u>356,795</u>	<u>244.05%</u>
EXPENDITURES			
Academic Salaries	19,790	9,705	49.04%
Classified Salaries	12,708	1,214	9.55%
Employee Benefits	0	0	0.00%
Supplies and Materials	116,281	72,404	62.27%
Other Operating Exp. and Services	53,512	20,807	38.88%
Capital Outlay	4,031	2,104	52.18%
Total EXPENDITURES	<u>206,322</u>	<u>106,233</u>	<u>51.49%</u>
Excess of Revenues Over/ (Under) Expenditures	(60,126)	250,562	
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	5,707	17.56%
Total OPERATING TRANSFERS OUT	<u>32,496</u>	<u>5,707</u>	<u>17.56%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(91,723)	245,754	
FUND BALANCE			
Fund balance, July 1	<u>5,356,583</u>	<u>5,356,583</u>	
Current Balance	<u>\$ 5,264,859</u>	<u>\$ 5,602,337</u>	

Allan Hancock Joint Community College District

Plan Activity Report - Pension

As of January 31, 2024



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
November 2023	\$	4,148,210.58	\$0.00	\$258,409.33	(\$1,177.29)	\$0.00	\$0.00	\$ 4,405,442.62
December 2023	\$	4,405,442.62	\$0.00	\$192,047.54	(\$1,036.43)	\$0.00	\$0.00	\$ 4,596,453.73
January 2024	\$	4,595,008.76	\$0.00	(\$13,917.84)	(\$1,080.98)	\$0.00	\$0.00	\$ 4,580,009.94

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 01/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 16,046	\$ 16,989	105.88%
Total REVENUES	<u>16,046</u>	<u>16,989</u>	<u>105.88%</u>
EXPENDITURES			
Supplies and Materials	38,369	3,242	8.45%
Other Operating Exp. and Services	15,165	2,817	18.57%
Total EXPENDITURES	<u>53,534</u>	<u>6,058</u>	<u>11.32%</u>
Excess of Revenues Over/ (Under) Expenditures	(37,488)	10,931	
OPERATING TRANSFERS OUT			
Other Outgo	21,273	20,298	95.42%
Total OPERATING TRANSFERS OUT	<u>21,273</u>	<u>20,298</u>	<u>95.42%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(58,760)	(9,367)	
FUND BALANCE			
Fund balance, July 1	<u>78,231</u>	<u>78,231</u>	
Current Balance	<u>\$ 19,471</u>	<u>\$ 68,864</u>	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 01/31/2024

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endw mnts	0	36,322	1,691,645	283,341	205,224	0	2,216,532
Non Cash Contribution	0	0	13,857	0	0	0	13,857
Interest and Investment Income	0	15,681	566	0	0	365,857	382,104
Realized Gain/Loss on Invest	0	320	0	0	0	189,514	189,833
Unrealized Gain/Loss on Invest	0	11,403	0	0	0	852,404	863,807
Other Local Revenues	0	127	4,381	3,526	0	0	8,035
Total Revenues	0	63,853	1,710,450	286,867	205,224	1,407,775	3,674,168
EXPENSES:							
Non Bargaining Unit	0	165,404	0	0	0	0	165,404
Benefits	0	33,592	0	0	0	0	33,592
Instructional Printing	0	0	1,751	0	0	0	1,751
Public Relations/Recognitions	0	1,246	0	0	0	0	1,246
Office/Operational Supplies	0	1,971	10,486	0	0	0	12,457
Non Instr Printing	0	4,582	1,403	0	0	0	5,985
Food - Business Meetings/Events	0	2,725	63,784	0	0	0	66,510
In-Kind Food Supplies	0	0	3,530	0	0	0	3,530
Indep Contractor (Individuals)	0	0	37,851	0	0	0	37,851
Service Contracts (Businesses)	0	2,648	10,000	0	0	0	12,648
In-Kind Service Contracts (Busnss)	0	0	2,764	0	0	0	2,764
Travel - All Travel Costs	0	3,291	4,500	0	0	0	7,791
District Community Activities	0	0	1,800	0	0	0	1,800
Foundation Community Activities	0	8,096	100	0	0	0	8,196
Dues & Memberships	0	2,830	1,705	0	0	0	4,535
Non-Tech Licenses,Permits,Fees	0	788	1,158	0	0	0	1,946
Software License/Subsription Agrmt	0	20,973	0	0	0	0	20,973
Facility Rental	0	0	1,000	0	0	0	1,000
Equipment Rental	0	0	27,652	0	0	0	27,652
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	152,113	0	0	0	152,113
Postage/Express Services	0	3,124	132	0	0	0	3,256
Advertising/Sponsorships	0	3,005	2,800	0	0	0	5,805
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	492	207	0	0	0	699
Investment Brokerage Fees	0	1,669	0	0	0	118,005	119,674
PCPA Support	0	0	0	56,160	0	0	56,160
Equipment	0	0	16,420	0	0	0	16,420
Scholarships	0	0	21,805	492,196	0	0	514,001
Total Expenses	0	256,437	370,524	548,357	0	118,005	1,293,322
Net Income (Loss)	0	(192,583)	1,339,925	(261,490)	205,224	1,289,770	2,380,846
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	94,343	224,913	275,150	917,740	0	1,512,146
Intrafund Transfers-Out	0	18,063	953,753	3,250	0	537,080	1,512,146
Other Transfer-In	0	285,759	0	0	0	0	285,759
Net Transfers	0	362,039	(728,840)	271,900	917,740	(537,080)	285,759
Net Inc/Dec in Fund Bal	0	169,456	611,086	10,410	1,122,964	752,690	2,666,605
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	811,579	2,345,624	773,429	16,873,945	3,687,995	24,492,573

AHC Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 01/31/2024

	Budget	Actual	% Budget
Revenue			
Contributions, Gifts, Grants & Endwmnts	0	583	0.00%
Non Cash Contribution	<u>20,305</u>	<u>14,877</u>	<u>73.27%</u>
Net Revenue	20,305	15,460	76.14%
Wine Operations			
Shipping Fee Revenue	900	720	80.02%
Sales and Commission	90,000	55,094	61.22%
Sales Discounts	<u>(31,500)</u>	<u>(20,754)</u>	<u>65.88%</u>
Net Sales	59,400	35,060	59.02%
Cost of Goods Sold	<u>(45,000)</u>	<u>(32,491)</u>	<u>72.20%</u>
Gross Profit	14,400	2,570	17.85%
Total REVENUES	34,705	18,030	51.95%
Expenditures			
Office/Operational Supplies	17,613	6,361	36.11%
In Kind Supply Expense	1,226	1,226	99.99%
Inventory Allocation Expense	(55,584)	(25,361)	45.63%
Non Instr Printing	2,750	409	14.89%
Food - Business Meetings/Events	1,293	769	59.46%
Service Contracts (Businesses)	33,450	16,039	47.95%
Travel - All Travel Costs	3,500	2,590	74.01%
Non-Tech Licenses, Permits, Fees	525	495	94.28%
In Kind-Software/Technlgy Licenses	19,980	11,115	55.63%
Insurance	374	285	76.17%
Facility Leases	100	100	100.00%
Land Lease	400	400	100.00%
Repairs (Labor-Diagnostic)	1,257	0	0.00%
Technology Hosting Services	60	0	0.00%
Legal Fees	413	413	100.00%
In Kind-Legal Fees	325	325	100.00%
Sales Tax Expense	400	210	52.55%
Postage/Express Services	1,200	708	59.01%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,000	1,018	50.91%
Cash Over and Short	5	0	(7.40%)
Equipment	1,475	1,475	100.00%
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	20,788	54.39%
Fund Balance			
Net Income (Loss)	(3,516)	(2,758)	78.45%
Fund Balance, July 1	163,931	163,931	163,931
Current Balance	<u>\$160,415</u>	<u>\$161,173</u>	<u>100.47%</u>



ALLAN HANCOCK COLLEGE

MARCH 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Henry V</i> through March 3 Marian Theatre <i>Wolf at the Door</i> through March 17 Severson Theatre	2 8:00 a.m. Community Food Share 1:00 p.m. Softball vs. Pasadena City College
3	4	5 2:00 p.m. Baseball vs. Cuesta College	6	7 11:30 a.m. <i>Student Food Share</i> every Thursday	8 Career Exploration Day Santa Maria campus	9 1:00 p.m. Baseball vs. Cuesta College
10	11 7:30 p.m. Symphonic Band Concert Boyd Concert Hall	12 2:00 p.m. Softball vs. Cuesta College	13	14 1:00 p.m. Softball vs. Moorpark College 2:30 p.m. Baseball vs. Oxnard College	15 12:00/2:00 p.m. Softball vs. San Bernardino Valley College 7:30 p.m. Jazz Band Concert Boyd Concert Hall	16 8:00 a.m. Community Food Share
17	18 Spring Recess No Classes March 18-23	19 6:00 p.m. Board of Trustees Meeting	20	21 12:00 p.m. Baseball vs. Santa Barbara City College 3:00 p.m. Softball vs. Santa Monica College	22 Spring Holiday College Closed	23 1:00 p.m. Baseball vs. Santa Barbara City College
24	25	26 2:30 p.m. Softball vs. Ventura College	27 2:00 p.m. Baseball vs. Cypress College	28 12:00 p.m. Baseball vs. Fresno City College	29 2:30 p.m. Baseball vs. El Camino College	30 1:00 p.m. Softball vs. Riverside City College
31						



ALLAN HANCOCK COLLEGE

APRIL 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 1:00 p.m. Softball vs. L.A. Pierce College 2:30 p.m. Baseball vs. Ventura College	3 9:00 a.m. Clothesline Project Display Santa Maria campus Commons	4 11:30 a.m. <i>Student Food Share</i> every Thursday 2:30 p.m. Softball vs. Cuesta College	5	6 8:00 a.m. Community Food Share 1:00 p.m. Baseball vs. Ventura College
7	8	9	10	11 <i>Dance Spectrum</i> through April 13 Boyd Concert Hall 2:30 p.m. Softball vs. Oxnard College	12	13 1:00 p.m. Baseball vs. Mt. San Jacinto College
14	15	16 2:30 p.m. Baseball vs. L.A. Pierce College 6:00 p.m. Board of Trustees Meeting Solvang	17	18 2:30 p.m. Baseball vs. Moorpark College	19	20 8:00 a.m. Community Food Share 1:00 p.m. Baseball vs. Oxnard College
21	22	23 2:30 p.m. Softball vs. Santa Barbara City College	24	25 <i>Little Shop of Horrors</i> through May 12 Marian Theatre	26 4:00 p.m. LVC 25th Anniversary Celebration Lompoc Valley Center	27
28	29	30				